Truman State University
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REQUEST FOR QUALIFICATIONS (RFQ)
PROJECT SP27-05 ONLINE CONTINUING EDUCATION COURSE PROVIDERS

Submittals from minority, women and disadvantaged business enterprises are encouraged.

SUBMITTAL DEADLINE	SUBMIT
2:00pm Central Time Thursday, December 10, 2026	One (1) Electronic copy via thumb drive or email to lthrasher@truman.edu
DELIVERY BY MAIL	**DELIVERY BY HAND**
Truman State University Purchasing Buyer Laura Thrasher 100 East Normal Avenue Kirksville, MO 63501	Truman State University Purchasing Department 106 McClain Hall (corner of Franklin and Normal)

Truman State University (Truman) is requesting responses from qualified firms to provide online, non-credit continuing education coursework on a variety of workforce development topics. Responses may be delivered to the Purchasing Department at Truman until 2:00 PM CT, December 10, 2026.

RFQ documents are available at http://businessoffice.truman.edu/purchasing/bids/OpenBids.asp. A notification of intent to respond to this RFQ is located immediately below. This page should be submitted to notify Truman of your interest in this project and your plan to submit a response. This form is also required if you wish to receive answers to questions regarding the RFQ and any RFQ addenda. RFQ addenda will be issued if there are changes to this RFQ.

INTENT TO RESPOND STATEMENT

____ YES our organization plans to submit a response to this solicitation:

NO RESPONSE STATEMENT

____ NO our organization is not submitting a response for the following reason(s):

- ☐ Do not offer this commodity or equivalent
- ☐ Schedule would not permit us to perform
- ☐ The project is too small
- ☐ The project is too large
- ☐ Insufficient time to respond
- ☐ Cannot meet delivery requirements
- ☐ Licensing restrictions (please explain)
- ☐ Other reasons

Name of Organization: _____

Contact Name: _____

Contact Address: _____

_____

Contact Phone Number: _____

Contact Email Address: _____

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PART I – OVERVIEW

Founded in 1867, Truman is Missouri's selective public liberal arts and sciences university. Truman primarily serves full-time undergraduate degree seeking students in a residential environment. Truman offers numerous bachelors, masters, and minor degrees in addition to certificate programs. Truman is accredited by The Higher Learning Commission. In addition to being recognized by scholars, Truman students and alumni are known as contributors to their communities, creative problem solvers and goal-oriented professionals. More information about Truman is available at www.truman.edu. The Roy and Abby Blunt SKILLS Center at Truman builds on the resources of the departments in the Truman Student Success Center and makes key services available to the local community. These services include workforce development opportunities that support community businesses as well as provide general educational enrichment.

PART II – SCOPE OF SERVICES

A. Truman seeks a professional organization specializing in the delivery of online, credit-bearing and/or non-credit continuing education coursework primarily focused on workforce development and upskilling in preparation for professional/industry certifications. This firm's coursework would support the operation of Truman's Senator Roy and Abby Blunt SKILLS Center. Truman seeks qualifications from firms with expertise in the following areas:

1. Development and maintenance of in-demand, industry relevant continuing education coursework
2. University revenue share partnerships
3. Student/customer and technical support services
4. Program marketing

B. Scope of Services

1. Provide a catalog of in-demand, up-to-date coursework covering a range of skills from office fundamentals to preparation for industry certifications.
2. Provide options for instructor-led and self-paced coursework as appropriate for the subject matter.
3. Facilitate a turnkey, full-service partnership in which marketing, enrollment, student and technical support, and payment services are managed on behalf of the Truman by the organization.
4. Work with Truman to optimize Truman's catalog of offerings in support of workforce needs in the Northeast Missouri region.
5. Ensure compliance with all federal accessibility regulations and guidelines on websites and in coursework.
6. Support prospective students by connecting those students, where possible, with third-party funding resources, such as vocational rehabilitation, Workforce Innovation and Opportunity Act (WIOA) providers, etc.

PART III – QUALIFICATION CONTENT

At a minimum, submissions will include the following information:

A. Experience of Firm: Provide a detailed description of the firm's experience in providing similar services. Include the type and number of clients served. Identify any prior experience working with Truman or similar organizations. Specifically identify any projects or conflicts that may impact the requested services or confirm that no potential conflicts exist.

B. Experience/Qualifications of Assigned Professional(s): Include qualifications for individuals assigned to provide the services and designate the individual primarily responsibility for oversight of the services. Provide a description of your firm's process for assessing the qualifications of individuals chosen to design and/or lead your courses.

C. Approach & Availability: Provide a detailed description of the firm's approach to providing the services. Outline availability to provide the services.

D. The Higher Education Community Vendor Assessment (HECVAT) along with Truman's Information Technology Standards and Requirements Questionnaire (ITSRQ). The ITSRQ is available at the following website: https://its.truman.edu/files/2026/03/Truman-ITSRQ-Version-4.0.xlsx

PART IV – SELECTION CRITERIA

A. Evaluation

Submissions will be reviewed by Truman for inclusion on a list of online continuing education course providers (the "Qualified List"). While the University's preference is to engage a single provider with a broad portfolio of courses, it reserves the right to select more than one qualified provider capable of providing coursework in specific workforce sectors to complete its slate of offerings. Final selection of firms for the Qualified List will be based on:

1. Qualifications, expertise, and experience of the firm, the individuals assigned from the firm including any sub-contractors.
2. Approach and availability to provide the services.
3. Truman reserves the right to request written clarification of any portion of a firm's response to verify intent. However, firms are cautioned that their response may be accepted without further clarification.
4. Truman reserves the right to consider historic information and facts, whether gained from the firm's response, conferences, references, or any other source, in the evaluation process. Truman reserves the right to take such steps as it deems necessary to determine the ability of a firm to perform the work, and each firm will furnish to Truman such information and data for this purpose as it may request.
5. Subsequent negotiations may be conducted with those firms who submit potentially acceptable submissions. In conducting negotiations, there will be no disclosure of any information submitted by competing firms.
6. Missouri Preference: Submissions are being sought from Missouri and out-of-state companies. As a public institution, Truman must follow State of Missouri laws and regulations regarding the procurement of services. Section 34.073 RSMo states that Missouri state government agencies shall give preference to firms, corporations, or individuals doing business as Missouri contractors, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri contractors or products versus the economic impact of services or products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations. Firms must provide the following information as it relates to this RFQ:
   a. A description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
   b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
   c. A description of the firm's economic presence with the State of Missouri (e.g., type of facilities: sales office; sales outlets; divisions; manufacturing; warehouse; others including Missouri employee statistics).
   d. If any products and/or services offered under this RFQ are being manufactured or performed at sites outside the continental United States, the firm must disclose such fact and provide details with their submission.
7. Diversity: The State of Missouri is committed to fostering supplier diversity in state contracts. If a respondent is certified:
   a. Minority Owned Business Enterprise (MBE) under § 37.020(3) RSMo,
   b. Women Owned Business Enterprise (WBE) under § 37.020(6) RSMo,
   c. Service-Disabled Veteran Owned Business Enterprise (SDVBE) under § 34.074 RSMo, or
   d. Veteran Owned Business Enterprise (VBE),

   Firms may outline their qualifications in the response. Respondents are encouraged to engage certified MBEs, WBEs, SDVBEs and VBEs in the performance of services for Truman, and submissions may include a diversity participation plan (maximum 2 pages) detailing: (1) proposed certified M/WBE/SDVBE/VBE contractors, their roles, and estimated contract value percentage; (2) evidence of outreach to certified contractors; and (3) strategies for meaningful involvement. However, the absence of such documentation will not disqualify a bid. Truman may monitor a firm's compliance in meeting diversity participation levels committed to in the awarded submission. Truman serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services will comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to non-discrimination in employment (e.g. Title VII and ADEA), employment of persons with disabilities (ADA, 29 U.S.C. § 706 and Executive Order 11758) and certain veterans (38 U.S.C. § 4212), and contracting with small, disadvantaged business concerns (Pub. L. No. 95-507, codified at 15 U.S.C. §§ 631 *et seq.*). Contract clauses required by the government in such circumstances are incorporated herein by reference.

PART V – TERMS AND CONDITIONS

A. General Terms and Conditions

1. Truman reserves the right to reject all submissions; to select one or more responding parties; to void this RFQ and the review process and/or terminate negotiations at any time; to select separate responding firms for various components of the scope of services; and to select a final firm/firms from among the submissions received in response to this RFQ. Additionally, all RFQ project elements, requirements and schedules are subject to change and modification. Truman also reserves the unqualified right to modify, suspend, or terminate at its sole discretion all aspects of this RFQ process, to obtain further information from all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.
2. This RFQ does not commit Truman to award a contract or defray any costs incurred in the preparation of a response to this RFQ, or contract for any services. All submitted responses to this RFQ become the property of Truman as public records. Upon request, submissions may be subject to public review unless exempted elsewhere in this RFQ.
3. By submitting responses, each responding firm acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
4. Pursuant to Section 610.021 RSMo, responses will not be available for public review until after a contractual agreement is executed or all responses are rejected. Truman will notify respondents of the firm(s) selected to perform these services. Any award protest must be received within ten (10) days after the date of notification of award in accordance with the statute.
5. The firm represents itself as an independent contractor offering such services to the public and will not represent itself or its employees as an employee of Truman.
6. By submitting a response to this RFQ, the firm agrees for itself, its successors, that Truman's Board of Governors, officers and employees will be held harmless from and against any and all claims and demands of whatever nature or type, which any such responding firm, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding firm/firms or negotiating or executing an agreement incorporating the commitments of the selected firm.

B. Applicable Laws and Regulations

1. Any subsequent agreement will be construed according to the laws of the State of Missouri.
2. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Data obtained through this procurement process must be handled as confidential and may not be shared with other firms who may want to do business with Truman without Truman's prior written approval.
3. The firm must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
4. The firm must file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax on a timely basis.
5. In connection with the furnishing of equipment, supplies, and/or services under the contractual agreement, the firm will comply with all applicable requirements of the Americans with Disabilities Act (ADA).
6. Anti-Discrimination Against Israel Act Requirements: If the firm meets the definition of a company as defined in section 34.600, RSMo, and has ten or more employees, the firm will not engage in a boycott of goods or services from the State of Israel; from companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or from persons or entities doing business in the State of Israel as defined in section 34.600, RSMo.

C. Conflict of Interest

1. Truman's officials and employees, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
2. Firms agree they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner with the performance of the services hereunder. Firms further agree that no person having any such known interest will be employed, directly or indirectly, in the contractual agreement.
3. Firms will not provide any pre-requisites, favors, or gifts to Truman employees intended to curry favor with specific person/s or which incur expenses to be borne by Truman. Firms will not attempt to gain appreciation from any group of employees other than providing the highest quality services possible.

PART VI: RESPONSE CERTIFICATION

The firm certifies it is authorized to respond to Truman's request for qualifications (RFQ) and further agrees with all terms, conditions, and requirements herein. The firm further certifies its response to Truman's RFQ are true and accurate.

In submitting a response to Truman's RFQ, the firm understands that Truman retains the right to reject all responses and to waive irregularities and informalities therein, and to award a contractual agreement in the best interests of Truman. The firm hereby affirms:

(1) That I am the firm (if the firm is an individual), a partner in the firm (if the firm is a partnership), or an officer or employee of the firm having authority to sign on its behalf (if the firm is a corporation).

(2) That the firm has fully informed itself regarding the accuracy of the statements made in their/its response.

(3) The firm is registered with and maintains good standing with the Secretary of State of Missouri, as may be required by law or regulation.

(4) The undersigned certifies that the firm (check one) _____ IS or _____ IS NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify Truman of any change in this status should one occur, until such time as an award has been made under this procurement action.

In compliance with this RFQ document, Project SP27-05 Online Continuing Education Course Providers, and after carefully reviewing all the terms, conditions, and requirements contained therein, the undersigned agrees to submit a response in accordance with the specifications of this RFQ.

_____	_____
Authorized Signature	Date
_____	_____
Print Name	Tile
_____	_____
Company	Federal Tax ID No.
_____	_____
Address	Telephone Number
_____	_____
Email	Website