**Request for Proposal**

**USI Remote Proctoring**

**RFP 25-9-10001-01180**

***Due Date: February 4, 2025 / 2PM Local Time***

***Jeff Sponn***

***Director of Procurement***

[*University*](http://www.princeton.edu/) *of Southern Indiana*

*8600 University Blvd.*

*Evansville, IN 47712*

*812-464-1982 (office)*  
[*jsponn@usi.edu*](mailto:jsponn@usi.edu)*|*[*www.usi.edu*](https://www.usi.edu/)

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| January 14, 2025 | RFP Issued to Agencies |
| January 22, 2025  2PM/Local Time | Deadline for the Agencies to submit questions to Jeff Sponn, Director of Procurement ([jsponn@usi.edu](mailto:jsponn@usi.edu) ) |
| January 27, 2025 | Addendum issued for answers to questions submitted |
| February 4, 2025  2PM/Local Time | Deadline for the Agencies to Submit Excel Spreadsheet Answers to Jeff Sponn, Director of Procurement ([jsponn@usi.edu](mailto:jsponn@usi.edu)) |
| February 18, 2025 | Selection of Finalists |
| March 4, 2025 | Agency Finalist Presentations (presented virtually) |
| March 21, 2025 | Final Agency Selected |
| August, 2025 | Target Start |

The University of Southern Indiana (USI) is seeking bids for remote exam proctoring tools for virtually delivered exams and assessments. Remote proctoring at USI entails the use of a lockdown browser and/or AI-based virtual proctoring that seamlessly integrates with Blackboard Learn Ultra.  Ideally, we seek on vendor who can provide both solutions within one package but will consider separate vendors for each method of remote proctoring utilized at USI.

**Current Environment**

USI relies upon two different vendors with one vendor responsible for AI-based virtual monitoring and another for lockdown browser.  Exams and assessments can be completed at any time by the learner, while other courses require all learners to complete the exam at the same time (potentially 100+ learners completing the exam at the same time).  Currently, Blackboard Learn is our primary institutional LMS for all online courses and some courses are delivered on Blackboard Learn Ultra.

**Future Environment**

USI seeks to combine remote proctoring tools into one tool for students, if possible.  By August 2025, all courses will be offered on Blackboard Learn Ultra only.  This change in LMS platforms, along with anticipated growth in the number of concurrent users taking exams, USI has embarked upon a review of our remote proctoring tools to determine what will meet the best needs of our students and faculty starting in the Fall 2025 semester.

**Overall requirements**

* Must seamlessly integrate with Blackboard Learn Ultra.
* Students will not be required to individually pay any fees or charges to use the remote proctoring service.  All cost will be rendered through a subscription with the University of Southern Indiana.
* Real-time support must be available for both students and faculty.
* No additional software must be installed by the students with the exception of a browser extension.
* Tool must work across a variety of operating systems and browsers.
* Must function with exams administered at the same time in large enrollment courses without any degradation of service.