



Interfolio Proposal

GEORGE MASON UNIVERSITY

AUGUST 2, 2018, 2:00 PM EST

PREPARED BY:

Anthony Morris

Director of Enterprise Sales

804.310.2328

Anthony.Morris@interfolio.com

This document contains confidential information that is proprietary INTERFOLIO Inc. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and not disclose this information to any party outside of the recipient's organization. This information may not be reproduced or displayed to any other party without the written consent of INTERFOLIO Inc.

INTERFOLIO Inc. shall not be held liable for any technical or editorial errors and omission contained herein, nor any damages directly or indirectly arising from this document.

This electronic, redacted version of the response only contains non-proprietary information.

Table of Contents

4	Interfolio Background and Information
6	Interfolio Response to GMU Statement of Needs
16	Methodology
18	Costs
20	References
Appendix	Signed Cover Page
	Attachment A – Vendor Data Sheet
	Payment Preference Statement
	Signed Addendum 1
	Interfolio Exceptions and Clarifications to Attachment B – Sample Contract
	Standard Order Form
	Interfolio License & Services Agreement
	Interfolio Faculty180 VPAT
	Interfolio Review, Promotion & Tenure VPAT
	Network Architecture Diagram
	Interfolio Security Packet (FAQ)
	Sample Project Plan

Interfolio Background and Information

Founded in 1999, Interfolio's first product was Dossier, a portfolio and delivery service that went on to become the premier job application technology in higher education. In 2012, Interfolio launched an academic decision support platform that was developed out of fifteen years of experience with faculty and academic leadership. In 2017 Interfolio announced its acquisition of Data180, the most effective and user-friendly faculty activity reporting system in the higher education technology market. Interfolio currently serves over 1 million scholars, 10,000 committees, and 300 institutions worldwide. Over 7,000 faculty reviews and 16,000 faculty hires have been made using Interfolio. Interfolio's partners represent a diverse cross-section of higher education, including Ivy League, liberal arts, R1, and large public institutions, as well as medical, law, and other professional schools.

This proposal presents the next steps in our discussion of how Interfolio can support faculty at George Mason University. Based on the detailed functional and technical requirements and the University's key objectives for this project, we believe we are the sole firm that can provide an elegant, user-friendly solution around "faculty activity reporting and creation of electronic dossiers for promotion and tenure." The University's end users (i.e. faculty members) will interact with one unified system and UI that is built with their needs in mind. From a technical and services standpoint, this means that minor (or no) custom work would be needed and all support (training, ongoing support, end user support) will be handled by our Project Management and Scholar Services teams based in Washington, DC.

We propose the adoption of **Interfolio Faculty180** and **Interfolio Review, Promotion & Tenure**. The two together will become the foundation of the "centralized strategy" for "collecting faculty activity data" for use by the faculty, academic units, and university leadership. For context, we've provided a short description the two modules:

- **Interfolio Review, Promotion & Tenure** handles the complex review processes in higher education, from packet submission to external evaluations to final decision all while mapping out the institution's varied shared governance workflows.
- **Interfolio Faculty180**, also known as our faculty activity reporting module, relies on validated, up-to-date, contextualized faculty data to assist with accreditation, compliance, and custom institutional reporting.

We look forward to continuing a conversation about the value that our "faculty first" technology can provide to George Mason University.

Thank you,
Anthony Morris

Interfolio Office:
1400 K St NW, Suite 1100
Washington, DC 20005

Our organizational structure can be found here: <https://www.interfolio.com/about-us/>. We do not anticipate any changes that would impact the high quality of service that we deliver to our clients.

Interfolio Response to Statement of Needs

A. Functional Requirements and Security:

1. Must have ERP (Enterprise Resource Planning) that allows for integration of all functions into one complete system to streamline processes and information from across the entire organization
 - i. Integrate with Banner to import faculty teaching and employment related profile data (school/college, address, race/ethnicity, gender, faculty rank and appointment status, where they obtained their degrees, faculty transcripts, etc.)

Yes, Interfolio can integrate with Banner to import faculty teaching and employment related profile data. The University will be responsible for any integration between Interfolio Faculty180 and any University systems, including Banner. There are select web services available, and deep integrations available via SFTP. A REST based API is available to obtain data from these systems. Interfolio is willing to provide general support to Mason ITS in this regard. To that end, we have provided a Network Architecture Diagram for Mason ITS's review (in Appendix).
 - ii. Work with industry standard integration management and ETL tools such as Informatica, Mulesoft, etc.

The only integration requirement is the ability to put GMU files onto a SFTP server so that the implementation team can manage the import of that data into the system.
 - iii. Allow for integration through standard secure methods such as SFTP, APIs, Web services, etc.

Yes, see Interfolio response to A.2.i.
 - iv. Import and facilitate maintenance of faculty contract awards and faculty grants data from sponsored funding database, including identification of PIs and Co-PIs (Coeus and Microstrategy) at both the proposal and award stages.

Yes, we believe we meet this requirement.
 - v. Import the existing faculty activity data from selected school and college databases (as practical)

Yes, this process is generally simple if data fields are parsed and mapped in the existing legacy system. We would need to engage in a deeper scoping conversation to discuss the practicality of importing existing faculty activity data from selected school and college databases and the associated cost for this data migration effort.
 - vi. Import data from indexing services or other bibliographic/citation services, such as Zotero
Yes, Interfolio Faculty180 allows for bulk import from indexing services or other bibliographic/citation services, such as Zotero.
2. Capacity to deliver a public facing institutional web profile by faculty to showcase the research and scholarly achievements, offer exemplars of innovative learning, provided current information on academic unit strengths to facilitate faculty recruitment, and create

visible faculty profiles to help potential students identify faculty in their fields of interest. Yes. The data captured in Interfolio Faculty180 has the capacity to deliver a public facing institutional web profile by faculty through the use of our web services and RESTful API. Many of our clients choose to configure Interfolio Faculty180 to feed faculty data to outward-facing web profiles in order to showcase faculty research and scholarly achievements, bolster recruitment efforts, offer visibility into faculty work to interested bodies (such as students), and reinforce the University identity and reputation.

3. Facilitate identification of potential teaching and research collaborations across Mason faculty

- i. The database should be easy to navigate so that faculty can identify potential collaborators and faculty research expertise for grant writing and interdisciplinary/multidisciplinary (I/M) collaborations (research, teaching, and curricular)

Yes, Interfolio's "Find Colleagues" tool allows faculty to easily identify potential collaborators.

- ii. The data should be organized using a customizable taxonomy so that public website visitors and potential academic collaborators can sort and search by useful terms including regions of the world or nations, language, and topics. For example, we should be able to see a listing of people, academic publications, sponsored (and non-sponsored) research, etc. relating to terms like "Sierra Leone" and "Environment."

Yes. Potential academic collaborators can sort and search by useful terms through the "Find Colleagues" tool and see a listing of people tied to academic publications, research, etc. with that key term. The public website will be designed by the Mason ITS, so this would be up to the University, but it has been done successfully by our client partners.

4. Incorporate ORCID and Digital Object Identifiers (DOIs), metadata for Zotero COinS

- i. Offer robust security to protect confidential, sensitive, or proprietary data within the scope of Mason's security protocols.

Yes. To that end, we've provided our Interfolio Security Packet (in Appendix) for Mason ITS's review. If the University requires any additional documentation, please let us know. We have a completed Educause Higher Ed Cloud Vendor Assessment Tool (HECVAT) that we are open to sharing upon request.

- ii. The settings should be customizable to the needs of the University and allow for limits in access from the full dossier down to the individual documents (for example, external letters in promotion and tenure dossiers).

Yes, Interfolio fully meets this requirement. With that said, we prefer to use the terminology "out-of-the-box configurable" over "customizable" as "customizable" could imply the need for custom code to meet these needs.

- iii. Permission to view files will need to be managed at a committee level (e.g. roles in the system and/or in the review) and person level in a straightforward process that mitigates human error.

Yes, Interfolio fully meets this requirement.

- iv. Role-based security should be used, and the ability to create, modify, assign, and delete roles should be available to university staff managing the solution.
Yes, Interfolio fully meets this requirement.
 - v. Support role and access based reporting and auditing to facilitate regular review of access and permissions.
Yes, Interfolio fully meets this requirement.
 - vi. System Data should be encrypted both at rest and in transit.
Yes, Interfolio fully meets this requirement.
 - vii. 3rd party management of accounts and authorization should be supported.
Yes, we believe we meet this requirement but we would like to know what third parties intend to be involved and how.
 - viii. Vendor should provide appropriate documentation of their security architecture, policies, and processes.
For the University's review, we have provided our Network Architecture Diagram and Interfolio Security Packet (in Appendix). Please let us know If the University requires any additional documentation.
5. Deliver a user-friendly interface with variety of avenues for data entry, import, export/API available for selected data (i.e. faculty bios), and report generation for multiple users
- i. Built in reporting and analysis capabilities
Yes, Interfolio fully meets this requirement and can show our built-in reports during the vendor presentation stage.
 - ii. Files/dossiers should be easy to navigate and review (when applicable)
Yes, Interfolio fully meets this requirement and can show how committees review dossiers during the vendor presentation stage.
 - iii. Forms and workflows should be editable with built-in graphical interface that is easy to use
Yes, Interfolio fully meets this requirement and can show forms and workflow builders during the vendor presentation stage.
 - iv. The system/software should allow for export and the ability to save created files and edit files in the system. Please clarify if the system can export charts and also CSV files with the results of analysis.
Yes, Interfolio can export charts (as a .png) and CSV files of reports with the results of analysis.
 - v. Interface should be designed to reduce need to re-enter/modify data across multiple units (e.g. faculty with joint appointments across academic units, schools, and colleges)
Yes, Interfolio fully meets this requirement.
6. Offer strong reliability, including high uptime percentage, notification of planned updates and outages, ability to request postponement of outage/update due to work schedule, and system stability; data backup and protection from loss of data must be addressed, as should data recovery plans and timetables for data recovery. Please provide a timeline for data recovery, upgrades, etc. (ex. Number of business days for planned system outages, what happens during off prime hours, etc.)

Yes, Interfolio fully meets this requirement around strong reliability of our services. We guarantee 99.5% uptime, but consistently deliver on 99.9%+ uptime. Interfolio specializes in zero downtime deployment, and this high uptime percentage includes planned maintenance windows. Interfolio will exercise reasonable efforts to perform scheduled system maintenance between the hours of 1:00AM and 3:00AM Eastern Time. We do not have planned system outages that last longer than a few hours at most. There is not the ability to request postponement of outage/update due to work schedule and system stability, but we communicate major releases well in advance to all our clients and plan releases around low volume times.

Because our back-up system is crucial to our business continuity and disaster recovery, we perform multiple backups, in multiple locations, to help assure reliable access to data in the event data recovery is needed. While further details are confidential, Interfolio maintains a "dark" copy of our production infrastructure in a geographically separate datacenter. In the event that data must be recovered, Interfolio's systems and operations can be fully operational within 24 hours.

7. All applications must be formatted for desktops, laptops, and mobile devices

Yes, Interfolio's products are compatible on desktops, laptops, and mobile devices as we employ responsive web design.

8. Allow for private "reference note" capabilities and tools for collaboration in all modules where appropriate

Based on the further details provided in Addendum #1, Interfolio can partially meet this requirement.

In Interfolio Faculty180, end users can identify potential collaborators (through our "Find Colleagues" tool) and access the potential collaborator's contact information directly from within the system. There is not a way to send a note to that collaborator directly from within the system.

In Interfolio Review, Promotion & Tenure, reviewers of faculty cases can create personal and private "reference notes" (i.e. annotations) and collaborate through the private Conversation tool, which facilitates online communication related to specific cases. These conversations are case- and committee- specific, i.e. as the review workflow progresses, these conversations remain private to that committee and tied to that individual case. It should also be noted that the Conversation tool can be toggled on/off based on the institution's needs.

9. System must work with OSX, Windows, and Linux.

Yes, the system works with OSX, Windows, and Linux.

- B. Should meet Section 508 and Web Content Accessibility Guidelines (WCAG 2.0) accessibility and compliance standards

1. Vendor should be prepared to demonstrate their compliance by providing a Voluntary Product Accessibility Template (VPAT)

Interfolio's VPATs are provided in the Appendix. Interfolio's products meet Section 508 and WCAG 2.0 accessibility and compliance standards.

2. Vendor should come prepared to provide Mason staff access to a demo or development environment for the purpose of running accessibility testing tools to evaluate adherence

to VPAT statements and compliance standards.

Yes, Mason staff are encouraged to run accessibility testing as needed to evaluate our adherence to VPAT statements and compliance standards.

C. Faculty Activity Tracking and Reporting should have the capability to:

1. Produce ad hoc reports for accreditation, research, teaching, leadership, and service activities;

Yes, Interfolio Faculty180 has a robust reporting system in place to allow administrators to create ad hoc reports directly from within the user interface. The user can build the report by manipulating variables (e.g. the activity area—research, teaching, leadership, service, organizational unit, begin/end dates, faculty and activity classifications). Once built, the user can drill down on the counts (numbers) within the cells to go from aggregated data down to the details. The user can also save the report as a “Quicklink” in order to easily access that report whenever needed.

Interfolio Faculty180 also provides out-of-the-box reports for accreditation, including (but not limited to) discipline specific (e.g. AACSB, ABET, LCME, NCATE-CAEP) and regional accreditation (SACSCOC) reports.

2. Produce CVs in customizable formats for faculty to use for varied professional needs;

Yes, faculty are able to produce CVs for use for varied professional needs directly from the data collected in Interfolio Faculty180. These CV templates can be provided for the faculty member by the University, their unit (e.g. department-specific CV template), or self-created by the faculty member. We also provide NIH/NSF biosketch templates. As noted in A.4.ii., we prefer to use the terminology “out-of-the-box configurable” for our CV builder over “customizable” as “customizable” could imply the need for custom code to meet these needs. The CV output would be within the structured format provided by Interfolio Faculty180; further manipulation of the formatting can be done by the faculty member by exporting the CV from the system (as a .doc).

3. Integrate ERP systems, publication databases, reference management software, grant databases, course evaluation systems, CV migration systems, authentication systems, and institutional repositories;

Yes. Interfolio Faculty180 functions as a “data hub,” and its value to the University only increases as the University leverages integrations with these varied systems and pulls relevant data into one centralized system for reporting purposes.

Based on the further details provided in Addendum #1 around “CV migration systems”: The University can choose to work with a third party vendor to migrate unparsed CVs (e.g. PDF) at an additional cost. As an alternate option (recommended), Interfolio can facilitate data migration from third party systems like Sedona, and faculty can generate new CVs from the data migrated into Interfolio Faculty180 from the third party system. This additional work would need to be scoped and priced if the University is interested in this effort (see response to A.1.v). If the University chooses neither, the fields of a CV would need to be newly populated through data entry by the faculty member or a proxy.

Based on the further details provided in Addendum #1 around “authentication systems”: Interfolio would like to note that we are compatible with SAML 2.0 technology, including Shibboleth, CAS, and ADFS.

4. Allow for customized reporting for activity and administrative reports; and
As noted in C.1., Interfolio Faculty180 has a robust reporting system in place that will allow administrators to create the reports that they need easily within the user interface. As noted in A.4.ii., we prefer to use the terminology "out-of-the-box configurable" for our reporting functionality over "customizable" as "customizable" could imply the need for custom code to meet these needs.

5. Produce technically advanced annual performance reviews.

Yes, Interfolio fully meets this requirement.

D. The Promotion and Tenure module and Evaluation Reviews module should allow for the following:

1. Assigning restricted access to those individuals who are involved in reviewing and editing the files at certain levels, and removing such access when their review is complete;

Yes, Interfolio fully meets this requirement.

2. Adding new documents to the file that automatically record the date which they were added;

Yes, Interfolio fully meets this requirement.

3. Maintaining one file, with historical records of prior documents and actions;

Yes, Interfolio fully meets this requirement.

4. Providing for an electronic signature/approval by the required individuals at each level (e.g. Local Academic Unit, Dean, Provost, President); and

While Interfolio does not have a built-in electronic signature tool, the required individuals can upload a Committee Document into the file that contains the signature/approval by involved parties.

5. Generating a final version of the dossier that includes all documents and records of action/approval at each level of review and that will be released to the University in PDF format for storage in University-housed records.

Yes, Interfolio fully meets this requirement.

6. Additional desired, but not required capabilities:

- i. Sending request to external reviewers, along with a required statement and option to check whether or not their communication should be confidential, and providing temporary access to certain portions of the file

Interfolio Review, Promotion & Tenure allows Administrators to send external evaluation request to external reviewers with a required statement and provide said reviewers with temporary access to certain portions of the file. As of yet, there is not a way to incorporate an option to check whether or not their communication should be confidential.

- ii. Sending automatic reminders to reviewers who have not submitted their evaluations/recommendations when due date is imminent

Yes, Interfolio Review, Promotion & Tenure fully meets this requirement.

- iii. Sending automatic notifications to the candidate after each level of review is completed

While this is not automated, an Administrator can easily send notifications to the candidate after each level of review is completed.

It's important to note that Administrators and Committee Managers can also share packet materials, such as committee documents, with the candidate and allow or disallow a candidate response or rebuttal to the shared material if this is part of GMU's process.

- iv. If a cloud-based (SaaS) solution, it should be able to restrict access to the solution by IP range AND by invitation. That is, under normal operations only university staff working either on one of Mason's campuses or using the university VPN should be able to access the solution, but external 3rd parties who are sent a specific invitation should be able to access limited portions of the system to complete their requested work.

As a SaaS solution, we aim to support our users' ability to work wherever and whenever they need to be the most productive, so we don't offer IP restriction capabilities. Our rigorous security practices (as outlined in the Interfolio Security Packet (in Appendix)) protect your data while also allowing faculty and administrators flexibility. We recommend using SSO enforcement as the best way to restrict access to the serve, and our granular permissions model allows you to restrict the data to which users have access. Additionally, we allow you to mark third-party users as "external users" so they can access the tools without using GMU SSO, and they are subject to the same granular permissions as your own users.

E. General Information:

1. Personal and Contact Information: *Yes, this information is captured in Interfolio Faculty180 and Interfolio Review, Promotion & Tenure.*
2. Administrative HR Data (current and historical): *Yes, this information is captured in Interfolio Faculty180 either manually or through integration with HR system.*
3. Academic, Government, Military and Professional Positions (Outside of Mason): *Yes, this information can be housed in Interfolio Faculty180.*
4. Education and Post Graduate Experience: *Yes, this information is captured in Interfolio Faculty180.*
5. Licensures and Certifications: *Yes, this information is captured in Interfolio Faculty180.*

F. Teaching:

1. Scheduled Teaching (BANNER and self-reported): *Yes, this information can be housed in Interfolio Faculty180 and course data can be pulled in from BANNER.*
2. Teaching Innovations and other Pedagogical Activities (e.g., course and curricular development, including that related to strategic plan goals): *Yes, this information can be housed in Interfolio Faculty180.*
3. Student Research and Project Mentoring (undergraduate, graduate, post-doctoral): *Yes, this information can be housed in Interfolio Faculty180.*
4. Academic Advising and other support activities (undergraduate and graduate): *Yes, this information can be housed in Interfolio Faculty180.*
5. Other Instructional Activities: *Yes, this information can be housed in Interfolio Faculty180.*
6. Faculty Teaching Interests: *Yes, this information can be housed in Interfolio Faculty180.*

G. Publications, Conferences, Creative Activity, and Research:

1. Journal and other Publications (peer and non-peer reviewed); Books; Book Chapters (peer and non-peer reviewed): *Yes, this information can be housed in Interfolio Faculty180.*
 2. Scholarly and Conference Presentations: *Yes, this information can be housed in Interfolio Faculty180.*
 3. Artistic and Professional Performances and Exhibits: *Yes, this information can be housed in Interfolio Faculty180.*
 4. Media Appearances (articles, television, web-based, and radio): *Yes, this can be housed in Interfolio Faculty180.*
 5. Contracts and Grants in support of research, creative activity, and professional practice: *Yes, this information can be housed in Interfolio Faculty180.*
 6. Sponsored Research Activity: *Yes, this information can be housed in Interfolio Faculty180.*
 7. Internal Support Activity (e.g. grants awarded by university academic or administrative units to faculty or teams of researchers): *Yes, this information can be housed in Interfolio Faculty180.*
 8. Fellowships awarded to individual faculty, not through the university: *Yes, this information can be housed in Interfolio Faculty180.*
 9. Intellectual Property and Patents: *Yes, this information can be housed in Interfolio Faculty180.*
 10. Interests and Specialties, including relevant Clinical and Professional Practice: *Yes, this information can be housed in Interfolio Faculty180.*
- H. Scholarly Recognition and Reputation:
1. Awards, Nominations, and Honors: *Yes, this information can be housed in Interfolio Faculty180.*
 2. Invited Talks, Seminars, Keynote addresses: *Yes, this information can be housed in Interfolio Faculty180.*
 3. Editorship Activities: *Yes, this information can be housed in Interfolio Faculty180.*
 4. Peer Review Committees: *Yes, this information can be housed in Interfolio Faculty180.*
 5. Leadership and Engagement with Professional Organizations: *Yes, this information can be housed in Interfolio Faculty180.*
 6. Advisory Boards and Expert Panels: *Yes, this information can be housed in Interfolio Faculty180.*
 7. Media and Public Relations: *Yes, this information can be housed in Interfolio Faculty180.*
 8. Consulting: *Yes, this information can be housed in Interfolio Faculty180.*
 9. Visiting Positions: *Yes, this information can be housed in Interfolio Faculty180.*
 10. Expert Testimony: *Yes, this information can be housed in Interfolio Faculty180.*
 11. Study Sections and Grant Reviews: *Yes, this information can be housed in Interfolio Faculty180.*
 12. Elected Fellowships (Fellow Professional Societies): *Yes, this information can be housed in Interfolio Faculty180.*
 13. The National Academies: *Yes, this information can be housed in Interfolio Faculty180.*
- I. Leadership, Service, and Professional Development:
1. University, School/College, Regional Campus, Departmental Leadership and Service: *Yes, this information can be housed in Interfolio Faculty180.*

2. Professional Development Activities: Yes, *this information can be housed in Interfolio Faculty180.*
 3. Public and Community Service: Yes, *this information can be housed in Interfolio Faculty180.*
 4. International Activities: Yes, *activities with international emphasis can be tagged as such in Interfolio Faculty180 using Activity Classification Tags.*
 5. Entrepreneurship and Industry Collaborations: Yes, *this information can be housed in Interfolio Faculty180.*
 6. Business, Organization, and Community-based Service: Yes, *this information can be housed in Interfolio Faculty180.*
 7. Exhibits/Festivals/Events: Yes, *this information can be housed in Interfolio Faculty180.*
 8. Membership in Organizations: Yes, *this information can be housed in Interfolio Faculty180.*
 9. Special Interests: Yes, *this information can be housed in Interfolio Faculty180.*
- J. Reporting and Analysis:
1. Create CV and/or Bio-sketches for Professional Needs (e.g., grant submission for NIH, NSF, USDA, NIFA, etc.)
Yes, Interfolio fully meets this requirement. See Interfolio response to C.2.
 2. Support Academic Program Review (APR) and accreditation process
Yes, Interfolio fully meets this requirement. See Interfolio response to C.1. Interfolio Faculty180 supports academic program reviews by allowing the credentials, accomplishments, and activities of the faculty members who support a given program to be collected, reported, and compared to faculty in other programs.
 3. Support annual review, tenure and promotion processes
Yes, Interfolio fully supports the annual review, tenure and promotion processes of higher education, from packet submission to external evaluations to final decision all while mapping out the institution's varied shared governance workflows.
 4. Support university, school, and college strategic plan goals (activity related metrics)
Yes, we believe we can fully support the university, school, and college in this regard by providing the activity related metrics tied to the strategic plan goals.
 5. Create scholarly expertise profiles or listings
Yes, we believe we can meet this requirement but would need a deeper understanding of the University's expectations around "scholarly expertise profiles or listings."
 6. Dashboards and Link Analysis (No. of publications, citations, activities, etc.)
At this time, we do not offer Analytics dashboards within the Interfolio Faculty180 module.
- K. Data Security:
1. As the system will contain sensitive and confidential information (including but not limited to faculty transcripts, race/ethnicity, gender, etc.) the offeror shall outline their system/software's levels of security, how data is kept secure, etc.
Yes. As previously aforementioned in A.4.i., we've provided our Interfolio Security Packet (in Appendix) for Mason ITS's review. If the University requires any additional documentation, please let us know. We have a completed Educause Higher Ed Cloud Vendor Assessment Tool (HECVAT) that we are open to sharing upon request.

2. Please clarify in your offer what your security defaults are (Ex. Does your system generally restrict access to classes of documents unless set otherwise?)

User access (e.g. to classes of documents) are granted on principle of least-privilege.

- L. After negotiations/BAFO but prior to contract award, the contractor must agree to submit their solution/system to Mason's Architectural Review Board (ASRB) for review/approval.

Interfolio agrees to this request as outlined in Section XVIII in the RFP.

Methodology

- a. Describe your process for working with Mason to deliver your system/solution/services.

There are many factors that contribute to a successful implementation of Interfolio at an institution. Given our expertise and proven successful track record, we help guide the institution to success by collaborating on defining implementation objectives, establishing a manageable timeline, and driving overall institutional adoption. As an Interfolio client, you will have the support of the Project Management and Scholar Services (end-user support) teams throughout your implementation and product deployment. In addition to these resources, we also assign an Account Manager to be dedicated to your success throughout the entire life of your license. In return, we ask that the institution assign the appropriate resources to support this effort (aka "core team") that includes, at a minimum, a Project Manager, Executive Sponsor, and any other key stakeholders.

Upon project kickoff, our Project Manager will collaborate with your team to create a custom implementation plan with timelines and associated resources. Depending on the University's objectives, we can either implement both modules simultaneously or take a phased, modular approach to deployment.

Our standard implementation process for the Interfolio Faculty180 and Interfolio Review, Promotion & Tenure follows the below phases regardless of the module and timing:

- **Plan:** *The Interfolio Project Manager schedules a kickoff discussion with the Client core team. During this meeting, the team will review/define the key objectives of the deployment and develop the overarching project plan, including timelines, milestones, and assigned resources. We will also share our various communications tools (i.e. client dashboard, project plans) and meeting cadences to ensure that the team is meeting regularly to discuss progress, timeline, and any outstanding implementation issues.*

Specifically during the Interfolio Faculty180 planning phase, we ask the project team to provide sample files for all potential data sources that may eventually be used in the product. Ideally, this list of files should be well defined at the onset of the implementation and the details of the effort for any data integrations should be clearly outlined. Should additional data sources be required post this initial effort, then a separate Statement of Work could be required and additional fees may apply.

- **Inform:** *The Interfolio Project Manager will begin this phase by providing a more substantial review of the products and the functionality and then provide hands-on training to the Client Project Manager/Administrator to ensure that they fully understand the solution. The teams will work together to setup the various users, workflows, review cycles, etc.*

As part of the Interfolio Faculty180 Inform phase, the Interfolio team will prepare the basic setup of the system which includes working with the Client core team to configure the system and load the base data set. The data that is typically included in this activity are exports from existing institutional sources (SIS, ERP, etc.). As part of this effort, the data can be uploaded directly via the product interface, via API, SFTP, or virtual shared drive.

More specifically, the transfer of the following data is included as part of the implementation:

- Units/Organization Structure
 - Faculty Information
 - Committee Information
 - Secondary Unit Assignments
 - Courses
 - Course Prefixes
 - Courses Taught
 - Faculty Classifications
- ***Train:*** The Client core team will schedule the training sessions to be delivered to the larger institution to include project managers, system administrators, and committee managers. The training can either be onsite or delivered remotely, depending on how it outlined in the final contract. The Interfolio Project Manager will work with the Client Project Manager to ensure that schedules align and that the necessary technology is in place to support the training sessions.
 - ***Deploy:*** Upon completion of the training, the solution is ready to be deployed to the end users and the various efforts will commence based on the institution's timeline. Should the institution require onsite training for their end users, they can purchase that service as part of their contract. Finally, the Interfolio Project Manager will perform a debrief on the implementation and close out the project plan. The Interfolio Account Manager will actively participate in that session and continue with the management of the account moving forward.

We've provided a Sample Project Plan (in Appendix) for the University's review that addresses GMU's request for "time/manner/schedule for delivery based on a contract start date of 10/01/18."

Costs

Product	Year 1	Year 2	Year 3
F180 Faculty Activity Reporting Annual Subscription (Volume and Multi-module Discount reflected)	Net \$74,638.50	Net \$77,624.04	Net \$80,729.01
Review Promotion and Tenure Annual Subscription (Volume and Multi-module Discount reflected)	Net \$62,305.00	Net \$64,797.20	Net \$67,389.09
Dossier Institution Annual Subscription	included	included	included
Annual Project Management (Services)		\$10,000.00	\$10,000.00
F180 Implementation Services	\$58,978.88		
Review, Promotion and Tenure Implementation Services	\$9,945.75		
Data Integration Services	\$10,000.00		
Onsite Training (4 Days)	\$4,000.00		
Travel Expenses Included from our Washington, DC Office	n/a		
TOTAL	\$223,868.13	\$152,421.24	\$158,118.10

Option for seven (7) additional one-year renewals not to exceed 4% increase per annum.

Included at no additional charge. Interfolio would like to host key GMU personnel for a one day pre-implementation strategy retreat in our Washington, DC office. The focus of this meeting would be a planning session with senior Interfolio Staff and Project Managers to set strategic goals, timelines, and KPIs for the Interfolio Project.

*License fee includes:

- Software Hosting, Maintenance, Support, Patches and Upgrades (Please note that new solutions that represent new modules of our Faculty Information Suite may require additional scoping, implementation, and subscription.)
- Unlimited users (faculty, admin., and staff)
- Unlimited promotion templates, units, and cases
- Unlimited activity input templates and reports

- Access to an electronic dossier for your faculty body
- API Integration Toolkit
- SSO Authentication Toolkits
- Dedicated Account Management provides strategic support and consulting for the project as well as regularly scheduled client meetings to review system utilization, best practices, and solution optimization.
- Dedicated Project Manager for enterprise level faculty, administrators, and staff support.
- Dedicated "Scholar Services Team" provides direct end user support for faculty, staff, and external letter writers.

References

Note: We do not disclose our contract value as we are a private company.

a. University of Delaware (Newark, DE)

Interfolio Faculty180

John Sawyer, Professor and Associate Provost of Institutional Research and Effectiveness

sawyerj@udel.edu

302-831-2021

Client since: August 2014

New York University (New York, NY)

Interfolio Review, Promotion & Tenure

Mike McCaw, Lead HR Project Analyst & Senior Academic Advisor

mike.mccaw@nyu.edu

212-998-5027

Client since: March 2017 (NYU Stern School of Business has been a client since August 2014 and NYU School of Medicine since September 2015)

Tulane University (New Orleans, LA)

Interfolio Review, Promotion & Tenure AND Interfolio Faculty180

Alysia Loshbaugh, Office of Academic Affairs and Provost

akravitz@tulane.edu

504-865-5000

Client since: July 2014

University of California, San Diego (San Diego, CA)

Interfolio Review, Promotion & Tenure AND Interfolio Faculty180

Cynthia Palmer, Assistant Vice Chancellor of Academic Personnel

c5palmer@ucsd.edu

858-534-3133

Client since: March 2017

University of California, Los Angeles (Los Angeles, CA)

Interfolio Review, Promotion & Tenure AND Interfolio Faculty180

Heather Small, Sr. Business Analyst

hsmall@it.ucla.edu

310-825-4164

Client since: October 2016

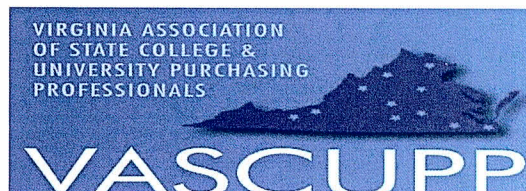
b. Provide a list of any active contract(s) terminated within the past five (5) years for other than convenience of the owner. If none, state.

University of Maryland, Eastern Shore due to low adoption and lack of institutional core team

APPENDIX



Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



**REQUEST FOR PROPOSALS
GMU-1506-18**

ISSUE DATE: June 28th, 2018

TITLE: Faculty Activity Collaboration Tool (FACT)

PRIMARY PROCUREMENT OFFICER: Katherine Sirotin, Assistant Director, ksirotin@gmu.edu

SECONDARY PROCUREMENT OFFICER: Jim Russell, Director, jrussell@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM EST on July 12, 2018. **All questions must be submitted in writing.** Responses to questions will be posted on the Mason Purchasing Website by 5:00 PM EST on July 18th, 2018. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: August 02, 2018 @ 2:00 PM EST. Hand deliver or mail proposals directly to the address above. Electronic submissions including email submissions will not be accepted. A public opening will not be held. Late proposals will not be accepted.

Note: A return envelope is not being provided. It is the responsibility of the Offeror to ensure the proposal is submitted in a sealed envelope, box, container, etc. that clearly identifies the contents as a proposal submission in response to this Request for Proposal. See Section X Paragraph C herein. If delivering proposals by hand, deliver to the Purchasing Department located in Suite 4200 of Alan and Sally Merten Hall (Merten Hall), Fairfax Campus. Campus Map. Office hours are 8:30AM to 5:00PM.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: Interfolio, Inc.

DBA: Interfolio

1400 K Street NW, Suite 1100

Washington, DC 20005

FEI/FIN No. 54-1949996

Fax No. 202-706-7372

Email: sales@interfolio.com

Date: 7/27/2018
By: [Signature]
Signature

Name: Andrew Rosen

Title: CEO

Telephone No. 202-503-1304

SWaM Certified: Yes: _____ No: ☒ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: _____

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

**ATTACHMENT A
VENDOR DATA SHEET
TO BE COMPLETED BY OFFEROR**

1. **QUALIFICATION OF OFFEROR:** The Offeror certifies that they have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **YEARS IN BUSINESS:** Indicate the length of time in business providing this type of service:

Type of Business: higher education software company 19 Years 0 Months

3. **BUSINESS STATUS:**

A. Type of organization (circle one):

Individual
Sole Proprietor

Partnership
Government

Corporation
Other (explain)

B. Category (circle one):

Manufacturer/Producer
Service Establishment
Other (explain)

Mfg.'s Agent
Distributor

Retailer
Wholesaler

C. Status: If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number _____. For certification assistance, please visit <http://www.sbsd.virginia.gov/>. (Please check all applicable classifications. Must be certified with **VIRGINIA SBSBD** to qualify)

____ (MB) MINORITY OWNED. "Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

____ (WB) WOMAN OWNED. "Women-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

____ (SB) SMALL BUSINESS: "Small business" means a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the _____ previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

____ LARGE BUSINESS

I certify the accuracy of this information.

Signed: _____

Title: _____

Printed Name: _____

Date: _____

Andrew Rosen

CEO

7/24/2018

Payment Preference Statement

Interfolio prefers Option #3- Net 30 Payment Terms. Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account.



Purchasing Department
Mailing Address: 4400 University Drive, Mailstop 3C5
Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589

July 25, 2018

RFP ADDENDUM #1 REVISED

Reference – Request for Proposal:
Title:

GMU-1506-18
Faculty Activity Collaboration Tool
(FACT)

Dated:
For Delivery To:

June 28th, 2018
George Mason University

The following changes are hereby incorporated into the aforementioned RFP – This Revised RFP Addendum # 1 dated July 25, 2018 Supersedes RFP Addendum #1 dated July 18th, 2018. Please disregard the earlier addendum and include this Revised RFP Addendum #1 as part of your offer (this addendum has slight updates to some of the answers below and additional questions and answers are included):

Please make sure to sign and include this addendum and all other addendums issued under this RFP with your offer/proposal.

- **As part of any resulting contract award, the contractor will be expected to sign and agree to the terms and conditions of George Mason University's Data Security Addendum. This Data Security Addendum is attached to this Addendum (herein) and made part of the Request for Proposal, GMU-1506-18, and any resulting contract award. If the contractor has any requested red-lines, comments or changes to this Data Security Addendum please make sure to clearly state this in your proposal and include those items/comments/changes in your proposal for Mason's review.**
- **Answers to Questions received by Thursday, July 12, 2018 at 4:00PM.**

Answers to these questions will be considered part of the RFP and the vendor should include any changes that result from this addendum into their offer. Failure to consider the information provided below may result in your offer being scored lower:

1. **Question:** Section X-A-1: Will the contractor be provided access to service accounts that will allow data connections for Mason Information Technology Systems?

Answer:

GMU's Information Technology Service Department (ITS) will provide service accounts for reasonable access requests. It is ITS policy to not provide direct access to our ERP or other sensitive systems. The vendor would be required to either:

- a) Pass data files through an intermediary SFTP server
- b) Use an intermediary messaging, SOAP, or REST based API to obtain data from those systems.

Provided the vendor is willing to work with Mason ITS to develop an architecture and business process within Mason's policy and architecture requirements, ITS would do its best to work with them. To facilitate this, a design guide or architecture guide should be provided in the RFP response.

Vendor will have to agree to a data access addendum and provide SOC 2 type 2 reporting as part of any contract award

2. **Question:** Section X-A-2 Will the team be able to access the current public facing systems to leverage those systems functionality

Answer: As long as the data owners agree, and signs Mason's data sharing agreement, this access could be provided. There are non-public facing systems that would require additional consideration and negotiation, and to which access might not be provided. Vendor would be expected to provide data security based upon industry and government standards for protecting highly confidential data. Example of security standards include NIST 800-53 and ISO 27001.

3. **Question:** Section X-A-2 Is the intention to use publicly visible websites (such as Drupal & similar systems) to provide external user access whereas the data would be maintained in the FACT system and only allow certain data to be presented through existing external methods.

Answer: Yes, this is what we would want in an ideal situation.

4. **Question:** Section X-A-4 What version of Microsoft 365 does George Mason University currently use (ie: E1, E3, E5)

Answer: Mason is currently on A1, which is roughly equivalent to E1. We are considering A3 or A5.

5. **Question:** Section IX Is it expected that the proposed cost would include support staff to make customizations?

Answer: Yes, Mason is interested in a budget proposal and cost estimate that is the "real" cost of implementing as we envision needing and wanting to do.

6. **Question:** Page 10 B.e. Provide your organization's VPAT. Does VPAT stand for Voluntary Product Accessibility Template?

Answer: Yes, VPAT stands for Voluntary Product Accessibility Template. Our Accessibility Department requires this VPAT to review your product/services for federally mandated accessibility requirements.

7. **Question:** Does Mason expect a commercial-off-shelf (COTS) solution or a custom solution? How soon will Mason need it for a COTS or a custom solution?

Answer: Mason is not mandating that the contractor provide a commercial-off-shelf (COTS) solution or a custom solution and does not have a preference. As this is a Request for Proposal (RFP), Mason provides requirements (a listing of desired features/functionality) and relies on the Contractor to propose a solution for those requirements. The contractor may propose either a COTS or custom solution/system and if a custom solution or modified COTS solution is proposed the vendor should provide a timeline/project schedule for creating/implementing a custom solution or modifying a COTS solution as well as the pricing/cost associated with these modifications or customizations.

8. **Question:** Page 4 A.1.i. Integrate with Banner to import faculty teaching and employment related profile data. Where are these data stored today?

Answer: Most of this data is stored in Banner. Our Human Resources (HR) Department

has recently implemented a performance system for faculty and staff, some of that data may be stored there. Individual departments may store this information on their own systems.

9. **Question:** RFP does not specify where the system is hosted. It is ok to use a commercial cloud to host the solution? Will the contractor be responsible for operation and maintenance of this system?

Answer:

Mason's preference is for SaaS solutions where the vendor has responsibility for the operation, maintenance, and upkeep (keeping the code and systems patched and up to date). This is not a requirement for a solution, but is definitely a major consideration when evaluating competing solutions. Hosted environments will need to be controlled to information security standards and controls for highly sensitive data as well as submit SOC 2 type 2 reports.

10. **Question:** In section X.C.3 (Statement of Needs > Faculty Activity Tracking and Reporting should have the capability to... > Integrate...) you state that the solution should have the capability to integrate with CV migration systems. Could you please clarify your specific needs here, and/or provide examples of CV migration systems?

Answer: To clarify, Mason is asking offerors to state whether or not their product/solution can integrate from existing spaces where CVs might be located. We have some homegrown systems that are currently used, other schools are using Sedona as a platform. We would like the vendor to detail if their solution has any capacity to use existing CVs or do all the fields of a CV need to be newly populated?

11. **Question:** In sections X.F through X.I (Statement of Needs > Teaching through Statement of Needs > Leadership, Service, and Professional Development) we imagine you are looking for evidence to be provided that the solution can capture the specific activities/elements listed in each category. Can you confirm and/or share additional details on the information you are looking to be provided? The categories in these sections are:

- i. Teaching
- ii. Publications, Conferences, Creative Activity, and Research
- iii. Scholarly Recognition and Reputation
- iv. Leadership, Service, and Professional Development

Answer: Yes, we are asking the vendor to outline that their solution can capture specific activities/elements as listed in this section. We would also like the system to be flexible enough to add types of activities and elements that we don't provide in advance. There may be items that are not currently on this list that faculty may want to include. The RFP lists additional details by providing a fairly comprehensive, but likely not exhaustive list of the kinds of information that would be captured for each of these categories.

12. **Question:** Section X.A.4 has the header "Incorporate ORCID and Digital Object Identifiers (DOIs), metadata for Zotero COinS", with 8 sub-points. Some of the sub-points seem to be scoped to the entirety of the system rather than specifically ORCID, DOIs and/or Zotero (especially subpoints ii, iii, iv, v, vi and viii). Please advise whether responses on the 8 sub-points are meant to be scoped to the entirety of the system or focused specifically on these aspects as they pertain to ORCID, DOIs and/or Zotero.

Answer: These security control requirements should be features of the system as a whole, and not just as they pertain to ORCHID, DOIs, and/or Zotero.

13. **Question:** In section X.A.8 you note that the system should "Allow for private "reference note" capabilities and tools for collaboration in all modules where appropriate". Can you describe a bit more about the conditions under which such capabilities would be used (i.e., in what situations users need these capabilities)?

Answer: For end users who are using this to identify potential collaborators, it would be useful to have a "note" function for faculty members. Reviewers of faculty cases (annual review, promotion, or tenure) might benefit from tools that facilitate collaborative review and sharing documentation related to specific cases. If your product can provide a feature like this please notate as such in your proposal.

14. **Question:** Is it a requirement for the vendor to allow users to specify a maiden or pen name?

Answer: Yes, this is a requirement as a number of female faculty – and perhaps some men - may have published work under more than one last name.

15. **Question:** What type of previous experience partnering with George Mason peers are you looking for?

Answer: Experience needs to be related and similar in scope/requirements to what is being requested in the RFP. If you have similar experience partnering with a Mason peer please clearly outline in your proposal what that experience is and how it is similar and related to this RFP scope/requirements.

16. **Question:** What's the extent of flexible and multi-faceted customization GMU is looking for?

Answer: This will depend on the quality and customization that is available in the off-the-shelf product. The less flexible that product is, then the more customization might be needed. We are a large, public research institution with a fairly decentralized administration with ten different schools and colleges. We need to be able to have the different schools and colleges customize in ways that make sense for them while keeping a centralized common language and understanding of different terms.

17. **Question:** How important is a self-reporting CV tool for faculty?

Answer: A system that can offer this tool would be quite valuable, but its overall value in the RFP will be evaluated in the context of all the features of the proposal.

18. **Question:** What's the extent of the implementation plan GMU is looking for, up front, before beginning implementation?

Answer: We need a realistic sense of the cost, resources, timing, and project management needs and recommendations to migrate a large, public research university of our size. And, once migrated, what types of "tweaks" or issues typically arise and how they are addressed. Additionally, we would like the contractor to explicitly address in their proposal what type and amount of Mason staff time would be necessary from the functional and technical perspective.

19. **Question:** What number of academic units would be using the system?

Answer: Our hope is to migrate all of our academic units within the next three years.

20. **Question:** How many FT (Full Time), PT (Part Time) and adjunct faculty would be using the system?

Answer: All of our faculty, including alumni, PhD students, and potentially a small number of Master's and undergraduate students who are producing academic content and participating in funded (or unfunded) projects, will be using the system, assuming successful migration planning for our schools and colleges. As of fall 2017 we had 2551 instructional faculty and 188 research faculty, both FT and PT.

21. **Question:** How many FT, PT and adjunct faculty are in each academic unit?

Answer: This varies by Academic Unit. We would refer you to our Office of Institutional Research and Effectiveness website. The faculty numbers are based on last fall's census: https://irr2.gmu.edu/New/N_Faculty/FT_PT_Fac.cfm?staff_group_desc=All%20Acad.%20Fac&term=201770&HCFTE=HC&qdivs=no&division=&division_desc=

22. **Question:** What is the approximate start date of this project?

Answer: Award of this contract is tentatively scheduled for early October. If Mason is able to hold the schedule to this contract award date contract performance could begin as early as mid to late October.

23. **Question:** Please specify any hardware requirements?

Answer:

Preference will be given for solutions that are hosted and maintained by the vendor, with the caveat that cloud vendors will be required to complete and submit a SOC 2 type 2 report and sign Mason's data sharing addendum. If the solution is designed to be hosted locally, Mason requires that it be supportable on standard enterprise design packages and be supportable in a virtual environment. For locally hosted solutions, the vendor would be expected to explicitly detail the required hardware/OS requirements so that ITS can evaluate the internal ability to support that solution.

24. **Question:** Please specify if services/training/support is to be performed on-site or off site?

Answer: Mason is not mandating that the contractor provide training/services/support on-site or off-site and does not have a preference. As this is a Request for Proposal (RFP), Mason provides requirements (a listing of desired features/functionality) and relies on the Contractor to propose a solution for those requirements. The vendor may propose either on-site or off-site services/training/support and explain why they think that the proposed solution best meets Mason's needs/requirements.

25. **Question:** Please confirm can we perform the task through offsite/offshore?

Answer: Mason would strongly prefer the services not be provided offsite/offshore. In addition, having information off shore could require Mason's data to be subject to different laws regarding privacy, and require the information be provided or shared to groups in ways we would not agree with. We have a strong preference for the solution to be hosted within the United States of America. If the contractor will be providing them offsite/offshore they must clearly state in their proposal if they are operating or performing the majority of work/tasking outside of the United States, where from (locations), and how they will address issues like international law regarding privacy,

time differences, communication, and providing services/training/support off-site or off-shore to ensure timely and quality service under any resulting contract award.

26. **Question:** Please specify if higher education institutions experience is compulsory or would any private firm experience and past performance be considered for this project?

Answer: Higher education experience is not compulsory but it is preferred and the contractor must provide information about experience and past performance related to entities/agencies/customers that have requirements that are similar and related to what Mason is asking for in this RFP. It is recommended that any customers that are listed as references be similar in size/scope to Mason.

27. **Question:** Please specify if there is a budget for this project? Could you confirm the budget amount?

Answer: Yes, there is budgeted funding for this project. No, Mason will not share the dollar value/amount of this funding. Contractor's should provide their most competitive pricing for the requirements listed in the RFP and Mason will score pricing as one of several evaluation factors in the RFP. If the contractor's product/proposal is selected to move forward based on initial scoring of these evaluation factors, Mason may choose to enter into negotiations with the vendor on a variety of factors, including price.

28. **Question:** Please confirm if the cloud hosting services is mandatory or not?

Answer:

Mason has a strong preference for vendor hosted or cloud hosted services with the vendor providing support, updates and maintenance.

29. **Question:** Please specify if the (SWaM business with Virginia SBSD) is mandatory for this contract?

Answer: No, a contractor does not need to be certified as Virginia SBSD SWaM business in order to submit a proposal (this is not a set-aside RFP and any contractor may submit a proposal regardless of company size). However, any contractor who submits a proposal and is a certified Virginia SBSD SWaM business at time of proposal submission/due date will automatically receive five (5) points for their status. If you are a certified Virginia SBSD SWaM business please provide a copy of your Virginia SBSD certification and mark your SBSD certification type and number on Attachment A – Vendor Data Sheet with your proposal submission.

30. **Question:** Please specify if you are looking for commercial-off-the-shelf (COTS) solution required or custom solution?

Answer: See Question 7. Answer above.

31. **Question:** What Portal technology is in use from an enterprise perspective?

Answer: Blackboard is what we as an internal portal for students and some faculty/staff groups and departments. A hosted Drupal service is the Mason's CMS for website hosting primarily.

32. **Question:** What CMS is in use from an enterprise perspective?

Answer: See 31.

33. **Question:** Is there a committee (SME's) that is in place to work with for the requirements in place today? If so, what areas are represented?

Answer: The ASRB reviews all software procurement or development against state, federal law, and university policy, standards, and procedures for compliance and compatibility. The group looks at risk and compliance, and also works with SMEs to evaluate technical requirements, workload, and resources. This includes application development, server and network requirements, and other technical concerns.

34. **Question:** The sections on Section 508/WCAG Compliance and the Architectural Standards Review Board refer to the vendor providing a demo or development environment for review by Mason staff. This suggests that it is expected that proposed solutions will be existing products or packages that will be extended or customized rather than a custom-built solution. To what extent are you prepared to consider a bespoke solution?

Answer: See answer to Question 7. Above. Mason does not mandate that a system be COTS or custom built. If your organization/firm wishes to offer a custom solution you may do so in your proposal/offer and clearly outline the details of customizing a solution to meet Mason's needs including timelines/schedules/asset allocation/key personnel/resources, etc. in order to develop and provide a custom solution.

If a bespoke solution is presented, the vendor should be prepared to commit to making that solution fully 508/ WCAG compliant, and addressing any issues identified at no additional cost.

35. **Question:** Does the Architectural Standards Review Board have a set of architectural standards, reference architectures, standard operating environment, or other reference material that we can review in order to maximize our solution's compliance with those standards?

Answer: Mason ITS supports a wide range of industry standard technologies and enterprise platforms.

36. **Question:** Do you have an LDAP server where all users are defined and if so what is it?

Answer: We maintain a unix and Windows LDAP solutions, with partial directory information. For authentication purposes we leverage SAML 2.0 technology, including Shibboleth, CAS, and ADFS, as proxies to our LDAP systems.

37. **Question:** What does the statement "System must work with OSX, Windows and Linux" mean? Is there a preferred implementation platform for the solution and does the solution have to run on all the platforms?

Answer: These are client platforms used by professors. The ideal solution would be useable from any of the above OS platform. Information Technology Services (ITS) supports current Apple and Windows OS systems.

38. **Question:** Are you currently using any electronic forms software including workflow with digital signing capability?

Answer: Mason has no official policy or solution for digital or e-signatures. We do use Dynamic Forms.

39. **Question:** Functional - Teaching and Employment Profile Data – Will the FACT be the system of record once data gets imported from Banner?

Answer: BANNER will likely still be the system of record for Employment Profile Data. FACT may be the system of record for certain inquiries, but this is yet to be determined.

40. **Question:** Importing Data into FACT – Will there be a scheduled ETL jobs from various sources other than real time integration with enterprise systems?
Answer: ITS supports both batch data file processes, and real time integrations. For central system access, both require an intermediary server to process data integration requests.
41. **Question:** Public Website – Does the scope include developing the public facing website or provide APIs to export the required data from the public facing websites?
Answer: Given that this solution may contain sensitive information, any public facing interface or application should have the ability to be logically and/or physically separated from the sensitive system.
42. **Question:** Functional - Is there any workflows such as Review, Approval, Inbox for tasks to complete etc., involved in the functionality? We meant to know whether any business process management software needs to be part of the solution.
Answer: Given the nature of the RFP, it is likely that review and approval components would be a desired part of the solution.
43. **Question:** Information Architecture - Functional, Sections C to I – Are these high-level sections are functional modules whereas the sub-sections outline data points that we either need to capture in FACT or need to pull real-time or through ETL? Can we point out which for which sections FACT will act as a System of Record?
Answer: This is a functional question about whether the data will be referenced from its current source, and only displayed/copied (as either a real-time pull or batch pull) to the FACT system, or the data will be moved to FACT and will be displayed/referenced from the FACT system. The answer is both. Some data will be pulled and verified in FACT, but the system of record may be the original source ,while any new data being gathered, created, or dynamically produced by FACT will, by necessity, be authoritative to FACT.
44. **Question:** App Dev - Any preferred language for web and component development? Java Vs Node Vs .NET
Answer: Mason supports development in .NET and Java, Preference will be given to vendors who support their solutions, and do not require Mason to take on ownership/maintenance of custom code.
45. **Question:** Dev Ops - Any preferred toolset for managing code base and deployments?
Answer: Mason uses GitHub for managing code. Preference will be given to vendors who support their solutions, and do not require Mason to take on ownership/maintenance of custom code.
46. **Question:** Solution - How comfortable Mason in accommodating open source technologies for this project? Any restrictions or regulatory requirements that we need to be aware of?
Answer: Mason makes use of open source technologies for a variety of services. Preference will be given to vendors who support their solutions, and do not require Mason to take on ownership/maintenance of open source solutions and platforms. Being an institute of higher education, Mason is required to comply with a variety of regulations and laws, both state and Federal. Vendors should be familiar with Virginia commonwealth and law pertaining to employee records, data privacy, and any research information to be published. Mason HR should be consulted for details on these concerns.
47. **Question:** Solution - Any restrictions or regulatory requirements in using cloud in developing the application? Any preferred cloud platform of choice for Mason?

Answer: Cloud applications should meet industry standards and best practices, and regulatory compliance requirements for the data being stored. Example of industry standard would be NIST 800-53

48. **Question:** Security - Do new users require the two-factor authentication to enroll?

Answer: University requires 2fa for access to sensitive systems. Vendors would be expected to either leverage central 2fa Duo via CAS, or provide equivalent controls.

49. **Question:** Reporting, Analytics/Visualization – Any preferred toolset that we should be aware of?

Answer: Microstrategy is Mason’s preferred analytics/visualization tool.

50. **Question:** Reporting, Analytics/Visualization – Do we need to build a separate BI environment or can we use one that’s existing?

Answer: No.

51. **Question:** Reporting, Analytics/Visualization – Do business users need any capability to schedule and create report templates?

Answer: Preference will be given to vendors who have a clear path for working with 3rd party analytics/ data visualization tools.

52. **Question:** PMO – Any preference in terms of using Agile approaches for developing the solution?

Answer: University is aware of Agile approach. ITS is capable of supporting Agile methods.

53. **Question:** Is there a central repository of user identities? If not, can one be created by combining one or two of the existing repositories? (LDAP)

Answer: Banner is our authoritative source for user identities. For Faculty/staff accounts, LDAP, AD are complete user sets.

54. **Question:** It mentions that “Role-based security should be used, and the ability to create, modify, assign, and delete roles should be available to university staff managing the solution.” Are there any tools in place today that help define and manage the roles at the University?

Answer: The expectation for this solution should be that roles should be definable and manageable within the solution, but ideally the solution should be able to be managed from any modern 3rd party identity management solution. This is not a hard requirement, but is rapidly becoming an industry standard.

55. **Question:** How are roles created today and how are they kept up to date?

Answer: For a vendor/cloud hosted solution, the expectation is that accounts would be provisioned from data integrations or data file exchange, but roles and authorization would be managed on the vendor/cloud solution.

56. **Question:** In one of the requirements you mention that the solution will need to “Support role and access based reporting and auditing to facilitate regular review of access and permissions.”. Can further details be given on the auditing and reporting components showing the type of information that would be needed to support these audits? Can you be specific as to what tools are being used?

Answer: Given that the FACT tool may contain data used for or in performance evaluation, any updates/changes/deletes to the data/records in the system, or to roles/accounts in that system could be subject to audit process, there need to be logs and audit trail of all

transactions. Logs should conform to standards so that any tool can be used to evaluate the information.

57. **Question:** Is there a requirement for any re-certification of account access on a regular basis such as every 90 days?

Answer: If using a university provided central authentication solution (preferred), then access will be managed by Mason. If vendor application based account and access management is used, then process would need to be built as part of the implementation to manage this.

58. **Question:** Under Statement of Needs – D.5. it references released to all documents and records of action/approval at each level of review and that will be released to the University in PDF format for storage in University housed records. Can you elaborate on how the University currently or plans to manage university Records and what interfaces may be supported?

Answer: For most of the records that are involved here, HR/Payroll and the academic units maintain these records. There is an Office of Records management in the University Library for guidance on the proper retention requirements for the records.

59. **Question:** Does the university have an existing Document Management System or Enterprise Content Management Standard?

Answer: Mason uses hosted Drupal as a web CMS solution.

60. **Question:** Does the university have any external collaboration systems for exchanging information & documents with external parties?

Answer: The university is currently investigating integration management tools, which may become part of our standard process for exchanging information. Presently, Mason uses sftp file exchanges and SOAP and REST for real time data integration.

61. **Question:** Do you have a list of content types that need to be supported, i.e. PDF's eDocuments (.doc, .xls, etc), Video or Audio Files

Answer: All of the above need to be supported. If your solution/system is limited in what content types that can be supported please clearly state in your proposal which content types it can and cannot support

62. **Question:** Is there a standard tool used by GMU for data integration / ETL?

Answer: See 60.

63. **Question:** Are you looking for the awarded vendor to manage the environment?

Answer: For cloud/hosted solutions, the vendor would be expected to provide management of the environment and maintenance/upkeep of the solution.

64. **Question:** What database technology is in use from an enterprise perspective?

Answer: Oracle 12c is the current enterprise solution.

Please sign and include this addendum as part of your offer.

In Compliance With this RFP And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this RFP at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and in any schedule hereto is true, correct, and complete.

Name and Address of Firm:

Interfolio

Date:

07/26/2018

1400 K St NW, Suite 1100
Washington, DC 20005

Fed ID No: 54-1949996

Email: Sales@interfolio.com

By: ANDREW H. ROSEN

Title: CEO

Signature: 

Phone: 202-503-1304

Sincerely,
Katherine Sirotin
Assistant Director, Purchasing (VCO, CUPO)
Purchasing Department
George Mason University

Interfolio Exception and Clarifications: GMU-1506-18, Faculty Activity Collaboration Tool (FACT)

Thank you for the opportunity to respond to the RFP. Interfolio (“Interfolio”) is grateful for the opportunity to respond and believes George Mason University (“GMU”) understands and accepts the notion that contract terms reflecting a reasonable allocation of risk are in the best interest of both parties and that they provide for mutual incentives to further this engagement's success. Interfolio is submitting our RFP response with the understanding that we will work collaboratively with GMU to negotiate mutually agreeable terms and conditions in accordance with the industry standard Software as a Service terms and conditions, and with the goal of creating an agreement that can be used by other Commonwealth of Virginia institutions of higher education.

To this end, and if selected for award, Interfolio respectfully requests that the resulting contract contain mutually agreeable limitations of liability, indemnities, warranty statements, proprietary software, termination and intellectual property ownership terms. Interfolio also notes that Attachment B – Sample Contract is not drafted for Software as a Service (SaaS) procurements such as this. To that end, we have attached our standard master contract terms and conditions, which we respectfully request be added as an Appendix to any final contract between our two parties, because our standard master contract terms and conditions address many provisions specific to the SaaS solution we are providing that are not addressed in the GMU standard contract terms. This includes highly specific provisions around Aggregate Data, Analytics, Restrictions on Use, etc.

General Statement: *Per our statement above, Interfolio requests the attachment of our standard contract terms (Order Form and Master License Terms and Conditions) as an appendix to the GMU Sample Contract **with the understanding the GMU standard terms as negotiated and mutually agreed upon will take precedence.***

Interfolio also respectfully requests the opportunity to negotiate mutually agreeable terms and conditions for the following sections of the Sample Contract:

D. Assignment. *Interfolio requests consideration of the following language: Neither party shall assign, subcontract, delegate, or otherwise transfer this Agreement, or its rights and obligations herein, without obtaining the prior written consent of the other party, and any attempted assignment, subcontract, delegation, or transfer in violation of the foregoing will be null and void; provided, however, that either party may assign this Agreement in connection with a merger, acquisition, reorganization or sale of all or substantially all of its assets, or other operation of law, without any consent of the other party. This Agreement shall be binding upon the parties and their respective successors and permitted assigns.*

I. Cancellation of Contract. *Interfolio requests deletion of the first sentence of section I.*

Q. Entire Contract. *Interfolio requests additional reference to the Interfolio Order Form and terms and conditions as appended.*

BB. Remedies. *If awarded, Interfolio requests the opportunity to negotiate this language in good faith to reach mutually agreeable terms.*

CC. Renewal of Contract. *If awarded, Interfolio requests the opportunity to negotiate this language in good faith to reach mutually agreeable terms based upon the multi-year pricing quotes provided herein.*

Interfolio also respectfully requests the opportunity to negotiate mutually agreeable terms and conditions for the following sections of the GMU Solicitation General Terms and Conditions- 4.19.2016.

S. INDEMNIFICATION. *If awarded, Interfolio requests the opportunity to negotiate this language in good faith to reach mutually agreeable terms.*

BB. PRECEDENCE OF TERMS. *If awarded, Interfolio requests the opportunity to negotiate this language in good faith to reach mutually agreeable terms.*

GG. TESTING AND INSPECTION. *If awarded, Interfolio requests the opportunity to negotiate this language in good faith to reach mutually agreeable terms.*



INTERFOLIO, INC.
1400 K Street NW
11th Floor
WASHINGTON, DC 20005

DATE

INTERFOLIO
CONTACT INFORMATION

CUSTOMER
CONTACT INFORMATION

Thank you for considering Interfolio for your hiring, promotion, and/or faculty activity reporting needs. The pricing in this Order Form is void if not executed by Customer by DATE. Capitalized terms used but not defined on this Order Form shall have the meaning given such terms in the Agreement.

Product Descriptions

Faculty Activity Reporting

Annual subscription license includes access to the Interfolio Faculty180 software application, which includes Faculty Activity Reporting and Analytics Dashboards.

FAR Implementation, Training & Support

Standard implementation package includes needs assessment, initial setup, and administrator training. Additional fees may apply to implementation work beyond the standard scope of work. See Statement of Work for additional details.

Annual Account & Project Management Service

Includes Project Management, Quarterly Utilization Reports, Product Release Management, Advisory Support and Faculty Adoption Consultation, Integration Consultations, and Ongoing Support.

On-site Training

Dedicated on-site training sessions for system administrators and users. Expenses for flight & accommodations invoiced separately. Quantity/Days: 2

Review, Promotion and Tenure

Annual subscription license includes all review, promotion, and tenure cases at Interfolio Test.

RPT Implementation, Training & Support

Standard implementation package includes needs assessment, initial setup, and administrator training. Additional fees may apply to implementation work beyond the standard scope of work.

Product Name		Year 1	Year 2	Year 3
Faculty Activity Reporting	Net Price			
FAR Implementation, Training & Support	Net Price			
Annual Account & Project Management Service	Net Price			
Review, Promotion and Tenure	Net Price			

Product Name		Year 1	Year 2	Year 3
RPT Implementation, Training & Support	Net Price			
TOTAL:				

Term:

- The term begins upon execution of this Order Form ("**Effective Date**") and extends for three consecutive one-year periods. Option for seven (7) additional one-year renewals not to exceed 4% increase per annum.
- This agreement will continue to apply as long as the Term under the Order Form remains in effect, unless earlier terminated by either Customer or Interfolio as set forth herein (the "Term").

The Service Includes:

- A designated Interfolio Project Manager during implementation.
- Customer support for your users, applicants, and candidates via Scholar Services team.
- Unlimited Users.

Notes:

- The first invoice will be sent upon full execution of this agreement. Subsequent invoices will be sent on the first day of the following term years.
- The license granted herein provides access for Customer's main campus only. Remote campuses, specialty schools (such as medical, law, graduate schools, etc.), international campuses, and continuing education units are not included in this license and may require additional fees for access.

Interfolio is provided as a software-as-a-service. The parties signing below hereby enter into this Order Form as of the date of the later signature below ("Effective Date"). This Order Form is governed by the terms available at <https://www.interfolio.com/wp-content/uploads/Interfolio-License-and-Services-Agreement-March-2018.pdf> including any amendments to the terms as noted above. By signing below, you are acknowledging that you have been given the opportunity to review and agree to such terms, which are hereby incorporated herein by reference.

Interfolio, Inc.

CUSTOMER

BY: _____
Authorized Signing Authority

BY: _____
Authorized Signing Authority

PO Required
PO #:

Printed Name/Title

Printed Name/Title

Date

Date

INTERFOLIO LICENSE AND SERVICES AGREEMENT

The terms set forth below apply to the Order Form attached hereto and to any subsequently mutually executed Order Form and/or Statement of Work between the Customer identified on the Order Form attached hereto (the "Customer") and Interfolio, Inc. ("Interfolio"). The terms below, which describe and set forth the general legal terms governing the relationship ("Agreement"), and one (1) or more Order Forms and/or Statements of Work describing and setting forth detail about that relationship that are governed by the Agreement, including certain features and functionality of Interfolio's software-as-a-service offerings and certain limitations on its software-as-a-service offerings, in each case specified in the applicable Order Form (the "Service") constitute the agreement governing the use of the Service (together with the service level specifications located at <http://www.interfolio.com/sla/> and any other exhibits and/or amendments that may be incorporated herein or under any Order Form, collectively, the "Agreement").

1. USE OF SERVICE.

1.1 Authorization to Use the Service. Subject to the terms and conditions of the Agreement, Interfolio shall make available the applicable service ordered and paid for by Customer as set forth in the applicable Order Form for the Term as set forth in the Order Form (the "Service") to Customer and its Authorized Users. In using the Service, Customer shall, and shall permit Authorized Users to: (a) access the features and functions of the Service ordered under an Order Form solely for Customer's internal business purposes during the Term; and (b) view, download, reproduce, and print Dossier User Content (as defined in Section 3 below) made available to Customer by a Dossier User through the Service solely for Customer's internal business purposes during the Term. The availability of the Service shall be governed by the service levels provided at <http://www.interfolio.com/sla/>. Customer shall be responsible for and assumes the risk, responsibility and expense of acquiring, installing and maintaining all connectivity equipment, hardware, software and other equipment as may be necessary for it and its Authorized Users to connect to, access, and use the Service. "Authorized Users" are Customer's employees, consultants and representatives acting on behalf of Customer who are authorized to utilize the Service as set forth in the Order Form or who are provided with access to the Service by virtue of a password or the equivalent of a password as contemplated by the Order Form. "Dossier Users" are individuals (e.g., applicants) who have access to the Dossier or Vita functionality of the Interfolio services, either as Authorized Users of the Services or otherwise through their relationship with Interfolio.

1.2 Limitations on Use of the Service. Customer agrees that Customer will not: (a) permit any third party to access and/or use the Service, other than the Users authorized pursuant to an Order Form; (b) rent, lease, loan, or sell access to the Service to any third party; (c) interfere with, disrupt, alter, translate, or modify the Service or any part thereof, or create an undue burden on the Service or the networks or services connected to the Service, including any external websites that are linked to via the Service; (d) reverse engineer, decompile, disassemble or otherwise attempt to obtain or perceive the source code from which any software component of the Service is compiled or interpreted, and Customer acknowledges that nothing in this Agreement will be construed to grant Customer any right to obtain or use such code; (e) access the Service in order to build or create a derivative, competitive or similar product or service or copy any idea, layout, design, feature, function or graphic of the Service; or (f) introduce software or automated agents or scripts to the Service so as to produce multiple accounts, generate automated searches, requests and queries, or to strip or mine data from the Service.

1.3 Service Community Standards. Customer agrees not to use, or encourage or permit others to use the Service to (a) stalk and/or harass another; (b) harm minors in any way; (c) impersonate any person or entity, or falsely state or otherwise misrepresent Customer's affiliation with a person or entity; (d) forge headers or otherwise manipulate identifiers to disguise the origin of any Content (information, data, images, photos, video, sound, notes, works of authorship, articles, or other materials) posted on or transmitted through the Service; (e) use the Service or Content in a manner intended to mislead a third party into believing that the communications or other interactions with Customer or Users are instead with Interfolio or any third party other than Users; (f) engage in any chain letters contests, junk email, pyramid schemes, spamming, surveys or other duplicative or unsolicited messages (commercial or otherwise); (g) access or use the Service in any manner that could damage, disable, overburden or impair any Interfolio server or the networks connected to any Interfolio server; (h) harvest, collect, gather or assemble information or data regarding other users without their consent; or (i) market any goods or services for any business purposes (including advertising and making offers to buy or sell goods or services), unless specifically allowed to do so by Interfolio. Customer shall undertake reasonable efforts to ensure all Users comply with Customer's privacy policies and terms of use, which shall be no less stringent than industry standards for like institutions.

1.4 Usernames and Passwords. Customer will provide to Interfolio information and other assistance as necessary to enable Interfolio to establish usernames for Users, and Customer will verify all User requests for account passwords. Customer will ensure that each username and password issued to a User will be used only by that User. Customer is responsible for maintaining the confidentiality of all Users' usernames and passwords, and is solely responsible for all activities that occur under these usernames. Customer agrees to use its best efforts (a) not to allow a third party to use Customer's account, usernames or passwords at any time; and (b) to notify Interfolio promptly of any actual or suspected unauthorized use of Customer's account, usernames or passwords, or any other breach or suspected breach of the Agreement. Interfolio reserves the right to terminate any username and password, which Interfolio reasonably determines may have been used by an unauthorized third party or for an unlawful purpose. Any act or omission by Users which, if undertaken by Customer, would constitute a breach of the Agreement, will be deemed a breach of this Agreement by Customer.

1.5 Ownership. Nothing in this Agreement is intended to convey any ownership in or license to any of the Intellectual Property Rights (any and all now known or hereafter existing (a) rights associated with works of authorship, including copyrights and moral rights; (b) trademark or service mark rights; (c) trade secret rights; (d) patents, patent rights, and industrial property rights; (e) layout design rights, design rights, and other proprietary rights of every kind and nature other than trademarks, service marks, trade dress, and similar rights; and (f) all registrations, applications, renewals, extensions, or reissues of the foregoing, in each case in any jurisdiction throughout the world) in the Service or any of the Interfolio's other proprietary technology, including software, hardware, products, processes, algorithms, user interfaces, know-how, technologies, designs and other tangible or intangible technical material or information made available to Customer by Interfolio in providing the Service (the "Interfolio Technology"). If Customer or Users provide to Interfolio any comments or suggestions, whether written or oral, regarding potential improvements to the Service (all such comments and suggestions, collectively, "Feedback"), Interfolio reserves the right to use such Feedback in its discretion and Customer hereby grants Interfolio a worldwide, non-exclusive, irrevocable, perpetual, royalty-free right and license to incorporate the Feedback into the Service and Interfolio's other products and services.

2. FEES; PAYMENT.

2.1 Charges. Customer shall pay all fees or charges set forth on Customer's Order Form. Access fee payments must be made annually in advance unless otherwise set forth therein, with the initial payment due upon execution of the Order Form. All other payments under this Order Form are due within thirty (30) days of the date of the invoice sent by Interfolio. Customer shall reimburse Interfolio for reasonable travel and living expenses incurred by Interfolio's employees and subcontractors for travel in connection with the performance of the services (such as onsite training or onsite professional services). Except as expressly provided otherwise herein, all payment obligations are non-cancelable and all amounts paid are nonrefundable.

2.2 Billing and Renewal. Any amounts not paid when due shall bear interest at the maximum legal rate. Interfolio may withhold performance and discontinue all services until all amounts due are paid in full. Interfolio's fees are exclusive of all taxes, levies or duties imposed by taxing authorities, and Customer shall be responsible for payment of all such taxes, levies, or duties, excluding only United States taxes based solely on Interfolio's income.

3.CONTENT.

3.1. Customer Content License. Customer may elect to upload or import into the Service, or have Interfolio import, Customer Content defined as any Content provided, imported or uploaded to the Service, excluding any CV Data and User Content (defined as non-confidential information about the user such as data commonly found in a faculty members CV or resume) User Content that Users upload to the Service. Customer grants Interfolio a non-exclusive, worldwide, royalty-free and fully paid license to: (a) use, reformat, display, modify and create derivative works of the Customer Content as necessary, solely for purposes of providing the Service; and (b) use Customer's trademarks, service marks, and logos that Customer elects to use to brand its use of the Service solely as required to provide the Service. All rights in and to the Customer Content not expressly granted to Interfolio in this Agreement are reserved by Customer.

3.2. Dossier User Content. "Dossier User Content" means any Content and information provided to Interfolio about Dossier Users, including, but not limited to, Resume's, CVs, academic achievements, writing samples, transcripts, cover letters and letters of recommendations. As between Interfolio and Customer, the Parties acknowledge and agree that the Dossier User owns the Dossier User Content. For the purposes of allowing a faculty member to maintain a life-long dossier, the Parties acknowledge and agree that user maintains ownership of all CV Content and all dossier user content. Customer's Authorized Users may also be Interfolio's users through other Interfolio service offerings (e.g., Dossier Users). From time-to-time, Interfolio may provide certain Dossier User Content to Customer (only with such Dossier User's permission.)

3.3 Interfolio Content. Interfolio may make available certain Interfolio Content to Customer and the Authorized Users as part of the Service. "Interfolio Content" means Content that is included in the Service that is available from a public source (e.g., publication data), from a third party under license, or created by Interfolio (e.g., Insights). As between Interfolio and Customer, Interfolio (or its licensors) retains its ownership of the Interfolio Content and Customer shall only have the rights to use the Interfolio Content as part of the Services. Customer further acknowledges that Interfolio retains the right to use the Interfolio Content for any purpose in Interfolio's sole discretion.

4. CONFIDENTIALITY.

4.1. Confidentiality. Each Party agrees to: (a) use the Confidential Information (defined as non-public material or information relating to a party which it discloses or makes available to the other party under the Agreement that such disclosing Party treats as proprietary or confidential) of the other party only for the purposes described in this Agreement; and (b) restrict access to the Confidential Information to such of its personnel, agents, and/or consultants, if any, who have a need to have access and who have been advised of and have agreed in writing or are otherwise bound to treat such information in accordance with the terms of this Agreement. The foregoing provision will not apply to Confidential Information that (a) is publicly available or in the public domain at the time disclosed; (b) is or becomes publicly available or enters the public domain through no fault of the recipient; (c) is rightfully communicated to the recipient by persons not bound by confidentiality obligations with respect thereto; (d) is already in the recipient's possession free of any confidentiality obligations with respect thereto at the time of disclosure; (e) is independently developed by the recipient; or (f) is approved for release or disclosure by the disclosing Party without restriction. For purposes of this Agreement the term "Confidential Information" means non-public material or information relating to a party which it discloses or makes available to the other party under this Agreement.

4.2. Exceptions. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (1) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order will first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (2) to establish a Party's rights under this Agreement, including to make such court filings as it may be required to do.

5. AVAILABLE CONTENT LICENSES AND RIGHTS.

5.1. Customer Content License. Customer grants Interfolio a non-exclusive, worldwide, royalty-free and fully paid license to: (a) use, reformat, display, modify and create derivative works of the Customer Content as necessary for purposes of providing the Service; (b) to create Aggregate Data and Insights, as contemplated below; and (c) use Customer's trademarks, service marks and logos that Customer elects to use to brand its use of the Service solely as required to provide the Service. Customer also grants Interfolio the right to grant each Authorized User a non-exclusive, worldwide, royalty-free and fully paid license to: (a) extract data that is related to that Authorized User to create Dossier User Content (e.g., extract biographical data for a grant proposal or consultant work) to the extent that functionality is enabled by Customer; and (b) share that User's Dossier User Content with Interfolio and third parties to the extent that functionality is enabled by Customer. Customer controls the extent an Authorized User can use the Customer Content to create public profiles. The foregoing license is limited to the information and Customer Content, Customer has authorized for public sharing. All rights in and to the Customer Content not expressly granted to Interfolio in this Agreement are reserved by Customer.

5.2. Aggregate Data. In order to provide Customer and the general user community with context for reports and other use of the Service, Interfolio reserves the right to: (a) disaggregate Customer Content to create anonymous data sets that are aggregated with other anonymous content in a manner that cannot readily identify Customer or the Authorized Users as part of the data sets; and (b) collect, compile, synthesize, and analyze information and data on how the Service is used by Customer and the Authorized Users; and (c) reserves the right to disclose to and share such information and data with third parties in an anonymous and aggregated form ("Aggregate Data"). In no event will any such Aggregate Data personally identify Customer, any Authorized Users or any Dossier User. To the extent that any Aggregate Data is collected by Interfolio, it will be solely owned by Interfolio and may be used by Interfolio for any lawful purpose, provided that Interfolio agrees to comply with applicable privacy and other laws and regulations respecting the dissemination and use of such Aggregate Data.

5.3. Analytics. As part of the Service, Interfolio may provide Customer with access to certain insights and benchmarking data created by, or for Interfolio based on Interfolio Content and Aggregate Data ("Analytics"). As between Customer and Interfolio, Interfolio retains all right, title and interest in and to the Analytics, including all Intellectual Property Rights therein. To the extent Interfolio provides Customer with access to any Analytics, Interfolio hereby grants Customer a limited, non-exclusive, non-transferable license, subject to the terms and conditions of this Agreement, to use and reproduce the Analytics solely for Customer's internal

business use. Customer acknowledges that the Analytics are the Confidential Information of Interfolio (and thus subject to the obligations in Section 4) and contain valuable trade secrets and other intellectual property of Interfolio and its licensors.

5.4. Access to Customer Content on Termination. Access to Customer Content on Termination. In the event Customer's access to the Service is terminated (other than by reason of Customer's breach), Interfolio will continue to make available to Customer a file of the Customer Content for thirty (30) days after such termination. Customer agrees and acknowledges that Interfolio has no obligation to retain the Customer Content, and may delete such Customer Content, at any time on or after the thirty-first (31st) day following termination. Interfolio reserves the right to withhold, remove and/or discard Customer Content, without notice, for any breach of this Agreement, including Customer's non-payment or violation of any applicable law. Upon termination for cause, Customer's right to access or use Customer Content (and the Service) shall immediately cease, and Interfolio will have no obligation to maintain or provide any Customer Content.

6. LIMITED WARRANTY AND DISCLAIMER.

6.1 Limited Warranty. Interfolio warrants that it will provide the Service and any Professional Services in a manner consistent with general industry standards reasonably applicable to the provision thereof and that the Service will materially conform to Interfolio's then current Documentation (specifications, technical materials and user manuals provided by Interfolio) for the Service under normal use and circumstances. If Customer notifies Interfolio of a breach of warranty, Interfolio will either re-perform the nonconforming service or prepare an Improvement to the Service so that it does materially conform to the then-current Documentation. The foregoing constitutes Customer's sole and exclusive remedy for any breach of warranty.

6.2. Performance. Interfolio will comply with all applicable laws, ordinances, and regulations applicable to Interfolio in providing the Service, including applicable provisions of the Family Educational Rights and Privacy Act ("FERPA").

6.3. Interfolio represents and warrants that that it has the right to provide Customer the Interfolio Content under the terms of this Agreement.

6.4. Content Warranty. Customer represents and warrants that it has the right to provide Interfolio the Customer Content under the terms of this Agreement. Customer shall be responsible for and assumes the risk, responsibility and expense of any problems resulting from, the accuracy, quality, integrity, legality, reliability, and appropriateness of all such Customer Content. Customer agrees that Interfolio may (but has no obligation to), in Interfolio's sole discretion, remove or modify any Customer Content which it deems to violate Customer's representations and warranties in this section.

6.5. Disclaimer. THE LIMITED WARRANTY SET FORTH IN THIS AGREEMENT IS MADE FOR CUSTOMER'S BENEFIT ONLY. EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE SERVICE AND ALL PROFESSIONAL SERVICES ARE PROVIDED "AS IS," AND INTERFOLIO MAKES NO (AND HEREBY DISCLAIMS ALL) WARRANTIES, REPRESENTATIONS, OR CONDITIONS, WHETHER WRITTEN, ORAL, EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, NONINFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE USE, MISUSE, OR INABILITY TO USE THE SERVICE (IN WHOLE OR IN PART) OR ANY OTHER PRODUCTS OR SERVICES PROVIDED TO CUSTOMER BY INTERFOLIO. INTERFOLIO DOES NOT WARRANT THAT ALL ERRORS CAN BE CORRECTED, OR THAT OPERATION OF THE SERVICE SHALL BE UNINTERRUPTED OR ERROR-FREE.

6.6. Internet Delays. The Service may be subject to limitations, delays, and other problems inherent in the use of the internet and electronic communications. Interfolio is not responsible for any delays, delivery failures or other damages resulting from such problems or any other force majeure event.

7. MUTUAL LIMITATION OF LIABILITY.

7.1. Damages. TO THE EXTENT LEGALLY PERMITTED UNDER APPLICABLE LAW, AND WITH THE EXCEPTION OF CUSTOMER'S BREACH OF SECTION 1.2, IN NO EVENT SHALL EITHER PARTY OR ITS SUPPLIERS, BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES OR COSTS DUE TO LOSS OF PROFITS, DATA, USE OR GOODWILL, PERSONAL OR PROPERTY DAMAGE RESULTING FROM OR IN CONNECTION WITH THE OTHER PARTY'S PERFORMANCE HEREUNDER OR THE USE, MISUSE, OR INABILITY TO USE THE SERVICE OR OTHER PRODUCTS OR SERVICES HEREUNDER, REGARDLESS OF THE CAUSE OF ACTION OR THE THEORY OF LIABILITY, WHETHER IN TORT, CONTRACT, OR OTHERWISE, EVEN IF THE OTHER PARTY HAS BEEN NOTIFIED OF THE LIKELIHOOD OF SUCH DAMAGES. IN NO EVENT SHALL INTERFOLIO BE LIABLE FOR PROCUREMENT COSTS OF SUBSTITUTE PRODUCTS OR SERVICES. THE MAXIMUM LIABILITY OF EITHER PARTY ARISING OUT OF OR IN ANY WAY CONNECTED TO THIS AGREEMENT SHALL NOT EXCEED THE FEES PAID BY CUSTOMER TO INTERFOLIO UNDER THE ORDER FORM GIVING RISE TO SUCH LIABILITY DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. THE EXISTENCE OF ONE OR MORE CLAIMS UNDER THE AGREEMENT WILL NOT INCREASE EITHER PARTY'S LIABILITY. IN NO EVENT SHALL INTERFOLIO'S SUPPLIERS HAVE ANY LIABILITY ARISING OUT OF OR IN ANY WAY CONNECTED TO THIS AGREEMENT.

7.2. Basis of the Bargain. The parties agree that the limitations of liability set forth in this section shall survive and continue in full force and effect despite any failure of consideration or of an exclusive remedy. The parties acknowledge that the prices have been set and this Agreement entered into in reliance upon these limitations of liability and that all such limitations form an essential basis of the bargain between the parties.

7.3. Additional Rights. Certain states and/or jurisdictions do not allow the exclusion of implied warranties or limitation of liability for incidental, consequential or certain other types of damages, so the exclusions set forth above may not apply to Customer.

8. INDEMNIFICATION.

8.1. By Interfolio. Interfolio will defend at its expense any suit brought against Customer, and will pay any settlement Interfolio makes or approves, or any damages finally awarded in such suit, insofar as such suit is based on a claim by any third party alleging: (a) that Customer's use of the Service in accordance with this Agreement and the documentation misappropriates any trade secret recognized under the Uniform Trade Secrets Act or infringes any United States copyright; or (b) Interfolio's breach of the warranty in Section 6.2. If any portion of the Service becomes, or in Interfolio's opinion is likely to become, the subject of a claim of infringement, Interfolio may, at Interfolio's option: (i) procure for Customer the right to continue using the Service; (ii) replace the Service with non-infringing Services which do not materially impair the functionality of the Service; (iii) modify the Service so that it becomes non-infringing; or (iv) terminate the Service and refund any fees actually prepaid by Customer to Interfolio for the remainder of the Access Term then in effect, and upon such termination, Customer will immediately cease all use of the Service. Notwithstanding the foregoing, Interfolio shall have no obligation under this section or otherwise with respect to any infringement claim based upon (w) any use of the Service not in accordance with this Agreement or the Documentation; (x) Interfolio's conformance to Customer's specifications; and (y) any use of the Service in combination with other products, equipment, software or Content not supplied by Interfolio. This subsection states Customer's sole and exclusive remedy for infringement claims and actions.

8.2. Procedure. To the maximum extent permitted by law, Interfolio's obligations as set forth above are expressly conditioned upon each of the following: (a) Customer shall promptly notify Interfolio in writing of any threatened or actual claim or suit; (b) Interfolio shall have sole control of the defense or settlement of any claim or suit; and (c) Customer shall cooperate with Interfolio to facilitate the settlement or defense of any claim or suit. Customer may participate in such defense at

its own expense.

9. TERMINATION.

9.1. Term. This Agreement will continue to apply as long as the Initial or Renewal Term under an Order Form remains in effect, unless earlier terminated by either Customer or Interfolio as set forth herein (the "Term"). Unless otherwise set forth in an Order Form, the Term set forth in any Order Form will automatically renew at Interfolio's then current pricing for successive one year periods unless otherwise indicated on an Order Form.

9.2. Termination for Breach. Either party may terminate this Agreement immediately upon written notice in the event that the other party materially breaches the Agreement and thereafter: (a) in the case of material breach resulting from non-payment of amounts due hereunder, has failed to pay such amounts within ten (10) days after receiving written notice thereof; or (b) has failed to cure any other material breach (or to commence diligent efforts to cure such breach that are reasonably acceptable to the terminating party) within thirty (30) days after receiving written notice thereof.

9.3. Termination by Interfolio. Interfolio may at any time terminate this Agreement with Customer if: (a) Interfolio is required to do so by law (for example, where the provision of the Service to Customer is, or becomes, unlawful); (b) the provision of the Service to Customer by Interfolio is, in Interfolio's opinion, no longer commercially viable; or (c) Interfolio has elected to discontinue the Service (or any part thereof). In such case, Interfolio will provide Customer a pro-rated reimbursement of the pre-paid fees.

9.4. Suspension of Service. If Customer fails to pay undisputed amounts in accordance with this Agreement or, if and as necessary to protect the Dossier User Content or Customer Content in the event of a threat to the security of the Service, Interfolio will have the right, in addition to any of its other rights or remedies, to immediately suspend the provision of the Service to Customer without liability to Customer until such amounts are paid in full or such breach is cured (in Interfolio's sole discretion), as applicable. In addition, Customer acknowledges that Interfolio reserves the right to remove Dossier User Content (or a portion of such Content) from the Service without liability to Customer without prior notice to Customer if Interfolio reasonably believes such removal is necessary to comply with applicable laws.

9.5. Effect of Termination. Upon termination of this Agreement, Interfolio may: (a) remove access to all offerings within the Service; (b) delete Users' password and all related information; and (c) bar further use of the Service. Upon expiration or termination, Customer shall promptly discontinue use of the Service. However, the sections titled Use of Service, Payment, Customer Content License, Content Loss, Limited Warranty and Disclaimer, Limitation of Liability, Indemnification, Termination and Miscellaneous will survive any termination of the Agreement.

10. MISCELLANEOUS.

10.1. Governing Law and Venue. Unless otherwise required by law, this Agreement and any action related thereto will be governed and interpreted by and under the laws of the US state in which Customer is primarily headquartered, without giving effect to any conflicts of laws principles that require the application of the law of a different jurisdiction. The United Nations Convention on Contracts for the International Sale of Goods does not apply to this Agreement. Customer shall always comply with all international and domestic laws, ordinances, regulations, and statutes that are applicable to its purchase and use of the Service hereunder.

10.2. Publicity. You hereby grant to Interfolio for the sole purpose of fulfilling our obligations hereunder, the limited right to publish your name, logo and/or other marks as part of Customer's CUSTOMIZED branding of the Service, and also to reference Customer as a user of the Service. We agree to discontinue such use upon Customer's written request.

10.3. Export. Customer agrees not to export, re-export, or transfer, directly or indirectly, any U.S. technical data acquired from Interfolio, or any products utilizing such data, in violation of the United States export laws or regulations.

10.4. Local Laws. Interfolio and its suppliers make no representation that the Service is appropriate or available for use in locations other than the United States. If Customer use the Service from outside the United States, Customer are solely responsible for compliance with all applicable laws, including export and import regulations of other countries. Any diversion of the Content contrary to United States law is prohibited.

10.5. Severability. If any provision of this Agreement is, for any reason, held to be invalid or unenforceable, the other provisions of this Agreement will remain enforceable and the invalid or unenforceable provision will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law. Without limiting the generality of the foregoing, Customer agrees that the section titled Limitation of Liability will remain in effect notwithstanding the unenforceability of any provision in the section titled Limited Warranty and Disclaimer.

10.6. Waiver. Any waiver or failure to enforce any provision of this Agreement on one occasion will not be deemed a waiver of any other provision or of such provision on any other occasion.

10.7. Remedies. The parties acknowledge that any actual or threatened breach of the section titled "Use of Service" may constitute immediate, irreparable harm to the non-breaching party for which monetary damages would be an inadequate remedy, and that injunctive relief is an appropriate remedy for such breach. If any legal action is brought to enforce this Agreement, the prevailing party will be entitled to receive its attorneys' fees, court costs, and other collection expenses, in addition to any other relief it may receive.

10.8. No Assignment. Neither party shall assign, subcontract, delegate, or otherwise transfer this Agreement, or its rights and obligations herein, without obtaining the prior written consent of the other party, and any attempted assignment, subcontract, delegation, or transfer in violation of the foregoing will be null and void; provided, however, that either party may assign this Agreement in connection with a merger, acquisition, reorganization or sale of all or substantially all of its assets, or other operation of law, without any consent of the other party. This Agreement shall be binding upon the parties and their respective successors and permitted assigns.

10.9. Force Majeure. Any delay in the performance of any duties or obligations of either party (except the payment of money owed) will not be considered a breach of this Agreement if such delay is caused by a labor dispute, shortage of materials, fire, earthquake, flood, or any other event beyond the control of such party, provided that such party uses reasonable efforts, under the circumstances, to notify the other party of the cause of such delay and to resume performance as soon as possible.

10.10. Independent Contractors. Customer's relationship to Interfolio is that of an independent contractor, and neither party is an agent or partner of the other. Customer will not have, and will not represent to any third party that it has, any authority to act on behalf of Interfolio.

10.11. Notices. The communications between Customer and Interfolio relating to the Service may use electronic means. Customer (a) consents to receive communications from Interfolio in an electronic form, whether via email or posting on the Service or other reasonable means; and (b) agrees that all terms and conditions, agreements, notices, disclosures, and other communications that Interfolio provides to Customer electronically satisfy any legal requirement that such communications would satisfy if they were in a print-on-paper writing. Customer is responsible for updating Customer's data to provide Interfolio with Customer's most current email address. In the event that the last email address Customer have provided to Interfolio is not valid, or for any reason is not capable of delivering to Customer any notices required by this Agreement, Interfolio's dispatch of the email containing such notice will nonetheless constitute effective notice of the changes described on the notice. Any notice provided to Interfolio pursuant to this Agreement should be sent to Interfolio, Inc., 1400 K Street NW, 11th Floor, Washington, DC 20005, Attn: Tess Frazier and via email to Tess Frazier at tess.frazier@interfolio.com.

10.12. Use of Agreement by Other Institutions. Other academic institutions within your state or academic consortium may utilize this Agreement by executing their own Individual Order Forms and Statements of Work as appropriate against this License and Services Agreement.

10.13. Entire Agreement. This Agreement is the final, complete and exclusive agreement of the parties with respect to the subject matters hereof. In no event will the terms set forth in any Customer Purchase Order have any force or effect and Interfolio rejects any such additional or different terms. In the event of a conflict between the terms set forth in this document and the terms in any Order Form, the terms set forth in this document shall govern the interpretation of the Agreement unless these terms specifically refer to the Order Form for the relevant Term or the Order Form specifically and explicitly amends these terms.

10.14. Security. While on Customer's premises, Interfolio's employees and subcontractors will comply with all reasonable security practices and procedures generally prescribed by Customer's, to the extent that such practices and procedures have been notified to Interfolio in writing in advance. Interfolio's employees and subcontractors will not be required to sign any waivers, releases or other documents relating to ownership of intellectual property or changes, modifications, amendments or waivers to any previously agreed to contract provision in order to gain access to Customer's premises in connection with the Services and any such waivers, releases, or other documents shall be invalid and shall have no effect. Customer shall be responsible for all costs associated with Interfolio's compliance with Customer's security practices and procedures.

10.15. Counterparts. This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement.



	Project Folders	Owners	Start [E]	Finish [E]
	■ SAMPLE_RPT & F180 Implementation Plan	Interfolio	10/01/18	06/10/19
	■ Plan	Interfolio	10/01/18	10/22/18
	■ Client Handoff	Interfolio	10/01/18	10/01/18
	• Contract / SOW / Handoff Form	Interfolio	10/01/18	10/01/18
	• Discuss Client with AE	Interfolio	10/01/18	10/01/18
	• Review Client Documentation	Interfolio	10/01/18	10/01/18
	■ Kick Off Meeting	Interfolio	10/01/18	10/12/18
	• Prepare Agenda / Slide Deck	Interfolio	10/01/18	10/01/18
	• Confirm Date/Time for Kick-Off Meeting	Client	10/01/18	10/02/18
	• Kick Off Call	Interfolio, Client	10/12/18	10/12/18
	• Define Key Objectives	Interfolio	10/12/18	10/12/18
	• Schedule Weekly Meeting	Interfolio, Client	10/12/18	10/12/18
	• Send Follow Up Email	Interfolio	10/12/18	10/12/18
	■ Project Preparation	Interfolio	10/12/18	10/12/18
	• Prepare Project Plan and Dashboard	Interfolio	10/12/18	10/12/18
	• Create Folder for Document Sharing	Interfolio	10/12/18	10/12/18
	• Add POC to SFDC	Interfolio	10/12/18	10/12/18
	• Add POC to Community	MichaelR	10/12/18	10/12/18
	• Create Databases for RPT & F180	Interfolio	10/01/18	10/01/18
	• Set Up Authentication (SSO)	Interfolio, Client	10/12/18	10/17/18
	• Create SFTP Folder and write ticket for firewall access	Interfolio, Data_Team	10/12/18	10/17/18
	■ Documentation Sharing	Interfolio	10/15/18	10/22/18
	• Provide Sample Files from Activities Repository	Client	10/15/18	10/18/18
	• Provide Sample Files for Course Evals	Client	10/18/18	10/19/18
	• Provide Sample Files for Grants	Client	10/19/18	10/19/18



Schedule for Interfolio Professional Services

	Project Folders	Owners	Start [E]	Finish [E]
	<ul style="list-style-type: none"> Provide Sample Files for Other Data Transfers 	Client	10/19/18	10/22/18
	<ul style="list-style-type: none"> Provide Client with Help articles 	Interfolio	10/17/18	10/17/18
	<ul style="list-style-type: none"> Schedule Onsite Administrative Training 	Interfolio, Client	10/17/18	10/22/18
	<ul style="list-style-type: none"> Review and approve project plan 	Client, Interfolio	10/17/18	10/22/18
	<ul style="list-style-type: none"> Planning Completed 	Interfolio	10/22/18	10/22/18
	■ Inform	Interfolio	10/22/18	10/26/18
	■ Initial Set Up: User & Unit Setup	Interfolio	10/22/18	10/26/18
	<ul style="list-style-type: none"> Confirm Authentication (SSO) 	Interfolio, Client	10/22/18	10/25/18
	<ul style="list-style-type: none"> Add Core Team Users 	Interfolio	10/22/18	10/22/18
	<ul style="list-style-type: none"> Configure Units 	Client	10/25/18	10/25/18
	<ul style="list-style-type: none"> Provide Interfolio with CSV file of all users 	Client	10/25/18	10/25/18
	<ul style="list-style-type: none"> Dossier Setup 	Interfolio	10/22/18	10/22/18
	<ul style="list-style-type: none"> Determine User Provisioning Maintenance / Update Cadence 	Client	10/25/18	10/26/18
	<ul style="list-style-type: none"> Bulk Upload of Users 	Interfolio	10/25/18	10/25/18
	<ul style="list-style-type: none"> User / Unit Check In 	Interfolio, Client	10/22/18	10/26/18
	<ul style="list-style-type: none"> Provide Interfolio with CVS file of Units 	Client	10/26/18	10/26/18
	<ul style="list-style-type: none"> User Set Up Completed 	Interfolio	10/26/18	10/26/18
	■ Faculty 180 (F180)	Interfolio	10/26/18	04/22/19
	■ Inform: Faculty180	Interfolio	10/26/18	04/05/19
	■ F180 Setup	Interfolio	10/26/18	10/26/18
	<ul style="list-style-type: none"> Confirm user setup and access for F180 & Dossier 	Interfolio	10/26/18	10/26/18
	<ul style="list-style-type: none"> Turn on Accreditation Reports 	Interfolio	10/26/18	10/26/18
	<ul style="list-style-type: none"> Client provides Scholarly Source Account Information 	Client	10/26/18	10/26/18
	<ul style="list-style-type: none"> Turn on Scholarly Import Integrations (Easter Egg) 	Interfolio	10/26/18	10/26/18
	<ul style="list-style-type: none"> Workshop: Basic Set Up 	Interfolio, Client	10/26/18	10/26/18

Schedule for Interfolio Professional Services

	Project Folders	Owners	Start [E]	Finish [E]
	• Workshop: Faculty Experience	Interfolio, Client	10/26/18	10/26/18
	■ Configuring Base Data Sets	Interfolio	10/26/18	12/07/18
	• Determine Data Transfer Method	Interfolio	10/26/18	10/26/18
	• Provides configured Unit File	Client	10/26/18	11/12/18
	• Provides Configured Faculty File	Client	11/12/18	11/26/18
	• Provide Feedback to Client and Load Unit File	Data_Team	11/12/18	11/13/18
	• Provide Feedback to Client and Load Faculty file	Data_Team	11/26/18	11/28/18
	• Load additional files as needed	Data_Team, Client, Interfolio	11/28/18	11/28/18
	■ Recommended Additional Files / Courses	Interfolio	11/26/18	12/07/18
	• Base Data Complete	Interfolio	11/28/18	11/28/18
	■ Configure Sections and Fields	Interfolio	12/07/18	12/21/18
	• Complete Section and Fields Configuration	Client	12/07/18	12/19/18
	• Review Initial Configuration	Interfolio	12/19/18	12/20/18
	• Review Configuration With Client and Modify As Needed	Interfolio, Client	12/20/18	12/20/18
	• Faculty Testing	Client	12/20/18	12/21/18
	• Sections and Field Configuration Completed	Interfolio, Client	12/21/18	12/21/18
	■ Core Team Trainings	Interfolio	10/26/18	12/21/18
	• Workshop: Profile Forms	Interfolio, Client	10/26/18	12/19/18
	• Workshop: Activity Input Form	Interfolio, Client	10/29/18	12/20/18
	• Workshop: Configure Vitae Template	Client, Interfolio	10/29/18	12/20/18
	• Workshop: Initiate Faculty Input / Approve Faculty Input	Interfolio, Client	10/29/18	12/21/18
	• Workshop: Users and Units Admin Rights	Interfolio, Client	10/29/18	12/21/18
	• Workshop: Reports	Interfolio, Client	10/29/18	12/21/18
	• Workshop: Sustainable Data Management	Client, Interfolio	10/29/18	12/21/18
	• Workshop: System Governance Team Plan / Managing the Database	Client, Interfolio	10/30/18	12/21/18

Schedule for Interfolio Professional Services

	Project Folders	Owners	Start [E]	Finish [E]
	• Workshop: Evaluations	Client, Interfolio	10/30/18	12/21/18
	■ Data Transfers	Interfolio	12/21/18	04/04/19
	■ Data Transfer - Existing Activities Repository	Interfolio	12/21/18	01/16/19
	• Close out existing system for Faculty Input	Client, Interfolio	12/21/18	12/21/18
	• Data Team Processes Sample File	Data_Team, Interfolio	12/21/18	01/08/19
	• Provide Existing Activities File	Client, Interfolio	12/21/18	12/31/18
	• Data Team imports Final File	Data_Team, Interfolio	12/21/18	01/11/19
	• Validates Data in Transfer Data Base	Client, Interfolio	12/21/18	01/14/19
	• Data Team Imports Data into Development Database	Data_Team, Interfolio	12/21/18	01/16/19
	• Existing Activities System Transfer Complete	Interfolio, Client	12/21/18	01/14/19
	■ Data Transfer - Grant	Interfolio	12/21/18	02/12/19
	• Data Team Processes Sample File	Data_Team, Interfolio	12/21/18	02/04/19
	• Provide Grant's File	Client, Interfolio	12/21/18	01/21/19
	• Data Team imports Final File	Data_Team, Interfolio	12/21/18	02/07/19
	• Validates Data in Transfer Data Base	Client	01/21/19	02/04/19
	• Data Team Imports Data into Development Database	Data_Team, Interfolio	12/21/18	02/12/19
	• Grants Transfer Complete	Interfolio, Client	12/21/18	02/04/19
	■ Data Transfer - Course Evaluations	Interfolio	12/21/18	03/08/19
	• Data Team Processes Sample File	Data_Team, Interfolio	12/21/18	02/28/19
	• Provide Final File	Client, Interfolio	12/21/18	02/11/19
	• Data Team imports Final File	Data_Team, Interfolio	12/21/18	03/05/19
	• Validates Data in Transfer Data Base	Client, Interfolio	12/21/18	02/25/19
	• Data Team Imports Data into Development Database	Data_Team	03/05/19	03/08/19
	• Course Evaluations Data Transfer Complete	Interfolio, Client	12/21/18	02/25/19
	■ Data Transfer - Other	Interfolio	12/21/18	04/04/19

Schedule for Interfolio Professional Services

	Project Folders	Owners	Start [E]	Finish [E]
	• Data Team Processes Sample File	Data_Team, Interfolio	12/21/18	03/27/19
	• Provide Final File	Client, Interfolio	12/21/18	03/04/19
	• Data Team imports Final File	Data_Team, Interfolio	12/21/18	04/01/19
	• Validates Data in Transfer Data Base	Client, Interfolio	12/21/18	03/18/19
	• Data Team Imports Data into Development Database	Data_Team	04/01/19	04/04/19
	• Other Data Transfer Complete	Interfolio, Client	12/21/18	03/18/19
	■ Vita Templates	Interfolio	12/21/18	03/21/19
	• Complete Configuration of Vitae Templates	Client	03/18/19	03/21/19
	• Vitae Template Check In	Interfolio	12/21/18	12/21/18
	• Vitae Template Configuration Complete	Client, Interfolio	12/21/18	03/21/19
	■ F180 Prepare for Launch	Client	03/21/19	04/05/19
	• Prepare / Execute Communication Plan	Client	03/21/19	03/25/19
	• Create Website/page on Project Initiative	Client	03/25/19	03/28/19
	• Create Common Point for Log in Institutionally Facing	Client	03/28/19	04/02/19
	• Establish Support Protocol	Client	04/02/19	04/02/19
	• Schedule Campus Training	Client	04/02/19	04/05/19
	■ End User Training:F180	Interfolio	04/10/19	04/17/19
	• Faculty Input Training	Client	04/10/19	04/11/19
	• Support Account Administrator Training	Client	04/11/19	04/15/19
	• Reports Training	Client	04/15/19	04/15/19
	• Evaluation Training	Client	04/15/19	04/17/19
	• F180 Training Complete	Interfolio	04/17/19	04/17/19
	■ Deploy: F180	Interfolio	04/05/19	04/22/19
	• Initiate Faculty Input Cycle	Client	04/05/19	04/05/19
	• F180 Post Go Live Check-in	Interfolio, Client	04/10/19	04/17/19

Schedule for Interfolio Professional Services

	Project Folders	Owners	Start [E]	Finish [E]
	• F180 Implementation Review	Interfolio, Client	04/22/19	04/22/19
	• F180 Implementation Complete	Interfolio	04/22/19	04/22/19
	■ Review Promotion and Tenure (RPT)	Interfolio	04/22/19	06/03/19
	■ Inform:RPT	Interfolio	04/22/19	05/14/19
	• Review users & access for Dossier and RPT	Interfolio, Client	04/22/19	04/22/19
	• Workshop: Account Set Up	Client, Interfolio	04/22/19	04/22/19
	■ Administration Settings Configuration	Client	04/22/19	04/24/19
	• Configure Comments and Download Permissions	Client	04/22/19	04/23/19
	• Configure Candidate Forms	Client	04/23/19	04/23/19
	• Configure Case Data Forms	Client	04/23/19	04/23/19
	• Configure Statuses	Client	04/23/19	04/24/19
	• Configure Voting Options	Client	04/24/19	04/24/19
	• Confirm Account Branding	Client	04/24/19	04/24/19
	• Workshop: Template Management	Client, Interfolio	04/24/19	04/24/19
	• Configure Templates for all Review, Promotion or Tenure Workflows	Client	04/24/19	04/29/19
	• Template Consultation	Client, Interfolio	04/29/19	04/29/19
	• Workshop: Create and Manage a Case	Client, Interfolio	04/29/19	04/29/19
	• Edit and Finalize Templates	Client	05/07/19	05/09/19
	■ RPT Prepare for Launch	Interfolio	04/22/19	05/14/19
	• Readiness Check	Client, Interfolio	05/14/19	05/14/19
	• Establish Support Protocol	Client	04/29/19	04/30/19
	• Prepare / Execute Communication Plan	Client	04/22/19	05/02/19
	• Schedule Campus Training	Client, Interfolio	05/07/19	05/14/19
	• RPT Testing	Client	05/02/19	05/07/19
	• Inform Complete	Client, Interfolio	05/14/19	05/14/19



Schedule for Interfolio Professional Services

	Project Folders	Owners	Start [E]	Finish [E]
	■ End User Training: RPT	Interfolio	05/20/19	05/27/19
	• Unit Administrator Training: Create and Manage a Case	Client, Interfolio	05/20/19	05/21/19
	• Unit Level Configuration	Client	05/22/19	05/24/19
	• Unit Level Testing	Client	05/27/19	05/27/19
	• Dossier Training	Client	05/27/19	05/27/19
	• RPT Train Complete	Interfolio	05/27/19	05/27/19
	■ Deploy: RPT	Interfolio	05/27/19	06/03/19
	• Create initial round of cases: notify candidates	Client	05/27/19	05/27/19
	• RPT Post Go Live Check-in	Interfolio, Client	06/03/19	06/03/19
	• RPT Implementation Review	Interfolio, Client	06/03/19	06/03/19
	• RPT Implementation Complete	Interfolio	06/03/19	06/03/19
	■ Train	Interfolio	06/03/19	06/03/19
	• Identify any outstanding training needs	Interfolio, Client	06/03/19	06/03/19
	■ Deploy	Interfolio	06/03/19	06/10/19
	• Deploy Dossier for Faculty	Client	06/03/19	06/03/19
	• Close Out Meeting	Interfolio, Client	06/10/19	06/10/19
	• Transition Support to Scholar Services	Interfolio	06/10/19	06/10/19
	• Implementation Complete	Interfolio	06/10/19	06/10/19

Generated on 07/25/18 using

