



UNIVERSITY OF
Central Oklahoma

PROCUREMENT – BIDS AND CONTRACTS
REQUEST for PROPOSAL

RFP2020P106 BUDGET MANAGEMENT SOFTWARE

ISSUE DATE: MONDAY, AUGUST 31, 2020

PROPOSAL DUE DATE/TIME: MONDAY, SEPTEMBER 28, 2020 @ 3:00 PM, CT

If the full Request for Proposal is not included, you can retrieve the entire document at:

<https://www.uco.edu/offices/financial-services/procurement/purchasing#bids>

DIRECT ALL QUESTIONS & INQUIRES TO:

Primary Contact

Christina Appiah

Buyer III, Procurement Services

E-Mail: cappiah@uco.edu

Secondary Contact

David B Young I

Director, Procurement Services

E-Mail: dyoung28@uco.edu

No phone calls shall be accepted during the solicitation posting. Email communications are the only acceptable form of communication and shall be posed during the designated and acceptable time frame according to the RFP directive.

1.0 The University of Central Oklahoma (UCO)

1.1 About the University

If you are not familiar with UCO, you can find information about our University at the University's website www.uco.edu

1.2 UCO – A Green Campus promoting Sustainability

The University of Central Oklahoma supports Green Purchasing, upholding the philosophy of a Green Campus by assessing the environmental impacts of incoming commodities and outgoing waste. We encourage proposals to include economical and environmentally friendly products and service options which serve to minimize waste, reduce excess packaging, recycle, reduce, reuse, prevent pollution and/or offer resource efficiency. It is our goal to maximize environmental responsibility on the UCO Campus.

1.3 Campus Map

A UCO Campus Map can be located per the following link:

<https://www.uco.edu/files/maps/campusmap.pdf>

2.0 General Information and Instructions to Proposers**2.1 Original RFP Document**

The UCO Purchasing & Payment Services Department shall retain the Request for Proposal (RFP), and all related terms and conditions, addenda, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 Specific Proposal Instructions, Organization, Preparation, Submission & Opening

The UCO Purchasing Affidavit (Attachment A), Vendor Qualification/Financial Resource Statement (Attachment B) and Certificate of Compliance with Executive Order 11246 (Attachment C), Vendor Forms (Attachment D) all attached herewith, and any applicable addenda, are required portions of the submitted proposal.

2.3 Schedule of Events

The following is a tentative schedule applicable to this RFP. UCO reserves the right to make changes in accordance with the University's needs.

Action	Date
Issue RFP	8/31/2020
Last day for Vendor to email questions cappiah@uco.edu	9/11/2020, by 1:00 PM, CT
Tentative Addendum Post Date	9/16/2020
RFP Closing Date and Time	9/28/2020, by 3:00 PM, CT
Virtual presentations – short list bids only	Scheduled October, 2020
Tentative Notice of Award	October 2020
Implementation	As directed by Finance & OIT

Proposers may be notified of the award, by email communication.

We are unable to offer responses to inquiries about the solicitation after the award. Proposing Vendors can seek the following link to the UCO Legal Counsel website/Open Records/Fax Transmittal & Request for Public Record Form for any additional information sought after the award. Thank you for supporting our compliance with statute and policy.

<https://uco.teamdynamix.com/TDClient/1843/Portal/Requests/TicketRequests/NewForm?ID=9qjiwdiGKuU>

2.4 Pre-Proposal Conference – N/A

If a pre-proposal conference has not been scheduled, UCO reserves the right to schedule a pre-proposal conference at a later date PRIOR to the due date of the Proposal if, in the sole judgment of UCO, there is a need for such conference.

2.5 Pre-Proposal Site Visit – N/A**2.6 Accommodations for People with Disabilities**

If the vendor, or any of the vendor's employees, participating in this RFP needs or has questions about the University's accommodations for people with disabilities please contact the UCO Purchasing Office by telephone 405-974-2583, to make the necessary arrangements. Requests should be made as early as possible to allow time to arrange the accommodations.

2.7 Performance and Payment Bonds – N/A**2.8 Communication, Questions, Inquires**

From the date of RFP issue, to the submission closing date, the vendor shall not make available or discuss any part of their proposal with any employee or agent of the University, unless prior permission is requested in writing by the vendor and granted in writing, from the Director of Purchasing or designee. The sole contact between the University and vendor for questions, inquires, clarifications or interpretations related to the terms and conditions, process, procedures, language, and/or specifications of the RFP is the Director of Purchasing or designee. For communication purposes all questions and inquiries regarding this document shall only be directed in writing to the attention of:

Primary Contact: Christina Appiah, Buyer III
Procurement Services
Email: cappiah@uco.edu

Secondary Contact: David B Young I, Director
Procurement Services
E-mail: dyoung28@uco.edu

Questions and/or information requests may be submitted as they occur, but not later than 1:00 PM, CT, FRIDAY, SEPTEMBER 11, 2020. Email questions, referencing “Questions for RFP2020P106 BUDGET MANAGEMENT SOFTWARE” on the correspondence to cappiah@uco.edu Questions and answers shall be posted to the website as an addendum to the solicitation. Any applicable addenda in relation to this RFP Solicitation are required to be executed and included in the vendor submission. Proposals missing addenda shall be deemed as unresponsive and therefore, disqualified from evaluation.

Should any vendor seek to receive RFP Updates/Addenda directly to a named person in the company rather than searching for addenda on the purchasing website in accordance to Section 2.3 Schedule of Events, please contact cappiah@uco.edu and their email shall be added to all RFP correspondence. All vendors shall complete a Vendor Application, which can be found at the following link and attached to your RFP response: <https://www.uco.edu/offices/financial-services/assets/vendor-application.pdf>

2.9 *Deadline - Proposal Submission by Email or USB

The RFP and all attachments, to also include any applicable & acknowledged addenda, are to be included within the required proposal submissions which include 10 (ten) secure USB/thumb drive presentation copies or one (1) secure digital copy sent to cappiah@uco.edu. Signer of the vendor’s proposal, shall be a legally authorized representative capable of binding, through contract, the vendor and vendor’s organization. The original proposal, addenda, and all attachments must be submitted by email. **All proposals shall be submitted and received by the University no later than 3:00 PM CT, MONDAY, SEPTEMBER 28, 2020.**

Secure digital proposals shall be *emailed* with “RFP2020P106 BUDGET MANAGEMENT SOFTWARE” stated in the *email* subject line. Secure USB/thumb drives may be FEDEX shipped to:

University of Central Oklahoma
100 N. University Drive
Admin Bldg., Box 161, Room 109D
Attention: Christina Appiah, Buyer III, Procurement Services
Bid for RFP2020P106 BUDGET MANAGEMENT SOFTWARE
cappiah@uco.edu

3.0 Terms and Conditions Governing the Resulting Contract

3.1 UCO Standard Terms & Conditions

Standard Terms & Conditions are available at the following link:

<https://www.uco.edu/offices/financial-services/assets/uco-standard-terms-and-conditions.pdf>

<https://www.ruso.edu/policy-manual>

By submitting a quotation, proposal or bid, the supplier or vendor is agreeing to adopt the UCO Standard

3.2 Terms and Conditions as the Terms and Conditions applicable to this transaction.

The Resulting Contract

The resulting contract shall consist of (1) UCO solicitation (whether RFQ, RFP or ITB) and any changes, additions, deletions or clarifications per addenda, (2) Negotiations rendered to writing and signed by both parties, (3) Vendors qualifying Response/Quote/Proposal/Bid, and (4) UCO Terms & Conditions. This shall

3.3 also be the priority order by which any conflict in the contract shall be resolved.

Sexual and Verbal Harassment

The policies of the University, along with sections of Federal and State Laws, prohibit sexual and verbal harassment of any University employees, students, faculty or guests. Sexual harassment includes any unwelcome sexual advance, any request for sexual favor or any other verbal or physical conduct of sexual nature that is so pervasive as to create a hostile or offensive work environment or offensive academic environment. Verbal harassment includes, but is not limited to, the use of profanity, loud or boisterous remarks, inappropriate speech, inappropriate suggestive conduct or body movements or comments that could be interpreted by the hearer as being derogatory in nature. This type of behavior and conduct is not tolerated or condoned on the campus of the University of Central Oklahoma. Vendors and contractors are required to exercise control over their employees, agents and subcontractors so as to prohibit acts of sexual and verbal harassment and agree as a term and condition that such vendor, contractor, agents, employees or subcontractors may be immediately removed from the project site and from University premises.

3.4

Vendor Restriction against Hiring University Employees

For the duration of this project, the vendor shall agree that neither the vendor nor any subcontractors shall solicit for employment or employee any University staff member.

3.5

Specific and Unique Terms and Conditions applicable to this RFP

The following Terms and Conditions, along with the UCO Standard Terms and Conditions, incorporated by reference, shall become part of any Agreement resulting from this RFP between the University and the vendor. This RFP does not contain bond requirements.

- B. This is a firm fixed price solicitation. Please state all costs clearly and completely; UCO shall not accept hidden charges or costs not disclosed as part of this proposal.
- C. Prices quoted herein shall remain effective for the entire the contract. Any price increases projected after the contract has commenced, shall be submitted by the vendor in writing, to the assigned project manager(s) with sufficient documentation of the price change request. If UCO agrees to accept the price change, an acknowledgement shall be issued by UCO with an addendum to be executed by UCO and the contracted vendor.
- D. No work shall be sublet by the proposing Vendor.
- E. Contract is ongoing. Each phase shall be implemented after timelines are discussed and confirmed between UCO project managers and the awarded vendor.
- F. It may be determined that virtual vendor presentations are needed. If selected, vendors may be asked to provide a Zoom or Microsoft Teams demonstration, of one or more of the software tools as listed in

Section 5.0 Specifications. A short-list of vendors (tentatively 2-3), shall be contacted directly to prepare their presentation.

- G. Once the solicitation has been awarded, the selected vendor shall complete a State of Oklahoma Vendor/Payee form (previously a W-9) located in this link: <https://www.uco.edu/offices/financial-services/documents-forms#purchasing>
- H. All guests on the University of Central Oklahoma campus, have been asked to wear a mask.
- I. Implementation date shall be scheduled and determined by Finance and the Office of Information Technology's project managers.

3.6 HB 1804, Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

Pursuant to 25 O.S. 1313, effective 7/1/08, all individuals, contractors, subcontractors or vendors are prohibited by State Law from entering into a contract with a public employer for the performance of services within the State of Oklahoma unless registered and participating in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. 1312 and includes, but is not limited to, the free Employment Verification Program (EEV) available at: www.dhs.gov/E-Verify

By accepting a purchase order from the University of Central Oklahoma or executing a contract on part of the vendor with the University, the individual, contractor or vendor warrants and attests that they are registered and participating in the Status Verification System. Vendor declares its employees and all proposed subcontractors are in compliance, with the Federal Immigration and Nationality Act (FINA), and all other Federal and State laws and regulations related to the immigration status of employees. These warranties shall remain in effect through the entire term, including all renewed periods if applicable, of the contract. The University reserves the right to request copies of documents certifying compliance with this requirement.

3.7 UCO Transportation and Parking

Effective August 18, 2008, contractors and vendors parking on the UCO Campus shall be required to purchase UCO parking passes in the student and faculty/staff lots. After the contract is awarded, Vendors shall be assigned designated parking procedures. Please see the Transportation and Parking Services website for contractor and vendor parking rates and regulations:

<https://www.uco.edu/student-resources/parking/>

3.8 Information Technology for Individuals with Disabilities – Section 508 Federal Law

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-21 electronic and information technology acquisitions, agreements and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance.

3.9 Tobacco-Free Campus

Effective 7/1/2010, UCO is a tobacco-free campus. The University appreciates compliance.

3.10 Requirement for Criminal Background Checks

The contractor awarded this RFP shall be fully responsible for the provision and support of goods and services required hereunder. Any subcontractors shall be approved in writing and in advance by UCO; all contractors and sub-contractors shall adhere to the resulting original RFP and the terms of any resulting Agreement(s). Contractors and any subcontractors and all visitors on campus related to such contract shall conduct themselves in a professional and courteous manner at all times with UCO faculty, staff, and/or students, as well as any other customers, contractors or individuals with whom the contractor comes in

contact as a result of this contract or in the course of providing goods or services hereunder while working or visiting the campus.

- A. If UCO, in its sole discretion, reasonably believes that an employee, agent or subcontractor of the Contractor assigned to provide goods or services to UCO pursuant to this Agreement has engaged in conduct inconsistent with the requirements herein, UCO may so notify the Contractor and the Contractor shall promptly reassign said employee, agent or subcontractor so that they shall no longer provide goods or services pursuant to this Agreement.
- B. The Contractor shall warrant that they shall only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.
- C. The Contractor warrants they are supplying employees who have passed a background check(s). Contractor agrees to defend, indemnify and hold harmless UCO, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.
- D. The most common minimum background check does the following:
 - Social Security Trace
 - County Level Criminal Search (in all counties as found by the Trace)
 - National Sex Offender Search
 - Statewide Criminal
 - National Criminal Database
 - Federal Criminal
 - State Sexual Offender Search
 - Motor Vehicle Report

4.0 Evaluation Criteria

4.1 Proposal Evaluation

Proposals shall be evaluated by a committee designated by the UCO Purchasing Department. Evaluation criteria for this RFP shall be as follows:

- A. Rapid integration with UCO software applications
- B. Rapid, effective implementation and placement
- C. Cost proposal
- D. Ability to meet specifications, as detailed in 5.1 - 5.3.8.3
- E. Value-added concessions
- F. Comprehensive technical support options
- G. Higher education experience and references

5.0 Specifications

Statement of Objective

The University of Central Oklahoma is seeking a vendor partnership, with an establishment that can provide a budgeting software, which provides analytics, forecasting, cash management, and multiple finance tools. Successful vendor(s) must be able to meet the following requirements:

5.1 Use Cases for Current State Budget Process: The following use cases and current budget process descriptions are informational and are designed to assist responders with answering the requirements questions in 5.2.

5.1.1. Departmental Data Gathering: September – December

5.1.1.1. Manual Process: Budget team distributes spreadsheet for submission to state. The colleges/departments manually collect all Mandatory Costs and Academic Service Fees- and provide them in spreadsheet format to the Budget Development Team.

September 1 – 30: Departments/Colleges collect and report Mandatory Costs that will increase in the next year and compile on spreadsheet

November/December: Departments/Colleges collect and report Academic Service Fees that will increase. Submit to state January/February.

5.1.2. Budget Preparation for Next Fiscal Year, Forecast for next two years: March – April 30

5.1.2.1. Baseline Budget from Ellucian Banner (“Banner”) -generate Prior Year Budget using Ellucian Spreadsheet Budget function.

5.1.2.2. Position detail from Banner Position Control tables– NBAPBUD and NBAJOBS loaded to MS- Access

5.1.2.3. In 2021, individual Paycom benefits will be extracted from Paycom and added to the Position Budget.

5.1.2.4. MS-Excel Macro used to distribute/sort: -Base Budget Data into template and create 340 individual tabs for each organization.

5.1.2.5. Position Data to create list of people paid from each organization, 280 individual tabs.

5.1.2.5.1. Each tab lists position number, position title, person in position or blank if vacant, base salary, split portion of salary paid from that budget, percentage paid from that budget, Org number and account line position paid from.

5.1.2.6. MS-Excel files created from Master Base Budget File and Position Listing File are separated by VP, Director, etc.,

5.1.2.6.1. Those files are sent to Financial Manager or VP along with the memo with instructions and deadlines.

5.1.2.7. Sent via 65 emails, deadline for Return of Budget changes/no changes = 4/30.

5.1.3. Develop Budget Master List: April 30 – May (3 weeks)

5.1.3.1. Budget Development Team (3 person), has 3 weeks to complete budget

5.1.3.2. Visual Basic is used to extract the data from the MS-Excel spreadsheets into a format Banner recognizes and then uploads to Banner using an unsupported Ellucian Tool called Spreadsheet Budgeting.

5.1.3.3. Once the budget is uploaded into Banner, MS Access is used to retrieve the data for what is now in the Banner table, for one of the forms we are required to send to the State.

5.1.3.4. The form is a summary of the Base Budget by Program Organization, and by Expense.

5.1.3.5. The report also subtotals by Program Code at the end of each Program.

5.1.3.6. It must also be totaled at the end by Expense Category and provide a Grand Total.

5.1.4. Outside Processes: Manually Compiled (Optional requirements)

5.1.4.1. Mandatory Costs – contracts, licenses, etc. to increase in next year (contractual or regulatory)

5.1.4.2. Course Fees by College

5.1.4.3. Carryover Budget

5.1.4.4. Capital Budgeting

5.1.4.5. Student Activity Budget

5.1.4.6. Part II Budget (federal and state grants)

5.1.5. Other Key Requirements

5.1.5.1. Banner and Paycom Budget Integration

5.1.5.2. Budget to Actual Integration and Reporting- daily

5.1.5.3. Full- Chart of Accounts

5.1.5.4. Reporting

- Schedule E (Supplemental income and loss) base budget by program organization and by expense subtotals by program code at the end of each program totaled at the end by expense category and provide a grand total.
- Individual cost >Summary Cost
- Position Cost >Summary Cost
- Position Detail>Summary by Department

Other reporting requirements. Schedule A – Summary of total expense by program code. Schedule A-1 Summary of expenses by program code detail. Schedule B – Summary of total expense by account code grouping. Schedule C – Summary of Revenue budget by Revenue groupings. Schedule F&G – summary of total expense by program code and account code grouping. Part II budget –same budget reporting for schedules A, B and C. Two year comparative change in original budgeted expense by program code. Two year comparative change in original budget expense by account code grouping. Two year comparative change in revenue by revenue grouping. Two year comparative report by organization code of student activity funds.

5.2 Software Requirements

For each requirement, please indicate your response using the options listed below. (e.g. SD, MC, or SC) For requirements that do not contain the SD, MC, or SC column, please provide your response in the response/comment field.

SD – Standard Requirement: Standard to application software, no modification needed.

MC – Moderate Change: Application software will satisfy this requirement with moderate modification

SC – Significant Change: Significant customization is needed to satisfy the requirement.

5.2.1. Drill down

Req #	Description	SD	MC	SC	Comments	Score
5.2.1.1	Drill down functionality, including description of setup and specific features					

5.2.2. Branding

Req #	Description	SD	MC	SC	Comments	Score
5.2.2.1	Customer has the ability to brand the software with custom university colors and logos throughout the application					

5.2.3. Flexibility/System Features

Req #	Description	SD	MC	SC	Comments/ Response	Score
5.2.3.1	Contributor can add data to a separate worksheet that links back to main budget sheet (i.e. document detail travel expenses)					
5.2.3.2	Does your product allow users to insert their own detail rows within the budget sheet that will roll up to the total account line for budget consolidation?					
5.2.3.3	Can contributor add notes and comments within a cell of data?					
5.2.3.4	Does the product have standalone user security or can existing banner security be leveraged?					
5.2.3.5	Does product provide customizable field labels and descriptions?					
5.2.3.6	Describe ease of use from an end-user, admin, and IT perspective and define these system roles.					

5.2.3.7	How closely does your product mirror the feel of Excel functionality?		
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5.2.4. Workflow Capabilities

Req #	Description	SD	MC	SC	Comments	Score
5.2.4.1	Software's ability to create customized workflows for all budget requests and approval processes					
5.2.4.2	Software's ability to track changes and by whom.					
5.2.4.3	Software's ability to send workflow queue, email notifications to users who have action items					
5.2.4.4	Software's ability to provide version tracking					

5.2.5. Data Sources

Req #	Description	SD	MC	SC	Comments	Score
5.2.5.1	Ability to read and write to multiple data sources to include databases, flat files, CSV, API, Power BI, etc					
5.2.5.2	Ability to relate and join multiple data sources					
5.2.5.3	Ability to create custom key fields to join data					
5.2.5.4	Ability to upload spreadsheet with data and use this data for modeling					

5.2.6. 3rd Party Applications and Integrations

Req #	Description	SD	MC	SC	Comments/ Response	Score
5.2.6.1	Who is responsible for building integration?					
5.2.6.2	What interfaces are required between the product and UCO resources?					
5.2.6.3	Ability to integrate your software with other third-party solutions such as Banner, Paycom, FAMIS, OnBase customized apps, Blackboard, etc					
5.2.6.4	Does product support flat files and/or real time integration?					
5.2.6.5	Does your product integrate directly with Banner? If not, can it connect directly to Oracle and/or SQL Server databases?					
5.2.6.6	Paycom does not allow direct integration via API. Does your product have the ability to integrate with Paycom via flat files?					
5.2.6.7	Does your product integrate directly with PowerBI or Tableau					
5.2.6.8	Does your product have a pre-built API? Is there an extra cost to utilize the API?					

5.2.7. Reporting

Req #	Description	SD	MC	SC	Comments	Score
5.2.7.1	Ability to provide budgeting reports prebuilt?					
5.2.7.2	Ability to provide general finance reports (balance sheet, cash management, profit/ loss)					
5.2.7.3	Ability to provide Grants reports					
5.2.7.4	Ability to provide Capital reports					
5.2.7.5	Ability to provide KPI reports					
5.2.7.6	Ability to provide a customizable reporting dashboard					
5.2.7.7	Ability to drag and drop on reports					
5.2.7.8	Ability to drill down into reports					
5.2.7.9	Ability to provide ad hoc reports					
5.2.7.10	Ability to provide analytics reports					
5.2.7.11	Ability to automate report distribution					
5.2.7.12	Ability to distribute the reports to other users and sharing outside the software's environment					
5.2.7.13	Ability to add comments or narratives to reports					
5.2.7.14	Ability to provide all required reports during implementation					

5.2.7.15	Ability to create standard templates that can be shared and modified for report development					
5.2.7.16	Does your product provide a trackable and reportable audit trail of changes by users and admin users?					
5.2.7.17	Can the data within the product be exported to Excel?					
5.2.7.18	Does the product provide the ability to automated report distributions?					
5.2.7.19	Does reporting provide any trend/problem analysis or predictive analytics in the data?					

5.2.8. Forecasting

Req #	Description	SD	MC	SC	Comments	Score
5.2.8.1	Ability to perform multi-year forecasting					
5.2.8.2	Ability to perform multiple scenario forecasting					
5.2.8.3	Ability to perform benefit calculations					

5.3 Other Technical Requirements, Features**5.3.1. Data, Hosting, and Infrastructure**

Req #	Description	Response	Score
5.3.1.1	Where will UCO's data be physically stored?		
5.3.1.2	Is data stored in multiple, redundant servers?		
5.3.1.3	Are the data centers adequately tiered?		

5.3.1.4	Describe the mechanism by which data is secured while at rest.		
5.3.1.5	Describe the mechanism by which data is secured when transferred from UCO to the vendor location or vice versa.		
5.3.1.6	What layers of protection are invoked to provide safeguards against a breach or compromise of the data?		
5.3.1.7	Does your company and the companies which you use to provide services to UCO have data breach insurance?		
5.3.1.8	Does the vendor perform database auditing? Describe the process.		
5.3.1.9	How do you determine data ownership?		
5.3.1.10	Upon contract expiration, what is the disposal/ transfer method for UCO's data?		
5.3.1.11	In the event you go out of business, what plan do you have in place to provide full access and ownership of data to UCO?		
5.3.1.12	Please describe your product cloud options.		
5.3.1.13	Describe if the proposed solution is located in a private or public cloud.		
5.3.1.14	Describe if there is the ability to setup a test (sandbox) environment. Does the customer always have access to this environment while under contract?		

5.3.2. Access

Req #	Description	SD	MC	SC	Comments/ Response	Score
5.3.2.1	If the product produces a web-based or online service, what methods and tools are available to assist in producing accessible outputs for the users accessing content?					
5.3.2.2	Please indicate whether you are full, partial, or non-compliant with WCAG 2.0, Level AA.					
5.3.2.3	Please indicate whether you are full, partial, or non-compliant with the Americans with Disabilities Act (Section 508).					
5.3.2.4	What standards do you use when evaluating your product's accessibility support?					
5.3.2.5	Describe the distinction in your product's administrative accessibility comparative to the consumers' or users' experience.					
5.3.2.6	Ability to provide mobile friendly functionality, specifically reports					
5.3.2.7	Ability to access software from Mac operating systems					
5.3.2.8	Ability to access software from Windows operating systems					
5.3.2.9	Ability to access software from a web browser. Please note browser limitations.					

5.3.3. Security

Req #	Description	Response	Score
5.3.3.1	If SSO is not supported and user authentication is done locally, how are IDs and passwords maintained within the system and what are the password requirements?		

5.3.3.2	Do you have a documented security strategy? If yes, please attach.		
5.3.3.3	Do you conduct security reviews through independent agencies?		
5.3.3.4	Please provide copy of latest SOC reports, if available.		
5.3.3.5	Please provide copy of latest HECVAT reports, if available.		
5.3.3.6	Provide an overview of the administrator's role in managing access control.		
5.3.3.7	When was your last IT audit? Please provide reports, if available.		
5.3.3.8	Software supports multi-factor authentication (DUO)		
5.3.3.9	Software supports single sign-on ("SSO") options and required protocols. UCO's preferred SSO protocols include SAML and CAS.		
5.3.3.10	Ability to configure role based security using active directory		
5.3.3.11	Ability to use existing Banner Org Security to feed your product security (FOMPROF).		
5.3.3.12	Do you offer 192- or 256-bit encryption?		
5.3.3.13	Does the software have the ability to detect and send alerts about suspicious activity?		
5.3.3.14	Ability to fully comply with PCI standards		

5.3.3.15	Ability to fully comply with FERPA		
5.3.3.16	Ability to fully comply with HIPAA		
5.3.3.17	Ability to fully comply with GDPR (General Data Protection Regulation)		

5.3.4. Production Support and Customer Service

Req #	Description	Response	Score
5.3.4.1	Please describe your technical and functional support options?		
5.3.4.2	Describe your service level agreements (SLA) and processes, including such items as call-back time, response time for fixes, methods of contact, support hours, and escalation processes.		
5.3.4.3	Are training resources and documentation available to UCO staff during and post-implementation? (e.g. knowledgebase help, user manuals)		
5.3.4.4	Provide your problem resolution process diagram.		
5.3.4.5	Is your support staff located at a call center? If so, where?		
5.3.4.6	Provide help desk employees' required qualifications, training, skills, and experience.		
5.3.4.7	Are reports available for technical support performance, downtime tracking, and updates?		

5.3.4.8	Do you maintain a website or customer portal for sales and customer support?		
5.3.4.9	Does your product have User Groups with live interaction and content sharing? Annual conference?		

5.3.5. Software Maintenance Activities

Req #	Description	Response	Score
5.3.5.1	Describe in detail how software maintenance is handled.		
5.3.5.2	Does maintenance include upgrades, technical support, and strategic product roadmaps?		
5.3.5.3	Describe the process for upgrading and patching and any software maintenance requirements.		
5.3.5.4	Describe the process and release cycle (frequency) for issuing maintenance releases and patches		
5.3.5.5	What is the estimated level-of-effort required to perform an upgrade?		
5.3.5.6	If database schema extension is required to meet the business need, how does this impact the upgrade/patch process?		
5.3.5.7	How are customizations and configurations maintained during an upgrade?		
5.3.5.8	What is the typical down time required for major and minor upgrades?		

5.3.6. Implementation Team and Services

Req #	Description	Response	Score
5.3.6.1	<p>Provide a narrative or organizational chart that describes the organization of the proposed project team. Provide information for key project team members, including:</p> <p>-If the offeror has vacant positions, identify the job description and minimum qualifications for staff members to be recruited.</p> <p>- Subcontractors. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform. Provide a statement that the offeror will ensure that the subcontractor has or will obtain any required licenses and registrations.</p>		
5.3.6.2	<p>Joint Venture: If submitting a proposal as a joint venture, offeror must submit a copy of the joint venture agreement that identifies the parties involved and its rights and responsibilities regarding performance and payment.</p>		

5.3.6.3	Please describe your proposed implementation strategy for the software and explain your proposed project management methodology.		
5.3.6.4	Do you provide a proposed project plan with implementation tasks and project schedule?		
5.3.6.5	Please provide an estimate of the total required hours for product implementation.		

5.3.7. Company Experience, Qualifications, and References

Req #	Description	Response	Score
5.3.7.1	Describe the number of years the offeror has provided the type of work requested in this RFP.		
5.3.7.2	Describe specific experience of their firm in completing similar projects. Provide a description of the project, approximate time frame of the project, and contact information for the customer.		
5.3.7.3	Please provide references from other customers in higher education that have integrated the product with Banner		

5.3.7.4	Are you an Ellucian partner? What Level?		
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5.3.8. Value-Added Features:

The proposed solution may include value-added features. Value-added features include any functionality, products, services, optional modules, or upgrades that are not part of the IT requirements in this RFP. Describe any additional functionality, products, optional modules, upgrades or services that you offer and are not a part of the RFP requirements that you believe would add value to your proposed work on this project.

Req #	Description	Response	Score
5.3.8.1	Offeror shall list the cost of value-added features separately in the cost proposal.		
5.3.8.2	THE UNIVERSITY OF CENTRAL OKLAHOMA shall not consider these costs as part of cost evaluation scoring.		
5.3.8.3	THE UNIVERSITY OF CENTRAL OKLAHOMA reserves the right to include value-added features from the proposals during contract negotiations.		

6.0 Cost of Proposal – Pricing Structure

6.1 Provide

The total costs of proposed item(s), service(s), proposed solution(s), indicating whether each cost is one-time, incremental, or recurring costs for UCO after completion, should be clearly delineated within the proposal. Costs shall be line itemed.

6.2 Payment Terms, Incentives, and Penalties

If payment is required on other than a 30-day (monthly) basis, by appropriate invoicing, please identify the vendor requirements. The University issues purchase orders and therefore shall be invoiced by purchase order and pay by purchase order. Applicable vendor invoices should be billed within 30 days of completion of services and/or delivery of goods. Being the University has fiscal year funding and budgets, any disputes or payment issues shall be addressed within the current fiscal year or within 45 days of each fiscal year close. Payments made by the University shall be applied to the appropriate purchase order and applicable invoice, per the vendor's accounting system. Payments applied to the oldest vendor balance are unacceptable. Vendors are responsible for keeping current on any payment/invoice issues to insure appropriate receipt of payments.

6.3 Other Costs

If a form for the itemized costing of your proposal is not supplied by UCO in the Specifications, Section 5.0, or by way of attachment, please list on a separate sheet, any other costs, not included in the above, necessary to provide the equipment, goods or services of your proposal. Include associated cost and the reasons therefore. UCO shall be able to clearly understand your proposal and the cost structure you propose.

6.4 Costs Proposed Based on Volume

This RFP, and any resulting contract, contemplates the possibility that UCO may wish to form purchasing partnerships or alliances with other higher education institutions to include, but not limited to, the Regional University System of Oklahoma and/or institutions in the Community College System. UCO reserves the right to re-negotiate costs and/or services on behalf of these partnerships and alliances based on the increased volume of business offered to our vendor partner. Additional savings offered by the vendor following these re-negotiations shall be deemed as an amendment to the existing contract and made available to UCO's partners and alliance members.

ATTACHMENT A**SHALL BE COMPLETED, SIGNED, NOTORIZED, AND RETURNED**

STATE OF _____

ss

COUNTY OF _____

UCO PURCHASING AFFIDAVIT

I, _____, of lawful age, being first duly sworn, on oath say:

1. That I am the agent authorized by the Vendor _____ (Company/Firm Name) to submit the attached bid, which bid/proposal is a legal and binding offer and that by signing below he/she has authority to make said offer and bind the offering company, with minor differences and informalities to be resolved by negotiation prior to acceptance of the offer by UCO.

2. That this proposal is submitted in response to Request for Proposal RFP2020P106 BUDGET MANAGEMENT SOFTWARE issued by the University of Central Oklahoma. The undersigned and firm agree to be bound by the content of this proposal, any specific terms and conditions noted within the RFP document, any addenda thereto in the event of an award to the Vendor, exceptions to be noted as stated in the RFP and UCO Standard Terms and Conditions which can be found on webpage and link:

<https://www.uco.edu/offices/financial-services/assets/uco-standard-terms-and-conditions.pdf>

The company's/firm's proposal shall remain in effect for a period of _____ () calendar days as of the Due Date for responses to the RFP, and that the person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposal are:

Print Name_____
Print Title_____
Print Name_____
Print Title_____
Print Name_____
Print Title**3. Business Relations Section [Check this Box if not applicable],**

A. That the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year to the date of this statement with the architect, engineer, or other party to the project is as follows: (if none, please write "None")

(Attach additional sheets as necessary)

B. That Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the proposing company and any officer or director of the architectural or engineering firm or other party to the project is as follows: (if none, please write "None")

(Attach additional sheets as necessary)

C. That Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows: (if none, please write "None")

(Attach additional sheets as necessary)

4. Non-Collusion/Conflict of Interest section, [With regard to any competitive bid for goods or services, which is issued by the State of Oklahoma or any of its agencies, Oklahoma laws require each vendor to execute and submit a notarized sworn Statement of Non-Collusion/Conflict of Interest, the following section of the Purchasing Affidavit fulfills that requirement.]

A. That by signing below, Proposer/Vendor certifies that in accordance with 74 O.S. §85.23, he/she or firm does not have any substantial conflict of interest sufficient to influence the proposal process on this proposal.

B. That (s) he is the duly authorized agent by the Proposer/Vendor to submit the attached bid for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

C. That (s)he is fully aware of the facts and circumstance surrounding the making of the bid/contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and

D. That neither Proposer/Vendor nor anyone subject to the Proposer/Vendor's direction or control has been a party:

- a. To any collusion among proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
- b. To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
- c. In any discussions between proposers and any state official concerning exchange of money or other thing of value for special consideration in the letting of this contract.

E. I certify, if awarded the contract, whether competitively bid or not, neither the Vendor nor anyone subject to the Vendor's direction or control has been paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma or the University of Central Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

F. That in accordance with 74 O.S. §85.42.b, the Proposer/Vendor further certifies that no person(s) who has been involved in any manner in the development of that contract while employed by the State of Oklahoma or University of Central Oklahoma shall be employed to fulfill any of the services provided for under said contract.

G. Completed W-9 shall be attached.

Further Affiant sayeth not.

Signed

Title: _____

Company

F.E.I.N. Number: _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

(SEAL)

Notary Public Commission Number: _____

My Commission Expires: _____

ATTACHMENT B SHALL BE COMPLETED, SIGNED, AND RETURNED**VENDOR QUALIFICATION / FINANCIAL RESOURCE STATEMENT**

The undersigned agrees that the response to this bid / proposal is a legal and binding offer and that by signing below he / she has authority to make said offer, identify the contact point and those authorized to negotiate for the company / firm, the contact and other information presented is current and accurate, and the company / firm is financially responsible and capable of fulfilling its financial obligations and responsibilities under this bid / proposal.

A. Authorized negotiator(s): if different from person signing form or in addition to person signing form if any (if 'none' so state by **initialing**): _____ None

1. _____	_____
Signature	Print / Type Name
2. _____	_____
Signature	Print / Type Name
3. _____	_____
Signature	Print / Type Name

B. Official Contact Address: _____ **Phone Number:** _____

_____ **Fax Number:** _____

C. Type of Organization:

If incorporated, in what year and which state(s): _____

____ Sole Proprietorship	____ Partnership
____ Private Corporation	____ Public Corporation
____ LLC	____ Other (Explain): _____

D. Description of Business:

Number of locations or branches: _____

Number located in the State of Oklahoma and where: _____

Number of persons currently employed (companywide): _____

Number located in the State of Oklahoma: _____

Original date of Establishment (if not incorporated): _____

Classification: [] Small Business [] Disadvantaged [] Women-Owned

Total number of years in business: _____

Total number of years in the type of business requested by RFP: ____

Type of Work:

_____ Manufacturer _____ Distributor _____ Retail Dealer

_____ Service Other: _____

_____ Business Enterprise

Certification / License Nos. assigned and from whom (if any): _____

_____ Construction:

☐ General Contractor ☐ Design-Builder ☐ Material Supplier _____
Indicate Type☐ Sub-Contractor: ☐ Mechanical ☐ Plumbing ☐ Electrical☐ Other sub: _____
Indicate Type

Sales Contact Name: _____

Sales Contact Address: _____

Sales Contact Phone Number: _____

Sales Contract Fax Number: _____

Sales Contact Email Address: _____

Customer Service/Order Entry Contact Name: _____

Customer Service/Order Entry Phone Number: _____

Customer Service/Order Entry Fax Number: _____

Customer Service/Order Entry Email Address: _____

Website Address: _____

Accounting Contact Name: _____

Accounting Contact Address: _____

Payment remit to address, if different than the above:

Accounting Contact Phone Number: _____

Accounting Contact Fax Number: _____

Accounting Contact Email: _____

E. Reference Request:

Please include three (3) references for clients with whom your company has competed projects of similar size and scope. Preferred references would include those with whom you have had long term partnerships and those within the realm of higher education. **Include all contact information. All shall be noted on a separate sheet, included in the proposal.**

F. Financial Resource Information:

[The following information shall assist UCO in evaluating the comparative financial resources of competing Proposers/Vendors. It is understood and acknowledged that the information is requested by UCO solely as an indication of the Proposer's fiscal responsibility.]

Dun & Bradstreet Bidder/Supplier's Number: _____

F.E.I.N. Number: _____

The Vendor's primary bank:

Name: _____

Address: _____

Account Manager: _____

Telephone number(s): _____

Fax number(s): _____

Note: *If the current bank account has existed less than one year, furnish the above information for the previous bank as well.*

IF requested shall you provide a Financial Statement: _____ Yes _____ No

If 'Yes' shall be Audited _____ or Reviewed _____

The above and foregoing are true and correct to the best of my knowledge.**Witness,** this _____ day of _____, 20____, by:_____
Signature_____
Typed / Printed name_____
Title_____
Company / Firm

ATTACHMENT C**SHALL BE READ, SIGNED, AND RETURNED****Certificate of Compliance with Executive Order 11246 (as amended)**☐ For Contracts/ Subcontracts in excess of \$10,000☐ For Contracts in excess of \$50,000 or Contractors with over 50 employees

During the performance of this contract, the Vendor agrees as follows:

(1) The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The Vendor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The Vendor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Vendor shall comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Vendor shall furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Vendor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Vendor shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions shall be binding upon each subcontractor or vendor. The Vendor shall take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States." [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

By signature below, I / we agree (check the box that is appropriate, date and sign):

☐ to comply with the terms of Executive Order 11246 for the purposes of the solicitation to which this is appended. Or,

☐ that I/we (said organization) is already in substantial compliance with Executive Order 11246.

Witness my hand this _____ day of _____, 20____.

Signature

Print Name

ATTACHMENT D

Completed **Vendor Application** shall accompany the Vendor's proposal. The State of Oklahoma's Vendor/Payee form (fka W-9) shall be completed by the awarded vendor. Blank documents can be found at the following links:

<https://www.uco.edu/offices/financial-services/assets/vendor-application.pdf>

<https://www.uco.edu/offices/financial-services/documents-forms#purchasing>

