Notice of Intent to Sole Source

Posting Date: June 26, 2018

Trident Technical College (TTC) seeks to sole source the procurement of migrating, upgrading and hosting of its Softdocs Doc e Scan and Doc e Fill document imaging systems’ data to Softdocs next generation product, Etrieve. Softdocs is the manufacturer of its Ettrieve product and the product is only available through Softdocs directly. Softdocs is the only electronic document management system provider that is an Ellucian Ethos partner.

The College’s current Softdocs electronic document imaging system is a suite of products consisting of three core modules - the Doc e Serve module, the Doc e Scan and Doc e Fill modules. The modules combine to provide the College a complete document imaging system that integrates with the College’s enterprise resource planning (ERP) system, Ellucian Colleague.

The Softdocs Ettrieve product consists of five core components: 1) Document capture from Ellucian Colleague, 2) Document Management, 3) E-Forms, 4) Workflow, and 5) Ellucian integration through Ellucian Ethos. Softdocs is the only provider that collectively provides all five core components in one integrated system. College IT resources are limited so having these services packaged into one fully integrated product reduces maintenance and support time since the IT staff does not have to support and integrate multiple systems.

The Ellucian supported Ethos platform provides a single supported integration path for external data, which substantially reduces integration times. Using an unsupported method of importing data into Ellucian’s Colleague product would violate the College’s maintenance agreement with Ellucian, which would cause the College to lose critical support of its Ellucian ERP system.

The Ellucian ERP is central and critical to the College’s operations, and as the College’s document imaging system is interdependent on and with the Ellucian software, the document imaging system provider must have an established Ethos partnership with Ellucian. Softdocs is the only document imaging system provider that is an Ellucian Ethos partner.

Integration with Ellucian Ethos platform is critical to the College for multiple reasons. It minimizes and/or eliminates costly custom programming needed to integrate forms and workflows with Colleague. Ethos is designed exclusively for higher education and security is focused on governance of student and institutional data by industry best practices. Core elements of Ellucian Ethos include Pre-built, role-based, guided analytics customized for functional roles, Configurable report dashboards tailored to higher education, Built in integrated higher education workflows, and single sign-on secure access. Softdocs develops enterprise content management, e-forms and process automation solutions exclusively for the higher education and K-12 markets.

The College owns the Softdocs Doc e Serve system. Softdocs Doc e Serve does not auto populate into any system other than the SoftDocs imaging systems. The College relies on Softdocs Doc e Serve for print output manipulation and paperless distribution of purchase orders. The Softdocs Ettrieve system is the only known product that is fully integrated with Doc e Serve. The Softdocs system automatically electronically captures, indexes, and archives specified Ellucian data output flowing through the Doc e Serve component, without printing or manual scanning, and provides the ability to extract various types of data for importation and archiving within the system. Examples of Ellucian data output are, but not limited to, transcripts, purchase orders, checks, billing statements, etc. Each archived file image created is an identical replication of the original file template as it would be displayed in and by the output (either electronic file or printed copy) of the College’s existing Softdocs Doc e Serve component.

The Softdocs system provides the ability to directly import and seamlessly integrate legacy data images that were previously processed/stored through the College’s Doc e Serve system. They
have an established, historically proven electronic form filler/application/management system, (Doc e Fill), which permits once paper-based forms to be completed and routed for review/approvals online and automatically indexes and electronically files the forms for easy future retrieval. The College requires an existing electronic forms-fill application/management system that is fully compatible with, and will seamlessly integrate with, the College’s Ellucian ERP system without the need for further or additional development of the providers’ software/solution.

This system must automatically electronically capture, index, and archive all Ellucian data output that flows through the Doc e Serve component, without printing or manual scanning.

The Etrieve system will provide the ability to extract various types of data for importation and archiving within the system. Data types will include, but not be limited to such data types as forms, spreadsheets, and word documents created by the Ellucian Communications Manager.

The Etrieve system allows for unlimited concurrent user licenses and unlimited scanning user licenses.

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Contact by Deadline Date and Time:  July 16, 2018  4:00 PM EST

Notice of Sole Source will be posted at the following physical address and website address on July 17, 2018:

Trident Technical College
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2050 Mabeline Road, Suite G
North Charleston, SC 29406

Posting site address:  https://www.tridenttech.edu/about/departments/proc/ttc_solic.htm