



Request for Information

RFI Number: FY26-06	RFI Title: Faculty Activity Reporting and Evaluation System	RFI Issue Date: November 12, 2025
RFI Due Date and Time: December 2, 2025, at 2:00 PM ET		Number of Pages (including cover): 4

INSTRUCTIONS TO INTERESTED PARTIES

Preferred Method:
Electronic copy by email to:
Sharon.Hunt@utoledo.edu

Delivery Address (hand or courier):

THE UNIVERSITY OF TOLEDO
PURCHASING SERVICES,
DH 0080
RFI# FY26-06
Attention: Sharon Hunt
3000 Arlington Ave.
Toledo, OH 43614

INTERESTED PARTIES MUST COMPLETE THE FOLLOWING and RETURN WITH RFI RESPONSE

Name/Address:	
Phone Number:	Fax Number:
Federal I.D. Number:	E-mail Address:
State Certified MBE I.D. Number: (if applicable)	Ohio EDGE Certification Number:
(For More Information see the Ohio State Web Site) http://das.ohio.gov/eod/EODMBEOff.htm	(For More Information see the Ohio State Web Site) http://das.ohio.gov/eod/EODMBEOff.htm

SECTION 1: PROJECT OBJECTIVE AND INSTRUCTIONS for SUBMISSION

1.0 PROJECT OBJECTIVE

The University of Toledo seeks information on available systems for faculty activity reporting and promotion or tenure review processes. This RFI aims to learn about current system functionalities in the market.

1.1 INFORMATION PREPARATION

Please follow the guidelines established on the cover page for hard copy and electronic submittals. Include any materials you feel are relevant to further demonstrate your abilities to perform the services being requested. Should you have any questions or need clarification regarding the scope of work for this project, please contact the person named below, noting the preferred method of communication.

Contract Manager: Sharon Hunt
Phone Number: 419-383-5714
Email Address: sharon.hunt@utoledo.edu

1.2 RESPONSES

Your response should include detailed submission for all components listed under Section 3 of this RFI. The University of Toledo understands any costs given in this RFI are strictly an estimate and may be subject to change. It should be also understood that providing this information does not constitute any contractual agreement between the University of Toledo and potential service providers. Upon evaluating the responses to the RFI, the University of Toledo may submit a formal Request For Proposal to the selected suppliers.

SECTION 2: GENERAL INFORMATION

2.0 ORGANIZATION BACKGROUND INFORMATION

The University of Toledo and the Medical University of Ohio merged July 2006 to form the third-largest public university operating budget in the state.

The University of Toledo Health Science Campus is home to UT Medical Center hospitals and clinics and many of UT's health-science research and education programs that are teaching the next generation of physicians, nurses and other health care professionals. The UT Medical Center, a Level 1 trauma center, offers innovative treatments for strokes and cancer found nowhere else in the state, and features the new \$5.8-million Orthopedics Center. UPMC provides specialty care in cardiology, neurology, orthopedics, cancer, surgery, and kidney transplantation.

The University of Toledo is one of 13 state universities in Ohio. The University was established in 1872 and became a member of the state university system in 1967. The main campus features nine modern residence halls, a gothic bell tower, a student recreational center, and a state-of-the-

art classroom center in one of our original buildings, Memorial Field House, a football stadium, and a new Savage Hall basketball and athletic complex which opened in the fall of 2008.

The University of Toledo is the only university in the country currently that has committed an entire campus to advancing renewable, alternative and sustainable energies. The Scott Park Campus of Energy and Innovation will serve as a hands-on alternative energy laboratory used for teaching, research and demonstration, as well as to generate and reduce the University's carbon footprint.

The University of Toledo's mission statement: The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

For more information, visit our website: www.utoledo.edu

SECTION 3: STATEMENT OF WORK and INFORMATION FOR EVALUATION

Please prepare your response to each of the following sections. Your response should include the section numbers and all related detail. You may provide additional information if it is relevant to the scope of work being requested.

- 3.0 University's Current Environment: The University of Toledo uses Interfolio but is seeking a system that offers better customer service, quicker responses to support requests, reduced costs, and enhanced reporting capabilities.
- 3.1 Project Expectations: Our current contract ends in June 2027. The new vendor will need lead time to have new system in place by then.
- 3.2 Qualifications: Demonstrate existing partnerships with four-year schools, preferably schools using Banner.
- 3.3 Organizational Profile: Provide brief profile, including background and experience of the firm.
- 3.4 References: Provide a minimum of three (3) client references, similar in scope, in which you have provided services. They should also include a brief project overview, contact name, phone number, and email address for verification purposes.
- 3.5 Cost estimates: Provide cost estimates on any items or services that would not be considered 'free of charge'. **It is understood that any costs provided are strictly "ESTIMATES" and subject to change due to the services or scope of any agreement.**
- 3.6 Criteria for selection of qualified providers:
 - Extensive and customizable faculty activity reporting system
 - Extensive and customizable system for evaluation of promotion & tenure, annual

- performance and other reviews
 - Data integration with Banner, Web of Science Clarivate and other University systems
 - Data transfer from existing activity reporting system
 - Automated upload of teaching activities, grant funding and publications
 - Ease and customization of evaluation form and template design
 - Extensive and customizable reporting capabilities
 - Ability to generate accreditation reports
 - Ability to track activity in system
 - Workflow and case creation automation
- 3.7 **Presentations:** After receipt of all informational packets and prior to the determination of the possible service providers that a RFP may be submitted to, the University of Toledo may initiate discussions with one or more suppliers should clarification of content of the RFI response become necessary. Supplier (s) may be required to make an oral presentation and/or product demonstration to clarify their RFI response or to further define their capabilities. In either case, supplier(s) should be prepared to send qualified personnel to Toledo, Ohio, to discuss aspects of your respective RFI responses and program offerings. Oral presentations and product demonstrations, if requested, shall be at your expense.
- 3.8 **Confidentiality:** The information contained in this RFI should be considered confidential to The University of Toledo and should be treated by the Responders as confidential. The information contained herein is to be used by each Responder only for the purpose of preparing a response to this RFI.

SECTION 4: TECHNICAL INFORMATION

- 4.0 **Technical specifications:** Integrating with single sign-on and supporting Azure AD functionality.

Please provide a detailed list of the hardware and software specifications that would be required for the University of Toledo.