

Solicitation Q30553

Bookstore POS System RFP



Weber State University

Bid Q30553 Bookstore POS System RFP

Bid Number Q30553
Bid Title Bookstore POS System RFP

Bid Start Date May 29, 2009 3:06:06 PM MDT
Bid End Date Jul 8, 2009 2:00:00 PM MDT
Question & Answer End Date Jun 17, 2009 8:30:00 PM MDT

Bid Contact Ryan Bouwhuis
rbouwhuis@weber.edu

Contract Duration One Time Purchase
Contract Renewal Not Applicable
Prices Good for 60 days

Bid Comments Refer to attachments
Added on Jun 11, 2009:
Addendum #1: An uploaded WordPerfect version of the RFP is now available.

Changes made on Jun 11, 2009 4:00:02 PM MDT

New Documents Final Draft.wpd

Item Response Form

Item Q30553-1-01 - Total Costs
Quantity 1 lot
Unit Price
Delivery Location Weber State University
WSU Shipping & Receiving
3605 University Circle
Ogden UT 84408-3605
Qty 1

Description
Total Costs



**WEBER STATE
UNIVERSITY**

Ogden, Utah

Invitation to Bid/RFP

Quote No:
Q30553

Due Date & Time:
Jul 8, 2009
2:00:00 PM MDT

Send Orders To:

Business Name:

Address:

Address 2:

City:

State :

Zip:

Remittance Address:

(If different from above)

City:

State:

Zip:

Contact Name:

Phone:

Fax

Email Address:

Price Guarantee Period:

(Minimum 60 Days)

FOB:

Payment Terms:

Estimated Delivery ARO

Does your company accept Mastercard credit cards?

☐ Yes

☐ No

Is your company Minority Business Enterprise?

☐ Yes

☐ No

Company's Internet Web Address:

Substitute W-9 Information:

Business, Trade, or DBA (doing business as):

(If different from above)

Check the box which describes the your type of business and provide the corresponding required information:

☐ Individual or Sole Proprietorship	Name of owner as known To Social Security Administration: SSN (Social Security Number) of owner:
☐ Limited Liability Company (LLC) ☐ Partnership ☐ Incorporated Legal Service ☐ Incorporated Med Service Corporation ☐ Incorporated Trust/Estate ☐ Federal Governmental Entity ☐ Local or State Government Entity ☐ Nonprofit Organization ☐ Sub chapter S Corporation	Name of Business as entered on charter or document creating the legal entity: TIN, EIN or FED ID: (Taxpayer Identification Number)

Certification: Under penalties of perjury, I certify that:

(1) The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me), **and** (2) The organization entity and all other information provided is accurate, **and** (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding. You must cross out item (3) above if you have been notified by IRS that you are currently subject to backup withholding because of under reporting interest or dividends on your tax return.

Authorized Signature

Typed Name

Title

Phone Number

Date

Request For Proposal For a Bookstore POS System

RFP #Q30553

May 29, 2009

Weber State University
Purchasing Department
1013 University Circle
Ogden, Utah 84408-1013

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SECTION 1 - PURPOSE OF RFP

- 1.01 Purpose. Weber State University (WSU) is seeking a bookstore inventory control system and integrated accounting and point of sale (POS) system with e-commerce capabilities.

Responses to this proposal are to be exclusive of any wholesale/buyback or other services contracts.

SECTION 2 - GENERAL INFORMATION

- 2.01 Administrative Guidance. The information provided herein is intended to assist suppliers in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested suppliers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Suppliers are at liberty and are encouraged to expand upon the specifications to evidence service capability under any proposal.
- 2.02 Issuing office and RFP Reference Number. The Purchasing Department of Weber State University is the issuing office for this RFP and all subsequent addenda relating to it. The reference number for the transaction is **Q30553**. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.
- 2.03 Response Date. In order to be considered for selection, your proposal must be received electronically via RFP Depot's website. Submitting your response to Weber State University via Bid Sync is free of charge. Please register at www.bidsync.com , or contact their customer service department at 801-765-9245.

Paper copies (**one originally, plus four copies**) will be accepted, but must be received at Weber State University Purchasing Department (1013 University Circle, Ogden, UT 84408-1013) **no later than 2:00 p.m. current Mountain Time on Wednesday, July 8, 2009**. Any proposal in route, either in the mail or other locations on the campus will not be considered timely and will be returned unopened. Proposals received after this deadline will be late and ineligible for consideration. Following the deadline, the names of those responding to the RFP will be made public. All other information will remain confidential, as provided by law (please see section 2.14 hereof).

- 2.04 Pre-Proposal Conference. **No pre-proposal** conference will be held.
- 2.05 Inquiries. All inquiries or requests for clarification or interpretation arising subsequent to the issuance of this RFP, that could have a significant impact on the responses to the RFP, should be submitted electronically via RFP Depot.

Questions and answers will be consolidated and available to all suppliers on record as having received this RFP. All inquiries must be received by (**June 17, 2009**).

- 2.06 Important Dates. The following dates are significant for this RFP:
- | | |
|---------------------------|---------------|
| RFP Dated and Issued | May 29, 2009 |
| RFP Inquiry Questions Due | June 17, 2009 |
| Proposal Response Date | July 8, 2009 |
- 2.07 Proposal Validity Time. Proposals containing less than 60 calendar days acceptance time will not be considered.
- 2.08 Consideration of Proposals. The University may award a contract based on initial proposals received without discussion of such proposals with suppliers. Accordingly, each initial proposal should be submitted with the most favorable price and service available. However, The University may initiate discussions should clarification or negotiation be necessary. Suppliers shall be prepared to send qualified personnel to discuss technical and contractual aspects of their proposal.
- 2.09 Oral Presentation. An oral presentation by a supplier to supplement a proposal may be required. These presentations will be scheduled, if required, by the Purchasing Department subsequent to the receipt of proposals and prior to the award of the contract.
- 2.10 Gratuities. By written notice to the supplier(s), the University may disqualify from consideration or cancel any subsequent contract if it is found by the University that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the supplier, or any agent or representative of the supplier, to any officer or employee of the University with the intent to secure this contract or secure favorable treatment with respect to the awarding or amending of this contract.
- 2.11 Award of the Contract. The Purchasing Department is the only agency authorized to award a contract for the proposed purchases. All pertinent University policies and State of Utah purchasing codes and State procurement policies and procedures apply.
- 2.12 Contract Period and Effective Date. The anticipated contract term will be from the date of award through annual renewals as agreed upon by mutually by both parties.
- 2.13 News Releases. News releases pertaining to the RFP, any proposal or the contract will be made only by the University.
- 2.14 Protected Information. State Procurement Rule, R-33-3, as well as the Government Records Access and Management Act, Section 63-2-101 et seq., Utah Code Ann. (1953), as amended ("GRAMA") provides that **all** proposals may be disclosed to the public after notice of the selection of the successful offeror(s) and after receipt of a GRAMA request. Any person (supplier) who believes that a record should be protected as outlined in R-33-3-204.1, should complete the enclosed "Claim of Business Confidentiality" form. Failure to complete this form will result in the disclosure of your proposal if a GRAMA request is received. All material contained in and/or submitted with the proposal becomes the property of the University and may be returned only at the University's option.

- 2.15 Notices. The supplier must specify the name, title, address, phone and email address of the person to whom all correspondence regarding any contract awarded as a result of this RFP should be directed (including amendments to the contract). All amendments must be in writing and signed by both parties.
- 2.16 Incurring Costs. The University will not be liable for any cost which suppliers may incur in the preparation or presentation of their proposal(s). Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings or promotional materials are neither desired nor required. However, there is no intent within these instructions to limit a proposal's content or to exclude any relevant or essential data therefrom.
- 2.17 Addendum to RFP. In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all suppliers on record as having received this RFP.
- 2.18 Alternative Proposals. A supplier may submit more than one proposal, each of which must follow the Proposal Response Outline (section 4 hereof) and satisfy the requirements of this RFP. The supplier's prime proposal must be complete and comply with all instructions. The alternative proposals may be in abbreviated form following the Proposal Response Outline but providing complete information only for sections which differ in any way from those contained in the prime proposal. If alternative proposals are submitted, the supplier must explain the reasons for the alternative(s) and its comparative benefits. Each proposal submitted will be evaluated on its own merits.
- 2.19 Authorized Supplier Representatives. The proposal will list the name, title, office address, telephone number, fax number and email address of the person(s) authorized to represent the supplier regarding this RFP. The University reserves the right to (1) interview and select supplier's personnel who will provide services and (2) negotiate a change in the individual assigned to represent the supplier awarded this contract if the assigned representative is not supplying the needs of the University appropriately. The right shall carry forward through the response period and during the term of the contract.
- 2.20 Award of Subcontracts. For each subcontract, if any, which the supplier proposes to award, the supplier shall specify in writing the proposed subcontractor's name and address, and the purpose of the subcontract. Any supplier proposing subcontracts as a part of a proposal must explicitly state so in the proposal, and must include the above stated information for each subcontract. Written approval by the University Purchasing Department is required prior to the awarding of any subcontracts. Any Subcontractor shall be required to provide evidence to the University of the same insurance provisions and coverages as described in section 2.29 of the RFP.
- 2.21 Assignment. The successful supplier shall not assign or subcontract any portion of its obligations under the contract without the prior written consent of the University. Assignment or subcontracting shall in no way relieve the successful supplier of any of its obligations.
- 2.22 Remedies. The laws of the State of Utah shall apply in all disputes arising out of this RFP, without regard to Utah choice of law rules.

- 2.23 Compliance. The supplier hereby agrees to abide with all applicable federal, state, county and city laws and regulations and to be responsible for obtaining and/or possessing any and all permits and licenses that may be required.
- 2.24 Cancellation. Inadequate delivery or failure to adhere to the contract covenants may result in cancellation of the contract. The supplier shall be responsible for reimbursing the University for expenses incurred as a result of unacceptable service. In the event that either party determines that a material breach has occurred that would be cause for cancellation of the contract, the party wishing to cancel shall notify the other party of the alleged breach in writing, and allow the defaulting party thirty (30) days in which to cure the alleged breach. If the alleged breach is not cured or substantial steps to cure the alleged default are not taken within this period, the non-defaulting party may cancel the contract at the end of said thirty (30) day period.
- 2.25 Acceptance of Services Rendered. The University, through its designated agents and representatives, will be the sole determining judge of whether services rendered under the contract satisfy the requirements as identified in the contract.
- 2.26 State and Local Taxes. The University is exempt from sales and excise taxes. Exemption certification information appears on all purchase orders issued by the University and such taxes will not apply unless otherwise noted.
- 2.27 Anti-Collusion. The submittal of a proposal constitutes agreement that the supplier has not divulged its proposal to suppliers, nor has the supplier colluded with any other suppliers or parties to a proposal what-so-ever.
- 2.28 Indemnification. The supplier shall hold harmless, defend and indemnify Weber State University and its officers, employees, and agents from and against any and all claims, losses, causes of action, judgements, damages and expenses including, but not limited to attorney's fees because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of this contract by Supplier, or (b) Supplier's use of University premises, or © any act, error, or omission on the part of the Supplier, or its agents, employees, or subcontractors except where such claims, losses, causes of action, judgements, damages and expenses result solely from the negligent acts or omissions or willful misconduct of Weber State University, its officers, employees or agents.
- 2.29 Insurance. The supplier shall maintain, during the term of any resulting contract, comprehensive General, Contractual, Professional and Errors and Omissions (E&O) Liability Insurance and Employee Dishonesty bonding coverage or such coverages as required by Federal, State, and local laws governing the services described herein. Proposers shall also maintain all employee-related insurances, in the statutory amounts, such as unemployment compensation, worker's compensation, and employer's liability, for its employees involved in performing services pursuant to any resulting underwriting contract. Such coverages may be self funded.

- 2.30 Restrictions. All proposals must clearly set forth any restrictions or provisions deemed necessary by the supplier to effectively service the proposed contract.
- 2.31 Right to Reject. The University reserves the right to reject in whole or in part any or all proposals and to waive any informality or technicality in any proposal in the interest of the University. Subsequent procurement, if any, will be in accordance with Weber State University contractual action. Non-compliance with the conditions of this proposal may result in disqualification of the offending supplier.
- 2.32 Record Keeping and Audit Rights. Any supplier providing goods or services under any Contract shall maintain accurate accounting records for all goods and services provided thereunder, and shall retain all such records for a period of at least three (3) years following termination of the Contract. Upon reasonable notice and during normal business hours the University, or any of its duly authorized representatives, shall have access to and the right to audit any records or other documents pertaining to the Contract. The University's audit rights shall extend throughout the term of the Contract and for a period of at least three (3) years thereafter.
- 2.33 Payment and Performance Evidence. Supplier will provide evidence of financial responsibility, which demonstrates the Supplier's ability to perform the services contemplated by the RFP. Such evidence of financial strength may be in the form a performance bond, letter of credit, financial statements or other form which is reasonably acceptable to the University.
- 2.34 Price Reduction. If at any time after the award of a contract, the successful supplier reduces the price of any article or service covered under the contract resulting from this RFP, the successful supplier shall give the University proportionately reduced pricing for such articles or services.
- 2.35 Solicitation of Employees. The selected supplier and the University agree not to solicit each other's employees for a period of 2 years following completion of contract.
- 2.36 Debarment. The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible , or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by WSU.
- 2.37 Contracts. If you wish your contractual document(s), in whole or in part, to comprise a portion of the final governing language of any agreement arising from this RFP, (including maintenance agreements), a copy of that agreement(s) must be submitted with your response. A legal review of your contractual demands in view of what is acceptable to the University as an entity of the State of Utah shall be part of the criteria in evaluating our offer.

The University will not enter into any contract or affix signature to any document, the terms of which require the University to waive conditions or requirements negotiated via this solicitation process, provided for in the document or by mutual consent. Any

document containing a clause or clauses that purport to supersede all other documents included in, or arising from the RFP process will be rejected.

- 2.38 Endorsement. Unless specifically authorized in writing by the University Purchasing Department on a case by case basis, the Contractor shall have no right to use, and shall not use, the name of Weber State University, its officials or employees, or the seal or mark of the University in advertising, publicity, or promotion; nor to express or imply and endorsement of Contractor's supplies or services.
- 2.39 Availability to Other State Institutions. In the event a contract between the University and the Supplier results from the RFP, the Supplier shall offer the same prices, terms, conditions, and all other particulars herein to all other institutions within the State of Utah. Provided however, that the Supplier may apply fair and reasonable delivery cost adjustments to those institutions whose location may be materially remote or primate when compared to the delivery distances contemplated under this RFP.
- 2.40 Equal Opportunity. Consistent with University's policies, in connection with any work performed upon acceptance of bid, the Contractor agrees to abide by the letter and spirit of the Civil Rights Act of 1964, 45 CFR 90, and Federal Executive Order No. 11246, as amended by Executive Order No. 11375, as applicable, which are incorporated herein by reference. Contractor also agrees to comply with the American Disabilities Act of 1990 and Sections 503 and 504 of the Rehabilitation Act of 1973. Contractor agrees to comply with the provisions of the Utah Antidiscrimination Act and any Utah Executive Order regarding discrimination. Contractor agrees to incorporate these provisions as necessary with regard to any subcontracts and to provide all required notices to each labor union or workers' representative stating the Contractor's responsibilities under these provisions. Specifically, Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual preference, marital status, veteran's status, status with regard to public assistance, disability or age. This provision will include, but not be limited to, the following: employment, upgrading, promotion, demotion or transfer, recruitment advertising, lay off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor further agrees to take affirmative action to insure equal employment opportunities.
- 2.41 Further Agreements. In addition to a proposal, the University may from time to time require a supplier to execute certain additional documents or agreements, including without limitation a Contract, for the purpose of clarifying the intention of the parties with respect to providing the goods or services hereunder.
- 2.42 Relationship of the Parties. In assuming and performing the obligations of any Contract, the University and any supplier shall each be acting as independent parties and neither shall be considered or represent itself as a joint venturer, partner or employee of the other.
- 2.43 Compliance with Payment Card Industry Data Security Standard , Data Privacy and Cardhold Information Security Program.

The Supplier agrees to comply with the Payment Card Industry Data Security Standard (PCIDSS), Data Privacy and with Visa's Cardholder Information Security Program (CISP).

- 2.44 Title to Designs and Copy. Title to all concepts, plans, strategies, and other supplies and services produced/purchased as a result of this RFP, will become the property of Weber State University.

SECTION 3 - SPECIFICATIONS

- 3.01 Scope. WSU owns and operates three university bookstores and a separate receiving/warehouse and production facility (Campus Stores). The current software package (PRISM) has been satisfactory, however Campus Stores needs to evaluate hardware and software upgrades in order to remain competitive, operate efficiently, and enhance its integration with the university's financial department and general ledger.

The software must provide a state of the art bookstore retail and financial management system that will allow Campus Stores to provide excellent service to its constituents while seamlessly integrating efficiencies into all processes of bookstore operations, including accounting, online sales, e-book sales, rentals, merchandise transfers, customer relations management, and operations. The system must be capable of expansion as Campus Stores continues to grow. As such, the software provider must continue to provide innovative technologies for system users over time.

- 3.02 Minimum Requirements. In order to be considered for this RFP, the proposed system must encompass the following required capabilities:

A. General Requirements.

1. True multi-store capabilities including auditable transfers, multi-store buyback, consolidated ordering, consolidated returns as well as on-screen inventory for all stores. All capabilities must be supported by financial applications within the system.
2. Maintaining real-time perpetual inventories at the store, department, class, category, SKU or size/color/imprint level as appropriate.
3. Textbook management (full textbook cycle management);
4. General merchandise inventory management and control;
5. Accounting capabilities, including complete accounts payable, accounts receivable (including departmental charges and bookstore managed accounts) and general ledger.
6. A robust student financial module supporting multiple grants/loans and specific parameters to govern their use – with batch or real-time interface to the campus system;
7. Receive department /course / instructor / enrollment information from the campus system – with on-demand imports during registration to update course information on the text management application;
8. Full exception / change reporting after above course import so the bookstore knows what has changed – courses added or dropped, new sections, etc.;
9. Point-of-sale (POS) support capabilities, including automatic preparation of price-look-up files, credit authorization files and the capability of transmitting these files to a point-of-sale system on a user-defined interval. A process capable of accepting complete

transaction files from the POS system, provisions to allow the user to audit point-of-sale activity and automatically post to the proper general-ledger accounts and post sales activity to the perpetual inventory. In addition, it must post in-house charge and financial aid charge activity occurring at the POS to the accounts receivable files.

10. Sales audit – cash receipts tracking with gateway interface to the campus system;
11. Processing merchandise marked according to the Bookland-EAN bar coding standard.
12. Provide facilities for price-look-up, complete transaction logging, in-house or hosted, using an Application Service Provider (ASP) model, credit authorization and bank-card authorization with draft capture.
13. The system must be modular, allowing for installation and implementation in a step-wise fashion.
14. Must be a fully integrated system. For example, receiving information keyed into the inventory module must be available for use in accounts payable with appropriate controls and audit trails.
15. The back-office software must run on a true multi-user multi-tasking computer system and may be either on-site or hosted using an Application Service Provider (ASP) model. The computer hardware must have multiple specialized processors handling the various tasks such as workstation I/O, Disk I/O, etc. Multiple terminals and printers, including price-tag (bar code) printers must be supported. Adequate facilities for communications and backup must be available.
16. The system must provide hierarchical password security, with a single, central password system for all applications, except POS. Each password must have a separate authority level definable for each application module. Since the POS system is to operate without dependence on the back-office computer, it must provide its own hierarchical password system.
17. Hardware components installed in the store must be available from several manufacturers and distributors to provide the University with the best available price. Service for all major hardware elements must be locally available.
18. Complete integration to the vendor provided e-commerce solution – which may also be an ASP deployment
19. Complete integration with SCT Banner and Blackboard.

B. POS Requirements

1. Ability to handle the split tender in a single transaction for all tender types.
2. Produce a customer receipt than can be configured by store as necessary.
3. Fully support Electronic Journal or similar journal.
4. Support the real time communication of price from the host inventory applications without disruption to the POS activity.
5. Support the real time communication of sales from the POS system to the host inventory application without disruption to the POS activity.
6. Should fully integrated campus debit card capabilities.
7. Compliancy with payment card industry standard minimums (PCI) regarding the security of credit card information.

3.03 Evaluation Criteria. Respond to the following:

A. Functionality. Provide a detailed response to the following:

1. Back office Server.
 - a. Is the system hardware installed on site or hosted remotely?

- b. If installed on-site, describe in detail the recommended hardware specifications.
 - c. Identify all operating systems running on the back office server(s).
- 2. POS Hardware.
 - a. Is the central POS server(s) installed on-site or hosted remotely? Provide Specifications.
 - b. Can POS system operate independently in the event of a communications interruption between registers and central POS server?
 - c. Describe recommended POS terminal/registers. Include any Debit/PIN pad hardware and any peripheral equipment. Provide specifications.
 - d. Describe remote POS Terminal/Register hardware necessary for completing transactions outside of the store or at a remote sales location.
- 3. Inventory Control System.
 - a. Provide an overall description of user navigation within the system. (GUI, keyboard, mouse, menus, etc...).
 - b. Are multiple sessions/user spaces supported and how is this implemented?
 - c. Describe reporting capabilities. What reports are system generated? What User created/Ad Hoc report capabilities are available and how is the reporting system integrated into the system?
 - d. Can reporting results be specific to one store or department location and can the results span multiple store/inventory locations?
 - e. Can report output results be in various formats? Describe the capabilities.
 - f. Describe merchandise pricing capabilities. Including Markup/Markdown, sale events and write-off capabilities
 - g. How does the system track price change data and store price history?
 - h. What capabilities are available to mark/price merchandise in the store(s)?
 - i. What tools are available to assist a user in managing price changes including automatically maintaining prices based upon user parameters?
 - j. What facilities are available for managing Sale Events and how are the Sales events coordinated between inventory Control system and the POS module?
 - k. How does the system manage multiple or updated SKUs, UPC, xRef, ISBN in the inventory and POS systems?
 - l. What Electronic Data Interchange (EDI) functionality is supported by the system? (Include any Purchase Order and Advanced Shipping notice) Does EDI support multiple protocols including Easylink and FTP and how is this incorporated in the Accounting modules?
 - m. Does the system support 10 and 13 digit ISBNs, and the 14 digit EAN/UCC-14 standards?

4. Textbook Modules. Describe the following:
 - a. Any available bibliographic databases within the system and does this system support all previous and current ISBN/Bookland EAN standards?
 - b. Any tools available to assist in the textbook adoption process including electronic and manual entry of data.
 - c. How does the system support and maintain class schedule/enrollment data.
 - d. System processes and supportive historical adoption data.
 - e. How does the system manager “non-textbook” adoption material or products, including mandatory, recommended, or optional adoptions.
 - f. How the system incorporates batch transmissions or orders through PUBNET, EASYLINK and similar services
5. Tradebooks.
 - a. Describe in detail how the system tracks and reports all tradebook inventory and sales.
 - b. What tools are available for managing the tradebook inventory, purchases, and sales?
 - c. How does the system manage product that might appear in both the tradebook and textbook categories?
6. General Merchandise.
 - a. Describe in detail how the system tracks and reports all general merchandise inventory purchases and sales
 - b. What tools are available for managing general merchandise inventory, purchases, and sales?
 - c. Describe General Merchandise database including options for tracking merchandise by color, size, imprint, type, etc.
 - d. Are Min/Max ordering capabilities available. Elaborate.
7. Packages.
 - a. Describe how the system manages “Packages” of merchandise, whether these packages consist of textbooks, general merchandise or a combination of both. Can these packages be transferred to other store locations?
 - b. How does Package creation and dissolution affect inventory?
8. Vendors.
 - a. Describe in the Vendor Database capabilities of the system including how this database is incorporated into the purchasing, returns, inventory control, accounting and other modules within the system.
 - b. What reporting and history capabilities are available through the vendor database(s)?
9. Purchasing.
 - a. Describe the purchasing module(s) and how these module(s) are incorporated with the Inventory Control and Accounting Module(s).
 - b. Does system allow for auto-generated Purchase Orders based upon Open-to-Buy budgets, Min/Max parameters, adoption/buyback data, etc... Can

- these auto-generated PO's be manually modified and edited before submission?
- c. What automatic and manual functions are available for automatic batch ordering through services like PUBNET, EASYLINK or similar services?
 - d. Describe how "Want Lists" are created and managed. What User options are available?
 - e. Can system control how purchases are made, either through a centralized purchasing department or by individual store locations?
 - f. Describe reporting tools available in the purchasing module(s).
 - g. What capabilities are available to coordinate purchasing efforts between vendors, buyers, receiving department and accounts payable?
 - h. What additional tools or options are available to assist in the Purchasing process?
10. Textbook Buyback and Wholesaler Transactions. Describe the following:
- a. How the system manages the Textbook Buyback process.
 - b. How does system support Buyback sales managed by the store as opposed to sales managed by a Wholesaler?
 - c. Audit Functions available in the Buyback process. What transaction history is retained and used in current and subsequent buyback events?
 - d. How the Buyback module(s) support loyalty or Membership programs.
 - e. Does the system automatically generate Wholesale lists? What other reporting capabilities are available?
 - f. The system's real-time remote functionality.
11. Mail Orders.
- a. Describe the Mail and Special Order capabilities within the system.
 - b. How does the Mail Order capabilities integrate with the e-Commence and web site functions of the system?
12. Shipping/Receiving.
- a. Describe the Shipping/Receiving functions within the system.
 - b. Does the system support an "off-site" receiving and warehouse function within the store and what tools are available to manage these functions?
 - c. How does the system manage the Freight costs including freight-pass-through pricing?
13. Returns to Vendors.
- a. Describe how the system manages and returns to Vendors, whether these returns are automatically generated based on excess stock, turns or vendor deadlines, or returns that are manually generated.
 - b. How does the system track credit memos/requests and incorporate into the Accounting systems?
 - c. What tools and reporting capabilities are available to assist with managing returns and the corresponding credit memos? How are these memos applied to open Pos and reconciled in the Accounting systems?

14. Stock Ledger. Does the system support a complete Stock ledger or similar inventory ledger identifying the detail of all cost/retail items related to inventory merchandise?
15. Physical Inventory.
 - a. Describe how the system supports the taking of physical inventory at various levels including store, division, department, class and SKU.
 - b. What reporting and management tools are available in the Physical Inventory module(s)?
 - c. Can inventory be completed with paper forms, wireless laptops, portable handheld devices and/or other automated equipment?
 - d. What Accounting and Audit capabilities are available during Physical Inventory?
16. Accounts Payable.
 - a. Describe the Accounts Payable module(s) and how this system is fully integrated with the Inventor Control systems, Purchasing, Returns, Receiving, and Perpetual Inventory systems.
 - b. How does the Accounts Payable system integrate with the Campus Accounting system (BANNER) and is this integration "real-time" or a "Batch" interface?
 - c. Describe how the system processes discounts on invoices, manages voucher number and supports payment schedules. Does the system support multiple payments?
 - d. How does the system manage debit or credit memos?
 - e. Does the system support pre-paid invoices?
 - f. What tools and reporting capabilities are available to managing the Accounts Payable process including invoices, vendors, freight charges, credit memos etc.?
 - g. How does the AP system manage a multi-store environment?
 - h. Can the system generate a Trial Balance report at the close of each accounting period?
17. Accounts Receivable.
 - a. Describe the Accounts Receivable module(s) and how this system is fully integrated with the Inventor Control systems, General Ledger/Accounting system, and the POS systems.
 - b. How does the AR system support Financial Aid accounts, Employee Accounts, Sponsored Student Accounts, Student Athlete Accounts, Departmental charges, and other revolving or fixed term accounts?
 - c. Does the system support multiple A/R tenders or a mix of A/R and other payment tender on each transaction?
 - d. How does the Accounts Receivable system integrate with the Campus Accounting and Financial Aid system (BANNER) and is this integration "real-time" or a "Batch" interface?
 - e. Describe the system's billing cycles and what options are available customizing the billing cycles and parameters.
 - f. What reporting capabilities and tools are available to help manage the

Accounts Receivable functions with the store?

18. General Ledger.
 - a. Describe the General Ledger capabilities of the system and how this system is incorporated into the Accounts Payable, Accounts Receivable, Inventory Control and Sales Audit functions of the system.
 - b. How does the General Ledger support Standard Journal entries, Recurring Journal entries, departmental budgets, and comparative reporting?
 - c. Does the system produce Trial Balances reports, Profit/Loss reports, Balance Sheets and can these reports be customized? Is Ad Hoc reporting available?
 - d. What historical data is retained for comparative reporting purposes?
19. Point of Sale System. Describe the following:
 - a. Point of Sale (POS) systems and how this system is integrated into the Inventory Control environment.
 - b. The register interface design in a typical transaction. (touch screen, mouse driver, menu driven, keyboard etc...).
 - c. The price/merchandise look-up capabilities at the terminal
 - d. Customizable features available within the system, including receipts, keyboard layout, transaction types, tender types etc...
 - e. Password and security capabilities of the POS system.
 - f. All audit function available for till control including cashier reports, register reports, transactions summaries, over/short reports, price overrides etc...
 - g. Transaction logging capabilities of the system.
 - h. Does system provide for non-merchandise sales?
 - i. Does system support Gift Cards/Certificates?
 - j. Does system support Membership/Loyalty programs?
 - k. Does system interface with Campus Debit Card programs including Blackboard
 - l. Does system support all major credit card companies and include support for debit/PIN pad operations
 - m. Does the POS system support bank-card credit authorization via Internet with telephone back-up support
 - n. Is electronic Draft Capture supported?
 - o. Is vendor software and supported hardware PCI compliant? PADSS certification?
 - p. Describe all POS reporting capabilities. Is there Ad Hoc reporting capabilities within the POS system?
20. System Interfaces. Describe the following:
 - a. Method(s) of integrating the Inventory Control and Accounting systems to the University Accounting and Financial Aid system (BANNER).
 - b. Options for customizing these interfaces.
21. Internet/Web/E-Commerce.
 - a. Describe the capabilities of any Web/Internet sales site including associated e-commerce capabilities.
 - b. Does this system fully support and integrate with the Inventory Control, Point

of Sale and Accounting systems?

- c. Does the web application fully support import of course and registration data from University Registrar (BANNER)?
- d. Does the Web Application allow for customization of informational and merchandise pages. Describe the methods for maintenance and customization?
- e. Describe how updates/patches are applied to web application
- f. Does the system provide for faculty textbook adoption? Describe all features.
- g. Describe how student textbook inquiries are managed in web application
- h. Describe interfaces available between web application and the University registration system. Can the system pass on course registration to the web application to streamline textbook purchases?
- i. Is Membership/loyalty program fully supported in web application?
- j. Can multiple tenders be used in purchases, including bankcard, gift certificates, financial aid accounts?
- k. How does the Web Application support Textbook reservations and rental programs?
- l. Describe all reporting and audit capabilities of the web application and e-Commerce system.
- m. How does the web application support multiple sales tax tables, including tax exempt items?

B. Vendor Background

- 1. How long have you been a provider of computerized bookstore management/inventory control systems?
- 2. How many systems are installed in independent college bookstores with gross annual sales exceeding 6 million?
- 3. List the individuals who would work directly with the university. Include their qualifications and experience with projects of similar scope.

C. Training and Support

- 1. Describe method of providing software/hardware support including hours of availability and numbers of support staff per installation base.
- 2. Identify method of on-site and/or remote training available including costs and availability.
- 3. List the user documentation available.
- 4. Include warranty information.
- 5. What is your method for upgrading/patching the systems?
- 6. Describe the implementation process. Include a detailed list of what your firm will provide and what is expected from university resources.

- D. Cost. All costs are to be issued separately from the proposal. Refer to Appendix A to list all applicable costs. If providing response via Bid Sync, your cost proposal is to be provided as a separate attachment. If providing response in hard copy, your cost proposal is to be provided in a separate envelope.
- E. References. Provide a minimum of three (3) references, complete with the organization name, contact person, and telephone number for whom you have provided services similar to the scope of work outlined above.

SECTION 4 - PROPOSAL RESPONSE OUTLINE

- 4.01 Proposal Response Outline. Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:
- A. **LETTER OF TRANSMITTAL.** The letter of transmittal should include an introduction of the supplier or company, the name, address, telephone number, fax number and E-mail address of the person(s) to be contacted along with others who are authorized to represent the company in dealing with this RFP. Any other information not appropriately contained in the proposal itself should also be included in the letter.
- B. **EXECUTIVE SUMMARY.** An executive summary will briefly describe the supplier's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the supplier.
- C. **DETAILED DISCUSSION.** This section should constitute the major portion of the proposal and must contain **a specific response in outline form to each section in this RFP which requires a response. Outline numbers should correspond, in order, to the section numbers contained in this RFP.** Failure to provide written response to items indicated in this RFP will be interpreted by the University as an inability by the supplier to provide the requested product, service or function.
- D. **COST PROPOSAL.** The supplier must submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal. Appendix A should be completed and provided as a separate document.
- E. **FINANCIAL REPORTS.** The supplier should furnish a current audited financial report for the company's most recent fiscal year.
- F. **MISCELLANEOUS.** Additional information and attachments, if any may be submitted by the supplier.

SECTION 5 - PROPOSAL EVALUATION

5.01 Proposal Evaluation Criteria. The criteria to be used by the Selection Committee to evaluate proposals are as follows:

- A. Functionality (40 pts)
- B. Vendor Background (5 pts)
- C. Training/Support (20 pts)
- D. Cost (30 pts)
- E. References (5 pts)

5.02 Evaluation. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code and all applicable rules and policies.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. First, non-responsive proposals (those not conforming to RFP requirements) will be eliminated. Second, the remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgement of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each supplier bears sole responsibility for the items included or not included in the response submitted by that supplier. The University reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist supplier proposals will be selected for detailed review and evaluation, including oral presentations if required. The University reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

Appendix A**Cost Proposal Worksheet**

Provide costs for the following. All costs associated with your solution must be included in the Cost Proposal. Provide a specific breakdown where applicable.

Hardware:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Hardware Costs:	\$ _____

Software:

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Software Costs:	\$ _____
Total Installation/Training:	\$ _____

On-going Maintenance (Include all options):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Miscellaneous Costs (Include description):

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COSTS:	\$ _____

Request For Proposal For a Bookstore POS System

RFP #Q30553

May 29, 2009

Weber State University
Purchasing Department
1013 University Circle
Ogden, Utah 84408-1013

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SECTION 1 - PURPOSE OF RFP

- 1.01 Purpose. Weber State University (WSU) is seeking a bookstore inventory control system and integrated accounting and point of sale (POS) system with e-commerce capabilities.

Responses to this proposal are to be exclusive of any wholesale/buyback or other services contracts.

SECTION 2 - GENERAL INFORMATION

- 2.01 Administrative Guidance. The information provided herein is intended to assist suppliers in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested suppliers with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Suppliers are at liberty and are encouraged to expand upon the specifications to evidence service capability under any proposal.
- 2.02 Issuing office and RFP Reference Number. The Purchasing Department of Weber State University is the issuing office for this RFP and all subsequent addenda relating to it. The reference number for the transaction is **Q30553**. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.
- 2.03 Response Date. In order to be considered for selection, your proposal must be received electronically via RFP Depot's website. Submitting your response to Weber State University via Bid Sync is free of charge. Please register at www.bidsync.com , or contact their customer service department at 801-765-9245.

Paper copies (**one originally, plus four copies**) will be accepted, but must be received at Weber State University Purchasing Department (1013 University Circle, Ogden, UT 84408-1013) **no later than 2:00 p.m. current Mountain Time on Wednesday, July 8, 2009**. Any proposal in route, either in the mail or other locations on the campus will not be considered timely and will be returned unopened. Proposals received after this deadline will be late and ineligible for consideration. Following the deadline, the names of those responding to the RFP will be made public. All other information will remain confidential, as provided by law (please see section 2.14 hereof).

- 2.04 Pre-Proposal Conference. **No pre-proposal** conference will be held.
- 2.05 Inquiries. All inquiries or requests for clarification or interpretation arising subsequent to the issuance of this RFP, that could have a significant impact on the responses to the RFP, should be submitted electronically via RFP Depot.

Questions and answers will be consolidated and available to all suppliers on record as

having received this RFP. All inquiries must be received by **(June 17, 2009)**.

- 2.06 Important Dates. The following dates are significant for this RFP:
- | | |
|---------------------------|---------------|
| RFP Dated and Issued | May 29, 2009 |
| RFP Inquiry Questions Due | June 17, 2009 |
| Proposal Response Date | July 8, 2009 |
- 2.07 Proposal Validity Time. Proposals containing less than 60 calendar days acceptance time will not be considered.
- 2.08 Consideration of Proposals. The University may award a contract based on initial proposals received without discussion of such proposals with suppliers. Accordingly, each initial proposal should be submitted with the most favorable price and service available. However, The University may initiate discussions should clarification or negotiation be necessary. Suppliers shall be prepared to send qualified personnel to discuss technical and contractual aspects of their proposal.
- 2.09 Oral Presentation. An oral presentation by a supplier to supplement a proposal may be required. These presentations will be scheduled, if required, by the Purchasing Department subsequent to the receipt of proposals and prior to the award of the contract.
- 2.10 Gratuities. By written notice to the supplier(s), the University may disqualify from consideration or cancel any subsequent contract if it is found by the University that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the supplier, or any agent or representative of the supplier, to any officer or employee of the University with the intent to secure this contract or secure favorable treatment with respect to the awarding or amending of this contract.
- 2.11 Award of the Contract. The Purchasing Department is the only agency authorized to award a contract for the proposed purchases. All pertinent University policies and State of Utah purchasing codes and State procurement policies and procedures apply.
- 2.12 Contract Period and Effective Date. The anticipated contract term will be from the date of award through annual renewals as agreed upon by mutually by both parties.
- 2.13 News Releases. News releases pertaining to the RFP, any proposal or the contract will be made only by the University.
- 2.14 Protected Information. State Procurement Rule, R-33-3, as well as the Government Records Access and Management Act, Section 63-2-101 et seq., Utah Code Ann. (1953), as amended ("GRAMA") provides that **all** proposals may be disclosed to the public after notice of the selection of the successful offeror(s) and after receipt of a GRAMA request. Any person (supplier) who believes that a record should be protected as outlined in R-33-3-204.1, should complete the enclosed "Claim of Business Confidentiality" form. Failure to complete this form will result in the disclosure of your proposal if a GRAMA request is received. All material contained in and/or submitted with the proposal becomes the property of the University and may be

returned only at the University's option.

- 2.15 Notices. The supplier must specify the name, title, address, phone and email address of the person to whom all correspondence regarding any contract awarded as a result of this RFP should be directed (including amendments to the contract). All amendments must be in writing and signed by both parties.
- 2.16 Incurring Costs. The University will not be liable for any cost which suppliers may incur in the preparation or presentation of their proposal(s). Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings or promotional materials are neither desired nor required. However, there is no intent within these instructions to limit a proposal's content or to exclude any relevant or essential data therefrom.
- 2.17 Addendum to RFP. In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all suppliers on record as having received this RFP.
- 2.18 Alternative Proposals. A supplier may submit more than one proposal, each of which must follow the Proposal Response Outline (section 4 hereof) and satisfy the requirements of this RFP. The supplier's prime proposal must be complete and comply with all instructions. The alternative proposals may be in abbreviated form following the Proposal Response Outline but providing complete information only for sections which differ in any way from those contained in the prime proposal. If alternative proposals are submitted, the supplier must explain the reasons for the alternative(s) and its comparative benefits. Each proposal submitted will be evaluated on its own merits.
- 2.19 Authorized Supplier Representatives. The proposal will list the name, title, office address, telephone number, fax number and email address of the person(s) authorized to represent the supplier regarding this RFP. The University reserves the right to (1) interview and select supplier's personnel who will provide services and (2) negotiate a change in the individual assigned to represent the supplier awarded this contract if the assigned representative is not supplying the needs of the University appropriately. The right shall carry forward through the response period and during the term of the contract.
- 2.20 Award of Subcontracts. For each subcontract, if any, which the supplier proposes to award, the supplier shall specify in writing the proposed subcontractor's name and address, and the purpose of the subcontract. Any supplier proposing subcontracts as a part of a proposal must explicitly state so in the proposal, and must include the above stated information for each subcontract. Written approval by the University Purchasing Department is required prior to the awarding of any subcontracts. Any Subcontractor shall be required to provide evidence to the University of the same insurance provisions and coverages as described in section 2.29 of the RFP.
- 2.21 Assignment. The successful supplier shall not assign or subcontract any portion of its obligations under the contract without the prior written consent of the University. Assignment or subcontracting shall in no way relieve the successful supplier of any of

its obligations.

- 2.22 Remedies. The laws of the State of Utah shall apply in all disputes arising out of this RFP, without regard to Utah choice of law rules.
- 2.23 Compliance. The supplier hereby agrees to abide with all applicable federal, state, county and city laws and regulations and to be responsible for obtaining and/or possessing any and all permits and licenses that may be required.
- 2.24 Cancellation. Inadequate delivery or failure to adhere to the contract covenants may result in cancellation of the contract. The supplier shall be responsible for reimbursing the University for expenses incurred as a result of unacceptable service. In the event that either party determines that a material breach has occurred that would be cause for cancellation of the contract, the party wishing to cancel shall notify the other party of the alleged breach in writing, and allow the defaulting party thirty (30) days in which to cure the alleged breach. If the alleged breach is not cured or substantial steps to cure the alleged default are not taken within this period, the non-defaulting party may cancel the contract at the end of said thirty (30) day period.
- 2.25 Acceptance of Services Rendered. The University, through its designated agents and representatives, will be the sole determining judge of whether services rendered under the contract satisfy the requirements as identified in the contract.
- 2.26 State and Local Taxes. The University is exempt from sales and excise taxes. Exemption certification information appears on all purchase orders issued by the University and such taxes will not apply unless otherwise noted.
- 2.27 Anti-Collusion. The submittal of a proposal constitutes agreement that the supplier has not divulged its proposal to suppliers, nor has the supplier colluded with any other suppliers or parties to a proposal what-so-ever.
- 2.28 Indemnification. The supplier shall hold harmless, defend and indemnify Weber State University and its officers, employees, and agents from and against any and all claims, losses, causes of action, judgements, damages and expenses including, but not limited to attorney's fees because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of this contract by Supplier, or (b) Supplier's use of University premises, or © any act, error, or omission on the part of the Supplier, or its agents, employees, or subcontractors except where such claims, losses, causes of action, judgements, damages and expenses result solely from the negligent acts or omissions or willful misconduct of Weber State University, its officers, employees or agents.
- 2.29 Insurance. The supplier shall maintain, during the term of any resulting contract, comprehensive General, Contractual, Professional and Errors and Omissions (E&O) Liability Insurance and Employee Dishonesty bonding coverage or such coverages as required by Federal, State, and local laws governing the services described herein. Proposers shall also maintain all employee-related insurances, in the statutory

amounts, such as unemployment compensation, worker's compensation, and employer's liability, for its employees involved in performing services pursuant to any resulting underwriting contract. Such coverages may be self funded.

- 2.30 Restrictions. All proposals must clearly set forth any restrictions or provisions deemed necessary by the supplier to effectively service the proposed contract.
- 2.31 Right to Reject. The University reserves the right to reject in whole or in part any or all proposals and to waive any informality or technicality in any proposal in the interest of the University. Subsequent procurement, if any, will be in accordance with Weber State University contractual action. Non-compliance with the conditions of this proposal may result in disqualification of the offending supplier.
- 2.32 Record Keeping and Audit Rights. Any supplier providing goods or services under any Contract shall maintain accurate accounting records for all goods and services provided thereunder, and shall retain all such records for a period of at least three (3) years following termination of the Contract. Upon reasonable notice and during normal business hours the University, or any of its duly authorized representatives, shall have access to and the right to audit any records or other documents pertaining to the Contract. The University's audit rights shall extend throughout the term of the Contract and for a period of at least three (3) years thereafter.
- 2.33 Payment and Performance Evidence. Supplier will provide evidence of financial responsibility, which demonstrates the Supplier's ability to perform the services contemplated by the RFP. Such evidence of financial strength may be in the form a performance bond, letter of credit, financial statements or other form which is reasonably acceptable to the University.
- 2.34 Price Reduction. If at any time after the award of a contract, the successful supplier reduces the price of any article or service covered under the contract resulting from this RFP, the successful supplier shall give the University proportionately reduced pricing for such articles or services.
- 2.35 Solicitation of Employees. The selected supplier and the University agree not to solicit each other's employees for a period of 2 years following completion of contract.
- 2.36 Debarment. The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by WSU.
- 2.37 Contracts. If you wish your contractual document(s), in whole or in part, to comprise a portion of the final governing language of any agreement arising from this RFP, (including maintenance agreements), a copy of that agreement(s) must be submitted with your response. A legal review of your contractual demands in view of what is acceptable to the University as an entity of the State of Utah shall be part of the criteria

in evaluating our offer.

The University will not enter into any contract or affix signature to any document, the terms of which require the University to waive conditions or requirements negotiated via this solicitation process, provided for in the document or by mutual consent. Any document containing a clause or clauses that purport to supersede all other documents included in, or arising from the RFP process will be rejected.

- 2.38 Endorsement. Unless specifically authorized in writing by the University Purchasing Department on a case by case basis, the Contractor shall have no right to use, and shall not use, the name of Weber State University, its officials or employees, or the seal or mark of the University in advertising, publicity, or promotion; nor to express or imply and endorsement of Contractor's supplies or services.
- 2.39 Availability to Other State Institutions. In the event a contract between the University and the Supplier results from the RFP, the Supplier shall offer the same prices, terms, conditions, and all other particulars herein to all other institutions within the State of Utah. Provided however, that the Supplier may apply fair and reasonable delivery cost adjustments to those institutions whose location may be materially remote or primate when compared to the delivery distances contemplated under this RFP.
- 2.40 Equal Opportunity. Consistent with University's policies, in connection with any work performed upon acceptance of bid, the Contractor agrees to abide by the letter and spirit of the Civil Rights Act of 1964, 45 CFR 90, and Federal Executive Order No. 11246, as amended by Executive Order No. 11375, as applicable, which are incorporated herein by reference. Contractor also agrees to comply with the American Disabilities Act of 1990 and Sections 503 and 504 of the Rehabilitation Act of 1973. Contractor agrees to comply with the provisions of the Utah Antidiscrimination Act and any Utah Executive Order regarding discrimination. Contractor agrees to incorporate these provisions as necessary with regard to any subcontracts and to provide all required notices to each labor union or workers' representative stating the Contractor's responsibilities under these provisions. Specifically, Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual preference, marital status, veteran's status, status with regard to public assistance, disability or age. This provision will include, but not be limited to, the following: employment, upgrading, promotion, demotion or transfer, recruitment advertising, lay off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor further agrees to take affirmative action to insure equal employment opportunities.
- 2.41 Further Agreements. In addition to a proposal, the University may from time to time require a supplier to execute certain additional documents or agreements, including without limitation a Contract, for the purpose of clarifying the intention of the parties with respect to providing the goods or services hereunder.
- 2.42 Relationship of the Parties. In assuming and performing the obligations of any Contract, the University and any supplier shall each be acting as independent parties and neither shall be considered or represent itself as a joint venturer, partner or

employee of the other.

2.43 Compliance with Payment Card Industry Data Security Standard , Data Privacy and Cardholder Information Security Program.

The Supplier agrees to comply with the Payment Card Industry Data Security Standard (PCIDSS), Data Privacy and with Visa's Cardholder Information Security Program (CISP).

2.44 Title to Designs and Copy. Title to all concepts, plans, strategies, and other supplies and services produced/purchased as a result of this RFP, will become the property of Weber State University.

SECTION 3 - SPECIFICATIONS

3.01 Scope. WSU owns and operates three university bookstores and a separate receiving/warehouse and production facility (Campus Stores). The current software package (PRISM) has been satisfactory, however Campus Stores needs to evaluate hardware and software upgrades in order to remain competitive, operate efficiently, and enhance its integration with the university's financial department and general ledger.

The software must provide a state of the art bookstore retail and financial management system that will allow Campus Stores to provide excellent service to its constituents while seamlessly integrating efficiencies into all processes of bookstore operations, including accounting, online sales, e-book sales, rentals, merchandise transfers, customer relations management, and operations. The system must be capable of expansion as Campus Stores continues to grow. As such, the software provider must continue to provide innovative technologies for system users over time.

3.02 Minimum Requirements. In order to be considered for this RFP, the proposed system must encompass the following required capabilities:

A. General Requirements.

1. True multi-store capabilities including auditable transfers, multi-store buyback, consolidated ordering, consolidated returns as well as on-screen inventory for all stores. All capabilities must be supported by financial applications within the system.
2. Maintaining real-time perpetual inventories at the store, department, class, category, SKU or size/color/imprint level as appropriate.
3. Textbook management (full textbook cycle management);
4. General merchandise inventory management and control;
5. Accounting capabilities, including complete accounts payable, accounts receivable (including departmental charges and bookstore managed accounts) and general ledger.
6. A robust student financial module supporting multiple grants/loans and specific parameters to govern their use – with batch or real-time interface to the campus system;
7. Receive department /course / instructor / enrollment information from the campus

- system – with on-demand imports during registration to update course information on the text management application;
8. Full exception / change reporting after above course import so the bookstore knows what has changed – courses added or dropped, new sections, etc.;
 9. Point-of-sale (POS) support capabilities, including automatic preparation of price-look-up files, credit authorization files and the capability of transmitting these files to a point-of-sale system on a user-defined interval. A process capable of accepting complete transaction files from the POS system, provisions to allow the user to audit point-of-sale activity and automatically post to the proper general-ledger accounts and post sales activity to the perpetual inventory. In addition, it must post in-house charge and financial aid charge activity occurring at the POS to the accounts receivable files.
 10. Sales audit – cash receipts tracking with gateway interface to the campus system;
 11. Processing merchandise marked according to the Bookland-EAN bar coding standard.
 12. Provide facilities for price-look-up, complete transaction logging, in-house or hosted, using an Application Service Provider (ASP) model, credit authorization and bank-card authorization with draft capture.
 13. The system must be modular, allowing for installation and implementation in a step-wise fashion.
 14. Must be a fully integrated system. For example, receiving information keyed into the inventory module must be available for use in accounts payable with appropriate controls and audit trails.
 15. The back-office software must run on a true multi-user multi-tasking computer system and may be either on-site or hosted using an Application Service Provider (ASP) model. The computer hardware must have multiple specialized processors handling the various tasks such as workstation I/O, Disk I/O, etc. Multiple terminals and printers, including price-tag (bar code) printers must be supported. Adequate facilities for communications and backup must be available.
 16. The system must provide hierarchical password security, with a single, central password system for all applications, except POS. Each password must have a separate authority level definable for each application module. Since the POS system is to operate without dependence on the back-office computer, it must provide its own hierarchical password system.
 17. Hardware components installed in the store must be available from several manufacturers and distributors to provide the University with the best available price. Service for all major hardware elements must be locally available.
 18. Complete integration to the vendor provided e-commerce solution – which may also be an ASP deployment
 19. Complete integration with SCT Banner and Blackboard.

B. POS Requirements

1. Ability to handle the split tender in a single transaction for all tender types.
2. Produce a customer receipt that can be configured by store as necessary.
3. Fully support Electronic Journal or similar journal.
4. Support the real time communication of price from the host inventory applications without disruption to the POS activity.
5. Support the real time communication of sales from the POS system to the host inventory application without disruption to the POS activity.
6. Should fully integrated campus debit card capabilities.
7. Compliancy with payment card industry standard minimums (PCI) regarding the security of credit card information.

3.03 Evaluation Criteria. Respond to the following:

A. Functionality. Provide a detailed response to the following:

1. Back office Server.
 - a. Is the system hardware installed on site or hosted remotely?
 - b. If installed on-site, describe in detail the recommended hardware specifications.
 - c. Identify all operating systems running on the back office server(s).
2. POS Hardware.
 - a. Is the central POS server(s) installed on-site or hosted remotely? Provide Specifications.
 - b. Can POS system operate independently in the event of a communications interruption between registers and central POS server?
 - c. Describe recommended POS terminal/registers. Include any Debit/PIN pad hardware and any peripheral equipment. Provide specifications.
 - d. Describe remote POS Terminal/Register hardware necessary for completing transactions outside of the store or at a remote sales location.
3. Inventory Control System.
 - a. Provide an overall description of user navigation within the system. (GUI, keyboard, mouse, menus, etc...).
 - b. Are multiple sessions/user spaces supported and how is this implemented?
 - c. Describe reporting capabilities. What reports are system generated? What User created/Ad Hoc report capabilities are available and how is the reporting system integrated into the system?
 - d. Can reporting results be specific to one store or department location and can the results span multiple store/inventory locations?
 - e. Can report output results be in various formats? Describe the capabilities.
 - f. Describe merchandise pricing capabilities. Including Markup/Markdown, sale events and write-off capabilities
 - g. How does the system track price change data and store price history?
 - h. What capabilities are available to mark/price merchandise in the store(s)?
 - i. What tools are available to assist a user in managing price changes including automatically maintaining prices based upon user parameters?
 - j. What facilities are available for managing Sale Events and how are the Sales events coordinated between inventory Control system and the POS module?
 - k. How does the system manage multiple or updated SKUs, UPC, xRef, ISBN in the inventory and POS systems?
 - l. What Electronic Data Interchange (EDI) functionality is supported by the system? (Include any Purchase Order and Advanced Shipping notice) Does EDI support multiple protocols including Easylink and FTP and how is this incorporated in the Accounting modules?
 - m. Does the system support 10 and 13 digit ISBNs, and the 14 digit EAN/UCC-14 standards?

4. Textbook Modules. Describe the following:
 - a. Any available bibliographic databases within the system and does this system support all previous and current ISBN/Bookland EAN standards?
 - b. Any tools available to assist in the textbook adoption process including electronic and manual entry of data.
 - c. How does the system support and maintain class schedule/enrollment data.
 - d. System processes and supportive historical adoption data.
 - e. How does the system manager "non-textbook" adoption material or products, including mandatory, recommended, or optional adoptions.
 - f. How the system incorporates batch transmissions or orders through PUBNET, EASYLINK and similar services
5. Tradebooks.
 - a. Describe in detail how the system tracks and reports all tradebook inventory and sales.
 - b. What tools are available for managing the tradebook inventory, purchases, and sales?
 - c. How does the system manage product that might appear in both the tradebook and textbook categories?
6. General Merchandise.
 - a. Describe in detail how the system tracks and reports all general merchandise inventory purchases and sales
 - b. What tools are available for managing general merchandise inventory, purchases, and sales?
 - c. Describe General Merchandise database including options for tracking merchandise by color, size, imprint, type, etc.
 - d. Are Min/Max ordering capabilities available. Elaborate.
7. Packages.
 - a. Describe how the system manages "Packages" of merchandise, whether these packages consist of textbooks, general merchandise or a combination of both. Can these packages be transferred to other store locations?
 - b. How does Package creation and dissolution affect inventory?
8. Vendors.
 - a. Describe in the Vendor Database capabilities of the system including how this database is incorporated into the purchasing, returns, inventory control, accounting and other modules within the system.
 - b. What reporting and history capabilities are available through the vendor database(s)?
9. Purchasing.
 - a. Describe the purchasing module(s) and how these module(s) are incorporated with the Inventory Control and Accounting Module(s).
 - b. Does system allow for auto-generated Purchase Orders based upon Open-to-Buy budgets, Min/Max parameters, adoption/buyback data, etc...

- Can these auto-generated PO's be manually modified and edited before submission?
- c. What automatic and manual functions are available for automatic batch ordering through services like PUBNET, EASYLINK or similar services?
 - d. Describe how "Want Lists" are created and managed. What User options are available?
 - e. Can system control how purchases are made, either through a centralized purchasing department or by individual store locations?
 - f. Describe reporting tools available in the purchasing module(s).
 - g. What capabilities are available to coordinate purchasing efforts between vendors, buyers, receiving department and accounts payable?
 - h. What additional tools or options are available to assist in the Purchasing process?
10. Textbook Buyback and Wholesaler Transactions. Describe the following:
- a. How the system manages the Textbook Buyback process.
 - b. How does system support Buyback sales managed by the store as opposed to sales managed by a Wholesaler?
 - c. Audit Functions available in the Buyback process. What transaction history is retained and used in current and subsequent buyback events?
 - d. How the Buyback module(s) support loyalty or Membership programs.
 - e. Does the system automatically generate Wholesale lists? What other reporting capabilities are available?
 - f. The system's real-time remote functionality.
11. Mail Orders.
- a. Describe the Mail and Special Order capabilities within the system.
 - b. How does the Mail Order capabilities integrate with the e-Commerce and web site functions of the system?
12. Shipping/Receiving.
- a. Describe the Shipping/Receiving functions within the system.
 - b. Does the system support an "off-site" receiving and warehouse function within the store and what tools are available to manage these functions?
 - c. How does the system manage the Freight costs including freight-pass-through pricing?
13. Returns to Vendors.
- a. Describe how the system manages and returns to Vendors, whether these returns are automatically generated based on excess stock, turns or vendor deadlines, or returns that are manually generated.
 - b. How does the system track credit memos/requests and incorporate into the Accounting systems?
 - c. What tools and reporting capabilities are available to assist with managing returns and the corresponding credit memos? How are these memos applied to open Pos and reconciled in the Accounting systems?
14. Stock Ledger. Does the system support a complete Stock ledger or similar

inventory ledger identifying the detail of all cost/retail items related to inventory merchandise?

15. Physical Inventory.
 - a. Describe how the system supports the taking of physical inventory at various levels including store, division, department, class and SKU.
 - b. What reporting and management tools are available in the Physical Inventory module(s)?
 - c. Can inventory be completed with paper forms, wireless laptops, portable handheld devices and/or other automated equipment?
 - d. What Accounting and Audit capabilities are available during Physical Inventory?
16. Accounts Payable.
 - a. Describe the Accounts Payable module(s) and how this system is fully integrated with the Inventor Control systems, Purchasing, Returns, Receiving, and Perpetual Inventory systems.
 - b. How does the Accounts Payable system integrate with the Campus Accounting system (BANNER) and is this integration "real-time" or a "Batch" interface?
 - c. Describe how the system processes discounts on invoices, manages voucher number and supports payment schedules. Does the system support multiple payments?
 - d. How does the system manage debit or credit memos?
 - e. Does the system support pre-paid invoices?
 - f. What tools and reporting capabilities are available to managing the Accounts Payable process including invoices, vendors, freight charges, credit memos etc.?
 - g. How does the AP system manage a multi-store environment?
 - h. Can the system generate a Trial Balance report at the close of each accounting period?
17. Accounts Receivable.
 - a. Describe the Accounts Receivable module(s) and how this system is fully integrated with the Inventor Control systems, General Ledger/Accounting system, and the POS systems.
 - b. How does the AR system support Financial Aid accounts, Employee Accounts, Sponsored Student Accounts, Student Athlete Accounts, Departmental charges, and other revolving or fixed term accounts?
 - c. Does the system support multiple A/R tenders or a mix of A/R and other payment tender on each transaction?
 - d. How does the Accounts Receivable system integrate with the Campus Accounting and Financial Aid system (BANNER) and is this integration "real-time" or a "Batch" interface?
 - e. Describe the system's billing cycles and what options are available customizing the billing cycles and parameters.
 - f. What reporting capabilities and tools are available to help manage the Accounts Receivable functions with the store?

18. General Ledger.
 - a. Describe the General Ledger capabilities of the system and how this system is incorporated into the Accounts Payable, Accounts Receivable, Inventory Control and Sales Audit functions of the system.
 - b. How does the General Ledger support Standard Journal entries, Recurring Journal entries, departmental budgets, and comparative reporting?
 - c. Does the system produce Trial Balances reports, Profit/Loss reports, Balance Sheets and can these reports be customized? Is Ad Hoc reporting available?
 - d. What historical data is retained for comparative reporting purposes?
19. Point of Sale System. Describe the following:
 - a. Point of Sale (POS) systems and how this system is integrated into the Inventory Control environment.
 - b. The register interface design in a typical transaction. (touch screen, mouse driver, menu driven, keyboard etc...).
 - c. The price/merchandise look-up capabilities at the terminal
 - d. Customizable features available within the system, including receipts, keyboard layout, transaction types, tender types etc...
 - e. Password and security capabilities of the POS system.
 - f. All audit function available for till control including cashier reports, register reports, transactions summaries, over/short reports, price overrides etc...
 - g. Transaction logging capabilities of the system.
 - h. Does system provide for non-merchandise sales?
 - i. Does system support Gift Cards/Certificates?
 - j. Does system support Membership/Loyalty programs?
 - k. Does system interface with Campus Debit Card programs including Blackboard
 - l. Does system support all major credit card companies and include support for debit/PIN pad operations
 - m. Does the POS system support bank-card credit authorization via Internet with telephone back-up support
 - n. Is electronic Draft Capture supported?
 - o. Is vendor software and supported hardware PCI compliant? PADSS certification?
 - p. Describe all POS reporting capabilities. Is there Ad Hoc reporting capabilities within the POS system?
20. System Interfaces. Describe the following:
 - a. Method(s) of integrating the Inventory Control and Accounting systems to the University Accounting and Financial Aid system (BANNER).
 - b. Options for customizing these interfaces.
21. Internet/Web/E-Commerce.
 - a. Describe the capabilities of any Web/Internet sales site including associated e-commerce capabilities.
 - b. Does this system fully support and integrate with the Inventory Control, Point

of Sale and Accounting systems?

- c. Does the web application fully support import of course and registration data from University Registrar (BANNER)?
- d. Does the Web Application allow for customization of informational and merchandise pages. Describe the methods for maintenance and customization?
- e. Describe how updates/patches are applied to web application
- f. Does the system provide for faculty textbook adoption? Describe all features.
- g. Describe how student textbook inquiries are managed in web application
- h. Describe interfaces available between web application and the University registration system. Can the system pass on course registration to the web application to streamline textbook purchases?
- i. Is Membership/loyalty program fully supported in web application?
- j. Can multiple tenders be used in purchases, including bankcard, gift certificates, financial aid accounts?
- k. How does the Web Application support Textbook reservations and rental programs?
- m. Describe all reporting and audit capabilities of the web application and e-Commerce system.
- n. How does the web application support multiple sales tax tables, including tax exempt items?

B. Vendor Background

1. How long have you been a provider of computerized bookstore management/inventory control systems?
2. How many systems are installed in independent college bookstores with gross annual sales exceeding 6 million?
3. List the individuals who would work directly with the university. Include their qualifications and experience with projects of similar scope.

C. Training and Support

1. Describe method of providing software/hardware support including hours of availability and numbers of support staff per installation base.
2. Identify method of on-site and/or remote training available including costs and availability.
3. List the user documentation available.
4. Include warranty information.
5. What is your method for upgrading/patching the systems?
6. Describe the implementation process. Include a detailed list of what your firm will provide and what is expected from university resources.

D. Cost. All costs are to be issued separately from the proposal. Refer to Appendix A to list all applicable costs. If providing response via Bid Sync, your cost proposal is to be provided as a separate attachment. If providing response in hard copy, your cost proposal is to be provided in a separate envelope.

E. References. Provide a minimum of three (3) references, complete with the organization name, contact person, and telephone number for whom you have provided services similar to the scope of work outlined above.

SECTION 4 - PROPOSAL RESPONSE OUTLINE

- 4.01 Proposal Response Outline. Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections:
- A. LETTER OF TRANSMITTAL. The letter of transmittal should include an introduction of the supplier or company, the name, address, telephone number, fax number and E-mail address of the person(s) to be contacted along with others who are authorized to represent the company in dealing with this RFP. Any other information not appropriately contained in the proposal itself should also be included in the letter.
 - B. EXECUTIVE SUMMARY. An executive summary will briefly describe the supplier's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the supplier.
 - C. DETAILED DISCUSSION. This section should constitute the major portion of the proposal and must contain **a specific response in outline form to each section in this RFP which requires a response. Outline numbers should correspond, in order, to the section numbers contained in this RFP.** Failure to provide written response to items indicated in this RFP will be interpreted by the University as an inability by the supplier to provide the requested product, service or function.
 - D. COST PROPOSAL. The supplier must submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal. Appendix A should be completed and provided as a separate document.
 - E. FINANCIAL REPORTS. The supplier should furnish a current audited financial report for the company's most recent fiscal year.
 - F. MISCELLANEOUS. Additional information and attachments, if any may be submitted by the supplier.

SECTION 5 - PROPOSAL EVALUATION

5.01 Proposal Evaluation Criteria. The criteria to be used by the Selection Committee to evaluate proposals are as follows:

- A. Functionality (40 pts)
- B. Vendor Background (5 pts)
- C. Training/Support (20 pts)
- D. Cost (30 pts)
- E. References (5 pts)

5.02 Evaluation. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code and all applicable rules and policies. In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. First, non-responsive proposals (those not conforming to RFP requirements) will be eliminated. Second, the remaining proposals will be evaluated in a cursory manner to eliminate from further consideration those proposals which in the judgement of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration. Each supplier bears sole responsibility for the items included or not included in the response submitted by that supplier. The University reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

At the conclusion of this initial evaluation phase, finalist supplier proposals will be selected for detailed review and evaluation, including oral presentations if required. The University reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

Appendix A**Cost Proposal Worksheet**

Provide costs for the following. All costs associated with your solution must be included in the Cost Proposal. Provide a specific breakdown where applicable.

Hardware:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Hardware Costs:	\$ _____

Software:

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Software Costs:	\$ _____
Total Installation/Training:	\$ _____

On-going Maintenance (Include all options):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Miscellaneous Costs (Include description):

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL COSTS:	\$ _____

Question and Answers for Bid #Q30553 - Bookstore POS System RFP

OVERALL BID QUESTIONS

Question 1

I don't see listed anywhere within the RFP the hardware quantities required for each location, ie: how many registers, barcode label printers, back-office workstations (if back-office workstations are not to be bid, how many B/O workstations will be accessing the system?), etc.

Thanks,

Steve Winters

Total Computing Solutions (Submitted: Jun 1, 2009 9:10:58 AM MDT)

Answer

- Registers = 18

Portable (offsite) Register = 1

Barcode Label Printer = 6

Back-office Workstations = 45 (Answered: Jun 9, 2009 11:32:18 AM MDT)

Question 2

What is the annual dollar volume for the 3 Weber State University bookstores? (Submitted: Jun 1, 2009 9:14:08 AM MDT)

Answer

- \$10,000,000 annual sales (Answered: Jun 9, 2009 11:32:18 AM MDT)

Question 3

What is the expected delivery/implementation date for the new system? (Submitted: Jun 1, 2009 3:19:17 PM MDT)

Answer

- Date to be determined. Targeting implementation in-between Fall and Winter Semester 09-10 (Answered: Jun 9, 2009 11:32:18 AM MDT)

Question 4

Can an editable document be made available, beginning with Section 3 of the RFP, so that responses can be typed in below each question? (Submitted: Jun 2, 2009 9:39:19 AM MDT)

Answer

- The RFP is available in two formats: PDF and WordPerfect. Email me at rbouwhuis@weber.edu if you wish to have me send it to you in WordPerfect. (Answered: Jun 9, 2009 11:32:18 AM MDT)

Question 5

Of the 45 Back Office Workstations, how many of those would you expect to be logged on the system at the same time? (Submitted: Jun 9, 2009 1:13:43 PM MDT)

Answer

- 30 to 35 (Answered: Jun 9, 2009 2:40:02 PM MDT)

Question 6

How many hand-held inventory data collection devices would you like quoted in the bid? (Submitted: Jun 10, 2009 1:29:03 PM MDT)

Answer

- three units (Answered: Jun 10, 2009 4:29:51 PM MDT)

Question 7

Was any content changed in the recently added RFP, Final Draft.wpd? (Submitted: Jun 15, 2009 8:51:54 AM MDT)

Answer

- No. A WordPerfect version of the RFP was uploaded without any changes. (Answered: Jun 16, 2009 10:45:09 AM MDT)

Question 8

The RFP states that there are three bookstores and one warehouse/production facility. Are POS capabilities needed at the warehouse/production facility? (Submitted: Jun 15, 2009 3:13:15 PM MDT)

Answer

- The Production and Warehouse are separate facilities. One POS station will be required at the production facility. No POS station is needed at the Warehouse. (Answered: Jun 16, 2009 10:45:09 AM MDT)

Question 9

Could you please elaborate on the three bookstore locations? (i.e. Distance from the main store, on campus or off-campus, network connectivity) (Submitted: Jun 15, 2009 3:51:59 PM MDT)

Answer

- The Main bookstore is located on the Ogden Campus. The Production Facility is also located on the Ogden Campus (Promontory towers) less than 1/4 mile from the Main Store. The Warehouse is located in a third location (Receiving and distribution Building) on the Ogden Campus, also about 1/4 mile from the Main Bookstore. The Art Elements (Art/Engineering store) is located on the Ogden Campus, in the Visual Arts Building about 200 yards from the Main bookstore. The Davis Store is located in Layton city (Davis Campus) approx. 10 miles from the Ogden Campus. (Answered: Jun 16, 2009 10:45:09 AM MDT)

Question 10

Is the bookstore looking to run a "shadow" General Ledger to compare to the campus GL functionality within Banner? Or will the General Ledger Application be used for all bookstore GL reporting? Frequently the campus financial package is used for GL purposes when an interface (as requested in RFP) is implemented, hence the clarification question. (Submitted: Jun 15, 2009 6:03:15 PM MDT)

Answer

- The bookstore General Ledger will be used to "feed" the Campus GL. Typically, the detail of all transactions contained in the bookstore GL would "roll-up" into the campus GL. The bookstore GL should also be able to accept ledger entries (automatic or manual) for expenses and revenues the originate in the Campus GL. (Answered: Jun 16, 2009 10:45:09 AM MDT)

Question 11

Hi Ryan,

Of the 18 registers what is the planned register allocation for each of your three sites?

Weber State University

Satellite 1

Satellite 2 (Submitted: Jun 16, 2009 8:48:23 AM MDT)

Answer

- 3 POS Stations required at the Davis Campus Location
1 POS Station required at the Art/Engineering store (Visual Arts Bldg)
1 POS Station required at the Production site (Art Services)
14 POS locations requited at the Ogden Main bookstore (Answered: Jun 16, 2009 10:45:09 AM MDT)

Question 12

of the 45 back-office users what is the breakdown per location? (Submitted: Jun 16, 2009 11:26:52 AM MDT)

Answer

- 4 users at Davis Bookstore
2 users at Art Elements
1 user at Art Services (Production)
10 Users at Receiving/Distribution

28 Users at Ogden Bookstore (Answered: Jun 16, 2009 2:05:15 PM MDT)

Question 13

Question 11 equals 19 registers is one of the 14 at the Ogden store the portable unit or are there 19 total registers? (Submitted: Jun 16, 2009 3:17:00 PM MDT)

Answer

- Our apologies for the confusion. There are 13 registers at the Ogden Store (plus one portable) (Answered: Jun 17, 2009 8:57:49 AM MDT)

Question 14

For the cost proposal are we to include all hardware cost or do we assume that you will provide workstations, printers, and monitors? (Submitted: Jun 16, 2009 3:35:06 PM MDT)

Answer

- We should have sufficient terminals already in place (Answered: Jun 17, 2009 8:57:49 AM MDT)

Question 15

Do you wish to use your existing cash register hardware? If so what model register and scanner and quantity of each? (Submitted: Jun 16, 2009 4:55:56 PM MDT)

Answer

- We have several registers and Debit Pin Pads that we would like to continue to use if possible. We have 6 usable registers (Dell Econo) and 16 Verifone MX830 Debit Pin Pads that are usable. All other POS currently being used would be phased out. (Answered: Jun 17, 2009 9:07:54 AM MDT)

Question 16

Do you wish to have existing data from your current system converted to your new system? (Submitted: Jun 16, 2009 4:59:01 PM MDT)

Answer

- Yes. We would like to convert as much historical data as possible into the new system. (Answered: Jun 17, 2009 9:07:54 AM MDT)

Question 17

Do you currently have the handheld inventory devices? If yes what model(s)? (Submitted: Jun 17, 2009 11:01:16 AM MDT)

Answer

- Yes. We have 2 handheld PDA devices (Symbol Model MC7090) (Answered: Jun 17, 2009 12:10:54 PM MDT)

Question 18

Regarding your answer to Question # 10, "The bookstore General Ledger will be used to "feed" the Campus GL. Typically, the detail of all transactions contained in the bookstore GL would "roll-up" into the campus GL. The bookstore GL should also be able to accept ledger entries (automatic or manual) for expenses and revenues the originate in the Campus GL."

What are the available communication formats that we can utilize? ASCII preformatted data, Excel (.csv), ODBC? Do you wish to have real-time data postings or batched at predefined times? What environment does the Campus Financials application run in (SQL Server, Oracle, other)? Or, pls provide the name of the Campus Financials application product. (Submitted: Jun 17, 2009 5:47:07 PM MDT)

Answer

- We would expect a scheduled/automated nightly batch feed to update the respective General Ledger(s). Currently the University uses BANNER which runs an Oracle database on an Unix Solaris server.

The feed import/export should match a specific BANNER file layout (fixed format ASCII) so it can be automatically processed daily. (Answered: Jun 18, 2009 11:51:02 AM MDT)

Question Deadline: Jun 17, 2009 8:30:00 PM MDT