The University of Michigan- Ann Arbor is requesting proposals for student organization management systems that will provide an improved framework and infrastructure that supports the institution’s commitment to the co-curricular experience and campus involvement. We are seeking a robust system that will allow for increased efficiency, flexibility, and maneuverability of student organization data. The selected system will have an intuitive, easy to follow web-based front and back end user interface. The system will allow for a paperless workflow and automation of processes. While this project is specifically oriented towards existing processes, we anticipate that the selected vendor will also be able to expand their services to meet other departmental needs and future requirements. It is our desire to develop a collaborative relationship with the selected vendor to ensure the quality of this system.

**Overview**

The University of Michigan is a nationally ranked public, research university. The Ann Arbor campus has a diverse student population of over 40,000. To learn more, visit the University of Michigan website at [www.umich.edu](http://www.umich.edu). Student organization recognition occurs through a recently formed office: Center for Campus Involvement which is part of University Unions in the Division of Student Affairs. CCI was created by combining University Unions Arts & Programs ([www.umich.edu/~uuap](http://www.umich.edu/~uuap)) and Student Activities & Leadership ([www.studentorgs.umich.edu](http://www.studentorgs.umich.edu)).

The University of Michigan recognizes over 1200 student organizations through an annual registration process. To be a recognized student organization, the group must identify 10 members, submit a constitution, and agree to abide by our non-discrimination statement. Student Organizations must also identify 3 authorized signers who can conduct on-campus business (reserve rooms, apply for funding and office space, access their on-campus bank account, etc.) on behalf of their organization. Unlike on many campuses, student organizations are not required to have advisers. This registration process is currently an entirely web-based process using a system designed by in-house technology staff.

Of the 1200 organizations, approximately 950 identify themselves as Voluntary Student Organizations (VSO). The other organizations are classified as Sponsored Student Organizations (SSO) because of their close affiliation with a University department that involves annually signing a sponsorship agreement. These SSOs have more privileges afforded to them but more responsibility to follow institutional policies and procedures.

**Student Organization Management System Requirements**

1. **Student Organization Registration/Recognition Process**
   a. Custom URL (studentorgs.umich.edu)
   b. Web-based registration/recognition process for 1200+ student organizations
   c. Authentication of users via the University of Michigan’s Cosign authentication system. [http://webapps.itcs.umich.edu/cosign/index.php/Main_Page](http://webapps.itcs.umich.edu/cosign/index.php/Main_Page)
   d. Secure transmission, exchange, and storage of information. Abide by U-M data protection agreement.
   e. Registration process requirements:
      1. Identification of at least 3 members authorized to conduct organizational business
      2. Identification of at least 10 organization members who are currently enrolled students
      3. Submittal and approval of constitution (PDF, Word, etc.)
      4. Electronic signing of non-discrimination statement
   f. Ability to request recognition status from up to five options
Ability to annually renew an organization during defined time of year
h. Group identification needs to be maintained from year to year
i. Individual allowed to complete/maintain the registration over multiple visits
j. Assign Keywords (minimum of 3 keywords are required for each organization)

Administrative Functionality
1. Manage Registration/Recognition Process through Administrative Portal
   a. Ability to define multiple administrative permission levels
   b. Ability to define multiple administrative permission levels for specific organizations
   c. Review and approve constitutions – required before group is considered active and listed in directory
d. Ability to approve and change recognition status
e. Ability to suspend any groups not re-registered by certain date, but then activated following registration
f. Review status of where student organizations are in the registration/recognition process
g. Include timestamp for all actions within system – i.e. tracking log
h. Ability to export all records into Excel or CSV
i. Ability to email all organizations and subsets (including HTML and text options)
j. Ability to include attachments in email communication
k. Update organization name and maintain historical information connected to it
l. API/export of key fields (authorized signers, members, etc.)
m. Forms based validation on external data

2. Interface with student organization financial system
   a. Describe your system’s financial management capabilities – for both student organization users and administratively
   b. Indicate if your software can interface with any other financial management software

3. Organization self-management
   a. Categorize members (committees, alumni, active, etc.)
   b. Email all members and subsets
c. Text message all members and subsets
d. Photo storage
e. Document storage
f. Video storage
g. Approve involvement/event participation

4. At individual log-in, automatic creation of dashboard indicating individual system activity
   a. Individual Profile Management
      1. Edit personal information
      2. API for local LDAP feed to pre-populate
      3. Ability to set privacy settings
   b. Track involvement
c. Involvement transcript creation and management
d. Notification/newsfeed management

Features
1. Calendar
   b. Event categories customizable
c. Pull location data from existing UM system
d. API to pull all data into UM system
e. Ability to sync and use calendaring standards
f. Individual and group calendars
g. Ability to tag events
h. Allow events to be co-sponsored by multiple groups without repeat listings
i. RSVP capability
j. Upload images
k. Community moderation of events
l. Administrator ability to edit or delete events

2. Maize Pages – Student Organization Directory
   a. Use existing URL - http://studentorgs.umich.edu/maize
   b. Student authorized signers able to update the following public information in directory:
      Mailing Address, Group email address, Website(s), Social Networks, Mission, Programs,
3. **Form Builder**
   a. Administration and student can create and use forms
   b. Provide details on form functionality for administrators and organizations
   c. Robust administration panel
   d. Email templates
   e. Display, export and filter all fields

f. **Student Organization Involvement Fair Registration**
   1. Student authorized signers required to register organization for fair
   2. Administrative interface to create a new fair, close/archive a fair, clone a fair
   3. Administrative ability to flag organizations as Approved, Pending, Declined, Withdrawn, Waiting List
   4. Administrative ability to email all organizations and subsets (waiting list, pending, etc.)

f. **Student Organization Office Space Allocation application**
   a. Only student authorized signers able to submit application
   b. Student authorized signer allowed to complete the registration over multiple visits
   c. Submittal of budget (PDF, Excel, etc.) required
   d. Student organization forced to require building priority for office space
   e. Appeal process for those not granted space – need to submit rationale for appeal
   f. Administrative needs:
      1. Ability to define administrative privileges for only this process
      2. Ability to filter by building
      3. Ability to email those with incomplete applications
      4. Ability to email those selected/not selected
      5. Ability to email groups in specific buildings

f. **Annual web-based office lease renewal with electronic signature from student authorized signer**

g. **Student Interest Survey**
   a. Required cosign authentication to take survey
   b. Student provided with a printable list of organizations that meet their interest criteria
   c. Student can revisit suggested involvement list at any time
   d. Ability to administratively add University entities that can be matched to student interests
   e. New match notification
   f. Exportable file created that can be shared with organizations of students who have expressed interest in the organization’s work

5. **Assessment**
   a. Student organization ability to link their work (events, programs, service, etc.) to administratively defined outcomes with administrative approval
   b. Individual student work can be linked with administratively defined outcomes with administrative approval
   c. Student organization access to survey creation/distribution to members and subsets
   d. Administrative ability to create/distribute assessment tools

**Other**
1. Ability to communicate/interface with UM LDAP/MCommunity directory and PeopleSoft
2. Web analytics reporting
3. Full functionality across multiple major web browsers – Firefox, IE, Chrome, Safari
4. Provide details on features that function on mobile app and/or mobile website
5. Itemize support options for technical and end-user
6. Describe how FERPA compliance is maintained
7. Describe how your system protects Michigan Private Personal Information (PPI) data (http://safecomputing.umich.edu/main/sensitiveData.html#stu)
8. Describe how your system meets web accessibility standards
9. Provide references for three institutions of comparable size and number of student organizations.