

REQUEST FOR PROPOSAL

RFP # ER112107

For

ILLINOIS STATE UNIVERSITY

**Human Resource Information System (HRIS)
(including Payroll component)**

PROPOSAL DUE

November 21, 2007

2:00 PM Central Time

Illinois State University

1220 Purchasing Office

117 Hovey Hall

Normal, IL 61790-1220

CONTACT PERSON

Ernie Olson
1220 Purchasing
Illinois State University

Phone: (309) 438-7611

Fax: (309) 438-5555

E-Mail: ewolson@ilstu.edu

Schedule for Proposal

Send Out Proposal: September 25th, 2007

Questions about the Proposal Due: October 10th, 2007
2:00 PM Central Time

Ernie Olson
1220 Purchasing
Illinois State University
Normal, IL 61790-1220
Fax: (309) 438-5555
E-Mail: ewolson@ilstu.edu

Respond To Questions: October 24th, 2007

Proposal Due: November 21, 2007
2:00 PM Central Time

Illinois State University
1220 Purchasing
117 Hovey Hall
Normal, IL 61790-1220
Attn: Ernie Olson

Evaluation of Proposal: November 22, 2007 through April 2008

Anticipated Contract Date: May 2008

NOTE: Each proposal must include a completed Vendor Disclosure of Financial Interest form (copy enclosed). Failure to compete and return this form with the proposal submission will result in the proposal being considered incomplete and non-responsive to this solicitation.

Questions concerning the proposal must be in writing, by mail, fax, or e-mail. Questions must be received by 10/10/07 to guarantee that the University can provide timely answers.

Discussions may be conducted with those who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions.

Pricing must be submitted as part of your proposal and at the time the proposal is returned.

Evaluation of proposals will be based on the criteria listed and priority order as indicated in the evaluation section of the Request for Proposal. Refer to Section 1.12 for the list and priority order of the evaluation criteria.

Any portions of your response that is proprietary and should not be opened to public inspection must be clearly marked in your response. The Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

The Proposer remains responsible for insuring that its Proposal is received at the time, date, place, and office specified. The University assumes no responsibility for any Proposal not so received, regardless of the reason or circumstance of delay. Proposals received after the time specified in the RFP will not be considered. All Proposals received after the specified time will be returned unopened and marked Received Too Late for Consideration.

Proposals must be kept firm for at least 180 days after the proposal opening date. If no alternative length of time is indicated by the Proposer, the University will consider the offer as an acceptable offer until an award is made by the University or until the Proposer provides written notice to the contrary.

From the date of issuance of the RFP until the opening date, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the University. All communications concerning this competitive process must be directed through the Purchasing Department contact stated above. Contact with any other member of the University community (Faculty, Staff, or Management personnel) can result in the removal of the Proposer from the pool of eligible vendors.

One original, six (6) paper copies and 1 electronic copy on a CD of the completed RFP response must be submitted by the Proposer. An electronic, searchable and "uploadable" copy of the HRIS system documentation and user manual(s) (and any other referenced documentation material) must be provided. This "uploadable" copy of the documentation should be able to be loaded onto the Illinois State University Intranet web so that all ISU staff that needs to review the documentation may browse it and do key word searches. Providing one or more copies of the documentation on paper only or on some media that restricts its use by the RFP review team will be viewed as a non-responsive.

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SECTION 1

1.0 NEED FOR SERVICE

The Board of Trustees of Illinois State University (“ISU” or “University”) is seeking Proposals from qualified firms to provide an existing and proven Human Resource Information System (HRIS).

Illinois State is a four-year, public institution of higher learning that also awards a significant number of doctorates and master degrees in various disciplines. It also has a significant and growing part of its income derived from grants and contracts awarded by government and non-government entities.

The University must accurately track and pay approximately 4,500 full-time employees, including 700 full-time, tenured and tenure track faculty. The University also tracks and pays approximately 3000 part-time employees. Student employees are a large and unique employee group with special tax and other deduction processing needs. The University issues approximately 11,000 W-2’s per year.

As a public entity, the University derives revenue from various fund sources and is subject to the Government Accounting Standards Board guidelines for fund accounting including all payroll expenditures. Funds are both restricted purpose funds and non-restrictive funds. As a public institution, the University has many reporting responsibilities to State of Illinois agencies, its Board of Trustees, and various Federal agencies. Grants require special processing that does not always coincide within a single fiscal year. Payroll expense related to grant activity must be reportable on grant-year basis as well as a fiscal-year basis. Often these reports must integrate data from various sources stored in several campus administrative data systems.

1.1 OBJECTIVE / GOAL TO BE ACHIEVED

The University seeks to replace its current personnel, payroll, and position budgeting systems (vendor and home-grown) with modern, tightly integrated, but loosely coupled systems that: are web-based, have modern data structures and access methods, facilitate University business operational needs, fulfill University reporting requirements, and provide enterprise analytical data and reporting capabilities. The system must have easily understood and navigable public interfaces and standard places where data are accessible in a way locally developed systems can both READ and WRITE to the Proposer’s data structures.

The new HRIS (HR, Payroll, and Budgeting systems) must be reliable, efficient, user friendly, and cost effective. Ideally, it should relieve/shift operational/transactional tasks now handled in a central way by the Human Resources Office, the Payroll Office, and the Budget office to employees, managers in departments and units, and Dean’s offices. The different components of the HRIS should share data and information, not maintain multiple copies of the same data element. The HRIS must also have proper workflow and approval controls to ensure central offices can control updates to critical

data via University determined policy and procedures at varying levels of management. These approval levels may not be hierarchical. The user interface should be actionable. For example, if there is data displayed on a web page, the end user should be able to do something with or take action on that information without jumping from one function to another or to a new set of menus. The user interface should allow multiple windows or tabs to be opened without requiring multiple sign on activity.

1.2 OVERVIEW OF SERVICES TO BE PERFORMED

The University currently uses a mixture of purchased vendor software products that have been modified by University programming staff. The basic architecture and design date from the late 1970's through the early 1980's. It is IBM mainframe-based and relies primarily on keyed file access systems (no DBMS). While the basic computing and reporting needs of the University are being met, it is becoming increasingly difficult to keep both the current system running and support the University's analytical needs. Interfacing the current personnel and payroll systems with other campus systems (both purchased and home grown) is increasingly difficult and time consuming. The current system requires intensive manual input by central offices with limited ability to have input provided in a distributed manner by department and college administrators, let alone employees. There is no real-time interface with the current financial system. The current system is not Web-based and building employee and management self service modules is very time consuming. Approximately 80 percent of programming staff time is utilized keeping the system in regulatory compliance leaving little time for end user requested enhancements. Detailed technical specifications are outlined in Appendix I for this document.

The University desires to contract with a vendor that can provide a new HRIS. This HRIS must provide at a minimum all of the described features and attributes listed in this document. The successful vendor must possess sufficient corporate resources (financial, marketing assistance, research and development, service and support, and training) to satisfactorily perform the requirements of the contract in a manner commensurate with the scope of this project.

Functions for this system shall include, but not be limited to, the capability to provide support for the business services and operations of the following University functions: hiring, employment tracking, payroll, benefits tracking, personnel budget management, position control, and management information systems reporting. In addition to these core functions, the system needs to provide tools and resources for all academic and administrative departments to revise appropriate employee information without sending paper-based transactions to any "back office" department for entry. In addition, employees need to be empowered by the system to make changes to their own records as appropriately defined. The system must provide functions to collect and store all the data to employ a person, pay them correctly, and track their expenses against budgeted amounts. The system must keep accurate historical records to do "point in time" reporting of budget, payroll expense, and future "encumbered" personnel expenses. These points in time shall not be limited to a restrictive set of payroll end dates or fiscal boundaries like monthly, quarterly, or annually. Ad-hoc reporting must be an integrated

part of the solution or there must be a very solid and long term relationship with a separate “reporting system” vendor to provide report processing.

In addition to financial data capture and reporting, the University needs to keep track of and report on non-fiscal related staffing information in both an aggregate and unit-records basis. Those unit-records must include position-based reporting, appointment-based reporting, and individual-based reporting.

The Proposer must demonstrate that it has the management and operational experience, financial resources and personnel necessary to successfully perform the services specified in this RFP and any resulting contract. The Proposer must have proven experience in delivering effective HRIS systems that include personnel management, payroll calculation, and budget/position control. The Proposer must have demonstrated experience in delivering HRIS solutions to universities similar in size, degree granting scope, and employee populations.

1.3 DURATION OF CONTRACT

The initial contract will begin upon award and end June 30, 2009. After the initial contract period, any renewal of the contract must have beginning and ending dates that coincide with the University’s fiscal year (July 1-June 30). The contract should have annual renewable options of a 12 month contract for a maximum total contract term of ten (10) years. Multi-year offers with annual payments will be considered if economically beneficial to the University.

The University desires a perpetual license proposal that provides annual payment of established maintenance/support services. The University reserves the right to not enter into any contract that does not document future cost.

1.4 AVAILABILITY OF DOCUMENTS

Illinois State University publishes their competitive Bid/RFP and other procurement notices, as well as award information at: <http://www.procure.stateuniv.state.il.us>.

Suppliers intending to respond to any posted requirement are encouraged to visit that site to ensure that they have received a complete and current set of documents. Some notices may provide a downloadable copy of the pertinent procurement documents, as well as any amendments to those documents. Any supplier receiving a copy of procurement documents from a bid referral service and/or other third party is solely responsible for ensuring that they have received all necessary procurement documentation, including amendments. Interested suppliers should note that Illinois State University does not charge any fees to obtain a copy of or respond to documents posted for competitive solicitation.

Illinois State University is not responsible for ensuring that all or any procurement documentation is received by a supplier that is not appropriately registered on the procurement website.

1.5 SUBCONTRACTORS

Proposals that include the use of subcontractors to perform any portion of the work required, must include a description of which portion(s) of the work will be subcontracted, the names and addresses of potential subcontractors and the expected amount of money each will receive under the contract.

Contractor may not use the services of other Contractors/Subcontractors not named in the Contractor's proposal without prior written permission of the University. If at any time during the term of the resulting contract, a contractor adds or changes any subcontractor, he or she will promptly notify, in writing, the University Contract Representative of the names and addresses and the expected amount of money each new or replaced subcontractor will receive.

1.6 NOTIFICATION

All communications hereunder shall be in writing to the person and address listed below.

Notices to the University shall be sent to:

Ernie Olson
Illinois State University
1220 Purchasing
Normal, IL 61790-1220

1.7 REPORTS AND OTHER DELIVERABLES

Reports and other deliverables are as defined in Appendix I of this RFP document

1.8 METHOD AND RATE OF PAYMENT

Cost structure will be determined through this RFP and subsequent contract negotiations.

Billings must coincide with the fiscal year. For contracts awarded under this RFP, the first billing will cover the period from commencement of service to - June 30, 2008. Subsequent billings may cover up to one 12 month period of July 1-June 30 and may not be due prior to July 1.

Invoices should be submitted in triplicate 6 weeks before the due date.

1.9 POST PERFORMANCE REVIEW

The Proposer's performance will be evaluated on providing a knowledgeable sales representative, adequate equipment, trained technicians, and service provided. A review will be conducted with the sales representative/company each year. If delivery, service, or support proves to be unsatisfactory, or other problems arise, the contract may be canceled for cause. Failure of the University to exercise its right of termination for cause due to a Contractor's failure to perform as required in any particular instance shall not constitute a waiver of termination rights for any other instance of failed performance.

1.10 ETHICAL CONDUCT

It is expected that suppliers for Illinois State University will adopt, both for themselves and their employees, the highest ethical standards in the industry. All suppliers should become familiar with applicable state and federal standards and/or statutes concerning ethical conduct in a business setting.

During this competitive process and after completion of award, all communications concerning the competitive process must be directed through the Purchasing Department contact.

It is also expected that once a contract has been awarded, vendors not receiving an award will not undertake any actions that might interfere with or be detrimental to the contractual obligations of the University. Any action by vendors not receiving an award that attempts to draw purchases of items that are the subject of this contract away from a vendor receiving an award, will be viewed as unethical conduct. The University reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a vendor. Such actions include, but are not limited to, established guidelines for campus visits by a vendor, restricting the solicitation of sales on campus by a vendor, and/or removal of a vendor from the institution's bidder's list(s).

1.11 RESPONDING TO THE RFP

The University will consider only proposals that include each of the following that have been completed as directed in this document:

- Signed acknowledgement of RFP document terms (section 1 and 2)
- Response to Appendix I, requirements.
- Signed Response to Appendix II, Pricing Documents
This should be submitted in a separate sealed package marked and identified as the pricing proposal for RFP # ER112107.
- Vendor Financial Disclosure form (must be signed)
- Provide copies of all agreements required to provide product and services to the University.
- 1 original, 6 paper copies and 1 electronic copy on a CD of the completed RFP response
- An electronic, searchable and "up loadable" copy of the HRIS documentation (and any other referenced documentation material) must be provided.

1.12 FACTORS TO BE USED IN THE EVALUATION AND SELECTION PROCESS

The University will award the Contract to the responsible respondent whose proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors and price set forth in this RFP.

The following factors, grouped by relative order of importance, will be used in the evaluation of the submitted proposals.

- **Functionality:** Ability to meet the core business requirements of the University (Budget, Human Resources, Payroll).
- **Costs:** Initial and on-going costs incurred to acquire, implement and maintain the application.
- **Service/Support:** Obtaining the necessary service and support from the software provider or other external service providers.
- **Technology:** Product utilizes proven, mature and readily available technology components.
- **Vision:** Is the vision and strategy appropriate for this software provider in this market sector?
- **Vendor/Product Viability:** Assessing software provider viability, particularly in the higher education market.

The inability of any company to meet the requirements of this proposal may be cause for rejection of a proposal.

The University reserves the right to reject any or all proposals or any part of a proposal without any stated reason, and make an award which, in the opinion of the University, best meets its needs. In the case of rejection of all proposals, Illinois State University reserves the right to solicit new proposals.

1.13 TIMELINE OF COMPETITIVE PROCESS

The dates listed are approximations only and may be accelerated or altered based upon progress made in identifying, selecting, and contracting with the successful respondent.

Proposal issued	Late September, 2007
Written questions due	October 10 th , 2007
Response to questions	October 24 th , 2007
Proposal responses due	November 21 st , 2007
Preliminary Evaluation	December 2007
On-site demonstrations by finalists	January – April 2008
Final Evaluation	April 2008
Anticipated Contract Date	May 2008

1.14 ON-SITE DEMONSTRATIONS

The University requires that Proposer(s) designated as the finalist(s) provide a formal presentation of its proposed solution. It is anticipated that no more than 2 Proposers will be considered as finalist(s). It is anticipated that such presentations may last at least two full days on the Illinois State University (ISU) campus. Finalist(s) should be ready to provide “**live**” product demonstrations during the January through April 2008 time frame at the ISU campus in Normal, IL.

The formal presentations will focus on the successful demonstration and completion of scripted scenarios provided to the finalists and will focus on operational efficiencies and effectiveness. Marketing presentations will be rejected. These demonstrations will be

presented to an evaluation team comprised of University functional and technical experts. Finalists MUST be prepared to address questions regarding the product's technical attributes, functionality, and features that are raised during and after the demonstrations. All presentations will be at no cost to the University. The vendor will be provided specific information on what to demonstrate via "scripted scenarios."

The University will provide finalists with scripted scenarios and information that reflect a subset of the University's departments and positions. This test data will contain specific department numbers, titles, people, job classes, positions, etc. Scripted scenarios will require the vendor to come to the demonstration with a "test" database. The vendor presentation team will then have to execute specific actions using this "test/scenario" database. The inability to complete scenario activity or coming to the presentation without the complete test/scenario database ready for use can be considered non-responsive regarding this RFP requirement. Vendor should work with the Administrative Information Systems (AIS) department prior to the live demonstration to receive information on connecting to the Mainframe and AIX machines for data verification. AIS will also work with the vendor on any questions about the data contained in the test/scenario database. No Proposer will be entitled to be present during, or otherwise receive any information regarding, any presentation of any other Proposer.

All software demonstrated to University Faculty and Staff must be "production level" and available at time of demo. No "mocked up" or "future planned" functions in the proposed software solution shall be demonstrated by the vendor.

1.15 FINAL CONTRACT NEGOTIATIONS/AWARD OF CONTRACT

The University reserves the right to request best and final offers from one or more respondents. NOTE: The University reserves the right to accept the best proposal as submitted, without discussion or negotiation, and may do so. Contractors should therefore not rely on having a chance to discuss, negotiate, and adjust their proposals.

The University reserves the right to enter into a final negotiation and award the contract to the respondent(s) submitting the proposal that best meets the requirements of this RFP and serves the best interests of the University.

The University reserves the right to award the Contract to the Respondent(s) who has, in the opinion of the University, best-demonstrated competence and qualification for the type of products and services required at fair and reasonable prices/compensation and whose Proposal is deemed to be in the best interest of the University. It is the intent of the University to enter into negotiations with the firm(s) whose proposal(s) is/are deemed most advantageous. The University reserves the right to award a contract(s) to a respondent(s) selected on overall best response basis considering all criteria and not solely on the basis of apparent lowest cost. The University reserves the right to enter into contracts with other selected vendors for any and all services it deems necessary.

All contractual language from the vendor which the University will be asked to sign must be included in this bid proposal. All contractual language is subject to the laws of the State of Illinois

The University reserves the right to accept or reject any or all proposals received as a result of this process or to cancel in part or in its entirety this RFP if it is in the best interest of the University. This process does not commit the University to award a contract, to pay any costs incurred in the preparation of any proposals or to procure or contract for the goods or services proposed.

1.16 Business continuity

Provide details of your company's business continuity plan, which includes long term and transition plans that will assure ISU continued use and security of the proposed solution.

1.17 Source Code/Escrow of solution

Upon an award to the respondent, the University prefers to receive access to and the right to use the source code of all applications required to insure continued use of the proposed solution. If the source code cannot be provided, the University may require escrow of the solution. If so desired, the following terms may be required:

Within thirty (30) days following the execution of the contract, the respondent shall either:

provide source code release version of the solution and all associated file/record layouts, manuals, and documentation to ISU, *or* establish and place in escrow a complete copy of the current source code version of the solution and all associated manuals, proprietary or otherwise, which are essential to support the solution provided by this agreement.

ISU shall be a party to the escrow agreement and such escrow agreement shall be subject to the approval of all parties. The escrow agreement shall authorize the escrow agent to release the source code to the ISU in the event that:

petition in bankruptcy is filed by or against the respondent, or

if for any reason (except for material breach by the participating institution – note that breach of contract by one institution does not imply breach by all other institutions) the respondent terminates the agreement, or

if the respondent, whether directly or through a successor or affiliate, ceases to maintain and service the current version of the solution.

The respondent shall replace the deposited source code and related documentation with an updated version at least once every six (6) months or upon the respondent's distribution of new release of solution. Each time ISU accepts a modification or

enhancement of the solution, the respondent shall within thirty (30) days add one machine-readable copy of the source code for the modification or enhancement to the source code held by the escrow agent, or shall replace the copy of the source code held by the escrow agent with a machine-readable copy of the source code containing the modification or enhancement. Related documentation must be submitted to escrow agent for each updated version.

Illinois State University may at any time during the term of the contract have access to and review deposited code and associated manuals or other documentation provided by the respondent. The respondent must provide a copy of any existing escrow agreement and information on your agent in your RFP response.

SECTION 2

— GENERAL TERMS AND CONDITIONS

2.0. ADMINISTRATION OF CONTRACT

The Contract Representative will be the University's authorized representative in all matters pertaining to the administration of the terms and conditions of the resulting contract. All matters of interpretation, approval, or scheduling will be directed to the University Contract Representative.

2.1. GOVERNING LAW (ILLINOIS)

Any resulting contract will be governed and construed in accordance with the laws of the State of Illinois and in the event of a dispute; laws of the State of Illinois will prevail. Venue will be in McLean County, Illinois.

The successful Proposer agrees to comply with all laws, statutes, regulations, rulings or enactments of any governmental authority. The successful Proposer will obtain (at its own expense) from third parties, including state and local governments, all licenses and permissions necessary for the performance of service.

2.2. AMENDMENTS

Any resulting contract will not be amended, modified, altered or changed except by mutual agreement confirmed in writing by an authorized representative of each party to the contract. Illinois State University may from time to time make changes in the services to be performed by issuing an amendment from its Purchasing Department to the Proposer.

2.3. NON DISCRIMINATION

The parties agree that in the performance of any contract they will not discriminate in any manner on the basis of race, creed, color, national origin, age, religion, sex, sexual orientation, marital status, or handicap protected by law. Such action will include, but is not limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation. By submitting a proposal, Proposers certify that they will conform to the provisions of the Federal Civil Rights Act of 1965, as amended.

2.4. INDEMNIFICATION AND HOLD HARMLESS

The Proposer will defend, indemnify and hold harmless Illinois State University, its officers, employees and agents, against any and all liability of whatever nature which may arise directly or indirectly by reason of the Vendor's or subcontractors or any employee of any of them that provide performance under this contract.

2.5. PROPOSER LIABILITY

The Proposer will be liable for any associated costs of repairs for damage to buildings or other University property caused by the negligence of the Proposer's employees or agents.

In no event will Illinois State University be liable for any claims or liabilities arising out of the use of any libelous or other unlawful matter contained in data furnished in your response or any resulting contract.

2.6. EARLY TERMINATION

Illinois State University has the right to terminate the contract with the Proposer without penalty after the University submits a thirty (30) day written notice of termination to the Proposer under the following circumstances:

2.6.1. Default of Proposer

It will be considered a default whenever the Proposer:

Defaults from the RFP in any way as instructed or specified.

Disregards or violates material provisions of the contract documents or University instructions, or fails to execute the work according to the agreed upon schedule of completion and/or time of completion specified, including extensions thereof, or fail to reach agreed upon performance results.

Declares bankruptcy, becomes insolvent, or assigns company assets for the benefit of creditors.

2.6.2. Convenience of the University

Illinois State University reserves the right to terminate the contract, without penalty, when termination of the contract is construed by the University to be in the best interest for serving the community and its students, faculty, and staff.

2.6.3. Termination for Non-Appropriation

This contract is subject to termination and cancellation without any penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly fails to make an appropriation to make payments under the terms of this contract. In the event of termination for lack of appropriation, the Contractor shall be paid for services performed under this Contract up to the effective date of termination.

2.7. NON-ASSIGNMENT

The agreement will be between Illinois State University and the proposer and the Proposer will not assign nor delegate the agreement, its rights or obligations, or any of its terms without the express written permission of Illinois State University.

2.8. PRICING SCHEDULES

Proposer is to quote prices in accordance with specifications set forth in this document. Prices and other requested data must be stated in the requested format provided in Appendix II, Pricing Document. Proposer will be responsible for all errors and omissions.

2.9. PRICING VARIANCES

No invoices for extra charges, alterations, modifications, deviations, and extra orders will be recognized or paid except from a written change order from Illinois State University. The University will not authorize payments for changes, alterations, modifications, deviations, etc. that are a result of Vendor error.

2.10. PROPOSER PAYMENT/BILLING TERMS

Payments of invoices will be made pursuant to the Illinois State Prompt Payment Act (30ILCS540) (or a time frame determined by mutual consent) after receipt of invoice and approval by Illinois State University for each month of service completed.

2.11. CIVIL RIGHTS REQUIREMENTS

All Proposers must be in compliance with the directives of the Illinois Department of Civil Rights.

All Proposers must provide solutions that are in compliance with the ADA Act of 1990, Sections 504 and 508 of the Rehabilitation Act, and any other Federal, State or Local regulations regarding equal accessibility

2.12. PATENT AND COPYRIGHT

The Contractor and its Surety shall pay for all royalties, license fees, and patent or invention rights or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder.

The Contractor and its Surety shall hold and save the University and their officers, agents, servants and employees harmless from liability of any nature or kind, including cost and expenses, for, or on account of, any patented or unpatented invention, process, article or appliance furnished in the performance of the contract including its use by the University, unless otherwise specifically stipulated and agreed to by the Director of Purchases.

Proposer hereby agrees that all right, title and interest in any modifications made by Illinois State University or developed by the vendor for Illinois State University including the rights to any trademarks, patents, or copyrights shall vest in Illinois State University. In addition, the Proposer hereby agrees that all copyrightable works developed by the vendor for use by Illinois State University pursuant to this agreement, or any subsequent agreement, shall be considered "works made for hire" under the Copyright Act.

2.13. OSHA COMPLIANCE

All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard (OSHA). All alleged violations and deviations from any State and Federal regulations or standards applicable to the items or services contained herein shall be reported to the Director of Purchases by the respondent. If a respondent fails to comply with all applicable State and Federal requirements after the respondent is awarded the contract hereunder, the respondent must notify the Director of Purchases by registered mail of any infraction of such requirements.

2.14. ENTIRE AGREEMENT

An agreement, when fully executed, will supersede any and all prior and existing agreements, either oral or in writing, and will contain all of the covenants and agreements between the parties with respect to the subject matter of this agreement. Any amendment or modification to this agreement must be in writing and signed by the parties hereto.

2.15. SEVERABILITY

It is understood and agreed that if any part, term, or provision of this agreement is by the courts held to be illegal or in conflict with any law of the State of Illinois, the validity of the remaining portions or provisions shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision to be invalid.

2.16. MODIFICATION OF SERVICE

The University reserves the right to upgrade specifications during the course of the contract. Any changes in pricing proposed by the Proposer resulting from such upgrades are subject to acceptance by the University and must be stated in the contract.

In the event prices cannot be negotiated to the satisfaction of both parties, the contract may be subject to competitive bidding based upon the new specifications.

2.17. PUBLICITY/ENDORSEMENT

Unless specifically authorized in writing by the University on a case-by-case basis, the Proposer shall have no right to use, and shall not use, the name of the Board of Trustees of Illinois State University, its officials or employees, or the seal or marks of the University in advertising, publicity, or promotions; nor to express or imply any endorsement of your products or services.

2.18. INDEPENDENT CONTRACTOR

The Proposer agrees that in all respects its relationship with the University will be that of an independent contractor, and that it will not act or represent that it is acting as an agent of the University or incur any obligation on the part of the University without written authority of the University.

2.19. SUBCONTRACTING

If you intend to use Subcontractors to perform any portion of the work required, you must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential Subcontractors and the expected amount of money each will receive under the Contract.

Contractor may not use the services of other Contractors/Subcontractors not named in the Contractor's proposal without prior written permission of the University. If at any time during the term of the resulting contract, a contractor adds or changes any subcontractor, he or she shall promptly notify, in writing, the University Contract Representative of the names and addresses and the expected amount of money each new or replaced subcontractor will receive.

2.20. SUBSTITUTIONS

Proposer shall not substitute materials or accessories without written consent of the University.

2.21. FORCE MAJEURE

Proposer shall not be held liable for delays in manufacturing or delivery resulting from any circumstances beyond Proposer's reasonable control, not occasioned by Proposer fault or negligence or due to compliance with any sovereign decrees, orders, acts, instructions or priority requests of any federal, state, or municipal governments or any department or agency thereof, civil or military, acts of God, fires, floods, strikes, lockouts, embargoes, or wars. Upon the happening of any circumstances or causes aforesaid, the Proposer shall notify the University without delay and any relief granted to the Proposer shall be limited to an extension of delivery dates or times of performance to the extent caused.

2.22. PREVIOUS AGREEMENTS

This document and resulting purchase order and/or contract, cancels and supersedes any prior understandings or agreements between the party's relating to the subject matter hereof. The purchase order and/or contract, and the contained specification, incorporated by reference herein express the complete and final understanding of the parties with respect thereof, and may not be changed in any way except by an instrument in writing signed by both parties.

2.23. DISPUTES

If a dispute arises between Licensee and Vendor in relation to this Agreement, either of the parties may by notice to the other party specifying reasonable details of the dispute ("**Dispute Notice**"), refer the dispute for resolution in accordance with this clause 2.23.

2.23.1 Good Faith Discussions

- (a) If a Dispute Notice is given under clause 2.23, Licensee and Vendor agree that the Licensee Contact and VENDOR promptly meet and engage in good faith discussions with the bona fide objective of resolving the dispute by agreement.
- (b) If after a period of 10 Business Days (or such other period as may be agreed) from the date on which a Dispute Notice is delivered to a Party, the Licensee Contact and VENDOR have not been able to resolve the dispute, either of them may then (but no earlier), by notice, escalate the dispute.
- (c) If either party escalates the dispute under clause 2.23.1(b), Licensee and VENDOR must agree that a delegate of each party (who is at least at a level capable of making final decision) meet and engage in good faith discussions with the bona fide objective of resolving the dispute by agreement.
- (d) If after a period of 10 Business Days (or such other period as may be agreed) from the date on which such a meeting took place, VENDOR and the Licensee Contact have not been able to resolve the dispute, either party may then commence any legal proceedings as permitted by law.

Any legal proceedings shall be settled in the state or federal courts of the State of Illinois. Notwithstanding the existence of a dispute, the Parties must continue to perform their obligations under this Agreement to the extent that such obligations are not the subject of the dispute.

2.24. INSURANCE REQUIREMENTS

If required under the terms of award or if work on any University property is to be performed by the Vendor/Contractor, the Vendor/Contractor receiving the award shall cause a Certificate of Insurance to be issued showing the following required coverage in no less than the minimum coverage limits listed below. The insurance companies providing coverage must have a B+:VI or better rating in the current edition of Best's Key Rating Guide. The Vendor/Contractor must agree to maintain such insurance for the duration of the project or the term for which services will be rendered.

A. Worker's Compensation and Occupational Diseases (Part A)	Statutory Limits or Statutory Limits for the state in which the company is domiciled
Employer's Liability (Part B)	A minimum of \$500,000 per occurrence
B. Commercial General Liability (Including contractual liability)	A minimum of \$1,000,000 per occurrence
Sexual abuse/molestation will not be excluded.	

C. Commercial Automobile Liability, if applicable	A minimum of \$1,000,000
Combined Single Limit	per occurrence
OR	
Bodily Injury:	A minimum of \$1,000,000
	per occurrence
Property Damage:	A minimum of \$1,000,000
	per occurrence
D. Errors and Omissions/Professional Liability	A minimum of \$1,000,000
	per occurrence

Assigned subcontractors must comply with the same insurance coverage requirements as the Vendor/Contractor. Subcontractors shall submit the required Certificate of Insurance through the primary Vendor/Contractor.

With respect to the required Commercial General Liability insure, The Board of Trustees of Illinois State University shall be named as an additional insured. In order to meet this requirement, the following wording should appear on any Certificate of Insurance provided: "The Board of Trustees of Illinois State University is an additional insured for any liability incurred by the University arising from the activities of the Vendor/Contractor and/or Subcontractor perform work on behalf of the Vendor/Contractor." Umbrella liability insurance may be used to meet the general liability coverage limit requirements.

The Vendor/Contractor shall furnish Illinois State University, Purchasing Division any original Certificate(s) of Insurance evidencing the required coverage to be in force on the date of this agreement, and any renewal Certificate(s) of Insurance if coverage has an expiration or renewal date occurring during the term of this agreement. The receipt of any certificate does not constitute agreement by the University that insurance requirements have been met. Failure of the University to obtain certificates or other insurance evidence from the vendor/contractor shall not be deemed a waiver by the University.

Failure to comply with insurance requirements may be regarded as a breach of contract terms.

Any Purchase Order Number and/or Contract number that is the basis for issuance of the Certificate must be indicated on the Certificate of Insurance provided to the University.

2.25. PERMITS, LICENSES, TAXES, AND REGISTRATION

The Proposer shall procure all necessary permits and licenses and abide by all applicable laws, regulations, and ordinances of all federal, state, and local governments in which work under this contract is performed.

The Proposer must furnish certification of authority to conduct business in the State of Illinois as a condition of contract award. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. However, the Proposer need not be registered as a prerequisite for responding to the documents.

2.26. FEDERAL, STATE AND LOCAL TAXES

Purchases made by Illinois State University are exempt from the payment of State Sales and Use Taxes and Federal Excise Taxes. Certification of these exemptions will be provided to the successful Proposer upon request.

2.27. PERFORMANCE BOND

The successful Proposer may be required to furnish a performance bond. If required, the performance bond will be based on the amount of the contract. The successful Proposer will be informed of the amount of contract they will be awarded, the Proposer must provide Illinois State University with a performance bond before the contract will be signed.

2.28. POWER OF ATTORNEY

Attorneys-in-fact who sign contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

2.29. INTERPRETATION OF CONFLICTS

Should conflict occur, the Proposer shall request an interpretation from the University before proceeding with the work. If a Proposer fails to make such a request, no excuse will be entertained for failure to carry out the specified work in a satisfactory manner.

2.30. OWNERSHIP OF DOCUMENTS

Upon completion or termination of any agreement, all documents prepared by the Vendor, including but not limited to: tracings, drawings, estimates, specifications, field notes, investigations, studies and reports, shall become the property of Illinois State University. At the University's option, such documents will be delivered to the University Purchasing Department. The University acknowledges that the documents are prepared only for the contracted services specified. The University shall have a recognized proprietary interest in the work product of the Proposer.

2.31. DISCLOSURE OF FINANCIAL INTERESTS AND LEGAL STATUS

The attached Disclosure of Financial Interest and Legal Status forms must be completed and returned with your response. Failure to provide the Disclosure of Financial Interest form may cause your response to be considered "non-responsive".

2.32 CLIENT UNIQUE MODIFICATIONS:

Proposer hereby agrees that all right, title and interest in any modifications made by Illinois State University or developed by the vendor for Illinois State University including the rights to any trademarks, patents, or copyrights shall vest in Illinois State University. In addition, the Proposer hereby agrees that all copyrightable works developed by the vendor for use by Illinois State University pursuant to this agreement, or any subsequent agreement, shall be considered "works made for hire" under the Copyright Act.

2.33 PROPOSER CERTIFICATIONS:

- 2.33.1** The contract is subject to termination and cancellation without penalty in any year for which the General Assembly fails to make an appropriation to make payments under the terms of the contract. In the event of termination for lack of appropriation, payment will be made for services performed up to the effective date of termination.
- 2.33.2** Contractor/vendor certifies it is not a State of Illinois employee, nor is any State of Illinois employee entitled to more than seven & one half percent (7½%), or together with a spouse or minor child more than fifteen percent (15%), of the total distributable income of seller. (30 ILCS 500/50-13)
- 2.33.3** Contractor/vendor certifies that same has not committed bribery or attempted bribery of an officer or employee of the State of Illinois. (30 ILCS 500/50-5). Contractor/vendor certifies that same has not been barred from conducting business with the State of Illinois or any State agency as a result of being convicted of a felony. (30 ILCS 500/50-10).
- 2.33.4** Contractor/vendor certifies that neither their business nor any officer, director, partner, or other managerial agent of the business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. Every bid submitted to and contract executed by the State shall contain a certification by the bidder or contractor that the contractor is not barred from being awarded a contract under this Section and that the contractor acknowledges that the contracting State agency shall declare the contract void if the certification completed pursuant to this subsection is false. If a business is not a natural person, the prohibition applies only if:
- The business itself is convicted of a felony.
- The business is ordered to pay punitive damages based on the conduct of any officer, director, partner, or other managerial agent who has been convicted of a felony. (30 ILCS 500/50-10.5)
- 2.33.5** Contractor/vendor certifies per 770ILCS 5/33E-11 that same has not been barred from contracting with any unit of state or local government as a result of a violation of 720 ILCS 5/33E-3 (bid-rigging) or 720 ILCS 5/33E-4 (bid-rotating). Contractor/vendor certifies that same is not in default for a period of six (6) months or more in the amount of \$600 or more on the repayment of any educational loan guaranteed by the State Scholarship Commission under the Higher Education Student Assistance Law, or any

educational loan made by any institution of higher education made under the Illinois Independent Higher Education Loan Authority under the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing an individual's attendance at an institution of higher education. (5 ILCS 385/3).

- 2.33.6** Contractor/vendor certifies that same is not barred from being awarded a contract pursuant to 30 ILCS 500/50-11, which prohibits a person from submitting a bid or entering into a contract with a State agency if he/she or any affiliate knows or should have known that he/she or any affiliate is delinquent in the payment of any debt to the State, as determined by the Debt Collection Board, unless they have entered into a deferred payment plan. Further, contractor/vendor acknowledges that the contracting State agency may declare any contract void if contractor/vendor becomes delinquent in the payment of any debt as set forth in 30 ILCS 500/50-11 during the term of this contract.
- 2.33.7** Contractor/vendor certifies that same has not been found in willful or knowing violation of the Environmental Protection Act. Unless otherwise provided, no person or business found by a court or the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act shall do business with the State of Illinois or any State agency from the date of the order containing the finding of violation continues to have any involvement with the business. A person or business otherwise barred from doing business with the State of Illinois or any State agency may be allowed to do business with the State of Illinois or any State agency if it is shown that there is no practicable alternative to the State to contracting with that person or business. (30 ILCS 500/50-12)
- 2.33.8** Contractor/vendor certifies that same has read the Drug-Free Workplace Act (30 ILCS 580/1, et. seq.) and is in compliance with the act on the effective date of this contract. The Act requires, in part, that contractors/vendors with 25 or more employees take steps to ensure a drug free workplace by informing employees of the dangers of drug abuse, of the availability of any treatment or assistance programs, of prohibited activities and of sanctions that will be imposed for violation; and that contractors/vendors not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.
- 2.33.9** Contractor/vendor shall comply with the requirements of 30 ILCS 500/20-65, which includes the requirement to maintain books and records relating to the performance of this contract or subcontract and necessary to support amounts charged to the State under the contract or subcontract, for a period of three (3) years from the later of the date of final payment under the contract or completion of the contract and by the subcontractor for a period of three (3) years from the later of the date of final payment under the subcontract or completion of the subcontract.

- 2.33.10** Contractor/vendor certifies that neither the contractor nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 (50 USCA App. §2401 et seq.) or the regulations of the U.S. Department of Commerce promulgated under that Act.
- 2.33.11** Contractor/vendor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-102 et seq.), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal employment opportunity clause of the Illinois Human Rights Act is incorporated herein (775 ILCS 5/2-105). Contractor/vendor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 CFR 60-1, et seq.). Contractor/vendor agrees to incorporate this clause into all subcontracts under this contract.
- 2.33.12** Contractor/vendor certifies in accordance with the State of Illinois State Prohibition of Goods from Forced Labor Act (30ILCS 583/) that no foreign-made equipment, materials, or supplies furnished to the State may be produced in whole or in part by forced labor, convict labor, or indentured labor under penal action.
- 2.33.13** Please check the statement below that applies to the articles you are offering in this bid/proposal if applicable.

For the purposes of this question "manufactured in the United States" means in the case of assembled articles that final assembly occurred in the United States.

- ☐ We certify that all offered articles were/ will be manufactured in the United States.

We understand that, if we are awarded a contract based on a preference for US manufactured goods under the Procurement of Domestic Products Act (PA 93-0954), this certification will become part of the contract, and, if we knowingly supply non-US manufactured goods, we will be subject to penalties that include debarment for 5 years, voiding of the contract, and civil damages.

- ☐ We are unable to certify that all offered articles were/ will be manufactured in the United States.

- 2.33.14** Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number or Social Security Number. (Individuals & Sole Proprietorships indicate Social Security Number. Other Entities indicate FEIN).

Business or Individual's Name

(as it appears on U.S. Government issued document)

I am doing business as: (please check one)

____ Individual _____ Real Estate Agent _____ Not For Profit Corp.
____ Sole Proprietorship _____ Governmental Entity [IRS 501 (A) only]
____ Tax Exempt Org. _____ Partnership
____ Trust or Estate _____ Medical & Health Care Service
____ Corporation _____ Provider Corporation

2.33.15 Illinois Dept. of Human Rights (FEPC) Pre-qualification Number:
_____. _____ Exempt

This number or a statement by the contractor/vendor that a PC-1 Employer Report form has been submitted to the commission may be necessary for the contractor/vendor to be eligible for consideration on this contract. Contact the Illinois Dept. of Human Rights, 100 W Randolph St., Chicago IL 60601, (312) 814-2432 for further information. All persons (or firms) employing 14 or fewer individuals at all times during the past 365 days are exempt from the IDHR requirement and should check the "Exempt" box.

2.34. SIGNATURE

The undersigned agrees that the response to the Request for Proposal is a legal and binding offer, and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

Agency Name

Authorized Signature

Telephone FAX email

Date

APPENDIX I - SPECIFICATIONS

The University desires to contract with a vendor with a proven track record in designing, building, and delivering complete, high quality and highly functional Human Resource Information Systems (HRIS) to the Higher Education market. This vendor must be able to fulfill all HRIS requirements that are unique to Higher Education institutions of similar type and size as Illinois State University. The successful vendor must possess sufficient corporate resources (financial, marketing assistance, research and development, service and support) to satisfactorily perform the requirements of the contract in a manner commensurate with the scope of this project.

This Appendix I and Proposer's response to it will be incorporated into the final Contract.

A word formatted copy of Appendix I can be obtained by contacting Ernie Olson at ewolson@ilstu.edu.

RFP vendor responses must be clearly delimited from the RFP questions they relate to by some type of formatting. In other words, the question should be immediately followed by the vendor response and it should be clear where the vendor response starts and stops. Lines, boxes, shading, or other delineation should be used and used consistently through the RFP response document. Use of "screen shots" or "web pages" is acceptable and desired if used judiciously and in context. RFP answers need to be placed "in-line" along with each question the response refers to in all except extreme cases where referral to an appendix or other document is required for a complete answer. Major reformatting the RFP question and answer section will negatively affect the RFP evaluation. The reformatting or changing of the scripted scenarios provided to finalist vendors will affect the evaluation of the product. The University reserves the right to refuse, reject, or de-value RFPs from vendors that are hard to read, understand, or gather response information from. The excessive use of RFP responses like "refer to attached marketing materials" or "see response to question x" may negatively affect vendor evaluation. The University reserves the right to determine what is excessive or poor RFP response formatting in this context without justification to the vendor or other regulatory or judicial body. The vendor agrees to this reservation by submitting the RFP. Answers that consist solely of references to marketing or documentation pages will be considered non-responsive.

TERMINOLOGY USED IN RESPONDENT PROPOSAL

The terms used in individual sections of this document are intended to be consistent with those commonly used in the application field in question. When responding, use the terms used in this document, and define any terms or conditions that require further clarification.

General terminology used throughout this document includes the following:

"University," is defined as "The Board of Trustees of Illinois State University".

"Vendor", "Proposer", "supplier", "offerer", or "respondent," is defined as "any vendor that submits a bid in response to this proposal.

"Finalist," is defined as "a vendor that has progressed to final phases of the evaluation process."

"Successful Vendor," is defined as "the vendor whose proposal has been accepted for award by the University."

Terminology referring to information transfer and transfer of documents includes the following:

"Hard copy" or "paper copy" is defined as "a document submitted on paper."

"Electronic version" is defined as "an electronic document submitted via email or email attachment. A CD is also acceptable". Formal notification and form is defined as all requests can take place by means of any of these methods depending upon the context as stated in this RFP.

Glossary of Acronyms and General Terms

AIS – Administrative Information Systems. The University department charged with providing Administrative Information Systems solutions.

AIX – IBM's "UNIX variant" operating system that runs on their small to midrange UNIX compatible hardware (RISC).

API – Application Programming Interface.

Calendar Year – January 1st through December 31st.

Client – An organization or University that has contracted with the vendor for their products. For example, Illinois State University would be counted as one client, even if there are multiple licenses issued or purchased. As used in this RFP, this does not mean “licenses or users”.

Colleague – The accounting package used by the University to track all expenses and other accounting information. Purchased from software vendor Datatel in the late 1990’s.

Datatel – The software vendor the University Accounting system was purchased from in the late 1990’s. The accounting package purchased was Colleague. The accounting system currently resides on an IBM RISC based AIX machine. It uses IBM UNIDATA as the database management system.

DB2 – Database 2, a family of relational database products offered by IBM. In the context of this RFP, it refers to DB2 version 8 that run on a Z/os IBM mainframe, not other versions or hardware platforms should be inferred unless otherwise stated.

Fiscal Year – July 1st through June 30th of the following calendar year.

Fund Source – Funds used to pay faculty, staff, and students can have restrictions as to their use and special requirements regarding reporting their expenditure. Illinois State University receives funds from state taxes, investments, grants, etc. Each of these “fund sources” must have unique attributes and reporting requirements. An employee of the University could be paid from one or many different fund sources depending on the work they are performing for the University. The source of funds used to pay an employee must be tracked through all personnel, payroll, and budgeting activities and be noted in the accounting system of record at the University.

HTTP/HTTPS – Hypertext Transfer Protocol, the underlying protocol used by the World Wide Web to move text and graphics across the world. Non-secure and secure transmission respectively.

HRIS – Human Resource Information System. Used in the context of this proposal, this term stands for a system that encompasses and tracks all facets of and dimensions of the employee/employer relationship. Including, but not limited to, job/role/functional, accounting, training, tax, and payroll relationships.

LDAP - Lightweight Directory Access Protocol, a set of protocols for accessing information in electronic directories

ODBC - Open Database Connectivity, a standard database access method that insulates database communication from vendor specific implementations.

RDBMS – Relational Database Management Systems.

Real-time – Data entered by the web page or screen user is edited and processed as it is entered vs. the data being collected, stored, batched, edited and posted at some later time based on a scheduled or manually trigger process.

DBMS - Data Base Management System

TCP/IP - Transmission Control Protocol. One of the main protocols used for “internet” communication.

Unidata – The database management system (DBMS) all operational accounting data is stored in. Chart of accounts, general ledger, etc. Unidata is a “multi-value” DBMS not considered a “relational” database in common usage. For example, you do not use SQL to communicate with Unidata without using some type of middleware.

UNIX – A computer operating system developed in the late 1960s. There are many “variants” with varying levels of compatibility. AIX (IBM’s variant) is the operating system the current accounting system “runs under”. Sun Microsystems has another variant it markets.

1. VENDOR STRENGTH AND VIABILITY

For each of the following requirements, provide a brief statement of your ability to provide or deliver the proposed products and services as they exist at the date of your proposal.

Vendors must answer all the questions asked in this Appendix I.

1.1 Respondent Corporate Information

1.1.1. Contact Personnel

Fill in the requested information for the following personnel:

	Primary Contact Person (if different from Respondent)	Person Authorized to Negotiate and Make Commitment for Respondent
Name		
Title		
Address		
Address		
Phone		
800 Number		
Fax		
Email		
Signature		

1.1.2. Vendor's Statement of Contractual Disputes, Mergers and Acquisitions, and Legal Risk

If any answer is affirmative, Respondent must describe the reasons, its current status and its outlook for the future.

Yes No

- ☐ ☐ Within the past three years, has the Respondent filed for reorganization, protection from creditors or dissolution under bankruptcy statutes?
- ☐ ☐ Is the Respondent the subject of any litigation? If yes, please identify the subject and status of that litigation.
- ☐ ☐ Is the Respondent currently involved in any stage of fact-finding, negotiations or resistance to a merger, friendly acquisition or hostile take-over, either as a target or as a pursuer?

1.1.3. Vendor Demographics

Year of incorporation/business registration	
Total number of employees	
Total number of technical support personnel	
Location of field offices	

1.1.4 Respondent's Client Base

1.1.4.1. Total Number of University Clients using the Products that You Are Recommending to the University in Last Three Years.

	In the US	In Other Countries	In Total
Number of Higher Education clients			
Smallest installation (expressed in # of concurrent users)	(Do not respond here)		
Largest installation (expressed in # of concurrent users)			

1.1.4.2. The successful vendor must demonstrate an in-depth knowledge of Human Capital Management in public institutions of Higher Education.

1.1.4.3. Provide a listing of any University clients served in the last three-year period. Include dates of engagement and a brief description of product(s) and services rendered.

1.1.4.4. What is the length of your longest uninterrupted customer contract for a University installation?

1.1.4.5. How many of your current campus systems customers have been your customers for 5 years? 10 or more years?

1.1.4.6. How do you see product revenue growing? What are your future revenue sources and future product initiatives?

1.1.4.7. What percentage of your market (based on total revenues) is expected to be in the Higher Education industry?

1.1.5. Description of Vendor Expertise in Human Resource Information Systems (HRIS)

Describe your experience and expertise in developing HRIS solutions and assisting customers with implementing those systems. Explain how your expertise differs from those of your competitors. Include the answers to the following questions in your response:

- 1.1.5.1. How long has your company been developing HRIS solutions?
- 1.1.5.2. How long have you been assisting clients with HRIS solution implementations?
- 1.1.5.3. How many HRIS solutions have you implemented? List the implementations per guidelines in section 1.2 of this appendix.
- 1.1.5.4. Have you had HRIS papers, articles, books, etc. published? If so, provide the title, the date and the name of the journal, book, periodical, etc. of the publication.
- 1.1.5.5. Are you a sponsor of or an affiliate of any HR, Payroll, or Budget systems development organizations (e.g. developer's group, standards body, etc.)? If so, provide the name of the organization and a description of your involvement.
- 1.1.5.6. Where possible, please relate your experiences with institutions of Higher Education.

1.1.6. Corporate Viability and Financial Status

All information provided will be used solely by Illinois State University for the purpose of evaluating the financial viability of the Respondent and will be held in the strictest confidence.

- 1.1.6.1. Provide the two most recent annual reports and two complete sets of audited financial reports.
- 1.1.6.2. Describe your corporate strategy for developing and selling your products in the HRIS market. Your response should include your corporate long-term business strategy and should address your organization's vision and strategies for the future of the sector.
- 1.1.6.3. What is your share of the HRIS market? Provide your firms' share of installed systems and your share of recent sales within the HRIS market.
- 1.1.6.4. Provide a summary of renewals that are received from your new license fees, annual maintenance fees and consulting services fees and the percentage of each that is from the proposed solution.

1.1.7. Product Development

- 1.1.7.1. What is your annual budget for product development and what portion of that is for the proposed solution?
 - 1.1.7.2. Describe how you perform market research for new product development.
 - 1.1.7.3. Describe how you will support custom changes to your product(s).
 - 1.1.7.4. What resources do you have available to provide the University project team for analyzing business requirements and assessing custom changes to your products?
 - 1.1.7.5. What new products has your company released in the past 24 months?
 - 1.1.7.6. What new products are you planning to release in the next 12-18 months?
 - 1.1.7.7. When is your next anticipated upgrade to the proposed product(s)?
 - 1.1.7.8. Have you initiated any plans or completed any products that utilize the SOA (Service Oriented Architecture)?
- 1.1.8. Description of your relationship(s) with 3rd party component vendors with which your product has been successfully integrated and placed into production status.

1.2. Respondent References

1.2.1. References for Respondent's Completed HRIS Implementations

Respondent must provide a reference list of up to three implementations successfully completed at other universities in the last 5 years. The respondent certifies that it is empowered to use the names of references it provides and agrees that the University may contact these references. For each reference, provide the following information:

- ☐ Client name
- ☐ Contact person
- ☐ Address
- ☐ Telephone number
- ☐ E-mail
- ☐ Product Implemented
- ☐ Start and completion dates of implementation
- ☐ Vendor services provided for in contract
- ☐ 3rd party components installed for use with the product you propose to provide.

1.2.2. References for Product Implementations in Progress

Respondent must provide a reference list of product implementations at other universities currently in progress. The respondent certifies that it is empowered to use the names of references it provides and agrees that the University may contact these references. For each reference, please provide the following information:

- ☐ Client name
- ☐ Contact person
- ☐ Address
- ☐ Telephone number
- ☐ E-mail
- ☐ Product Implemented
- ☐ Start and completion dates of implementation
- ☐ Vendor services provided for in contract

1.2.3. References of Clients That Dropped Services

Respondent shall provide information on up to three clients at other universities who have discontinued services or dropped the products of the vendor in the last 3 years. The respondent certifies that it is empowered to use the names of references it provides and agrees that the University may contact these references. For each reference, please provide the following information:

- ☐ Client name
- ☐ Contact person
- ☐ Address
- ☐ Telephone number
- ☐ E-mail address
- ☐ Reason(s) for discontinuing use of product

2. SOFTWARE PRODUCTS

The successful Vendor must provide a Human Resource Information Systems (HRIS) that meets a number of functional and technical criteria as outlined below.

Below are the functional criteria as identified by the University. The vendor must confirm their ability to satisfy each component with a proven product as it exists as of the opening of this RFP. All criteria must be addressed. If modifications/enhancements must be made to make the proposed solution meet our requirements, that must be indicated in your response and also reflected in the pricing document. The University will review the responses to determine which proposal offers the most comprehensive solution that adheres to the stated requirements.

2.1 Overview of the Products

Give a Brief Overview of the Product(s) Proposed by Your Firm.

2.2 Scope

System functions should include, but are not limited to, the capability to provide services or operations in the following areas:

- 2.2.1.** Employee Self-Service web based system that allows the employee to review and enter information. Deposit authorization to a bank account of pay earned, update capability to some payroll deduction amounts, and payroll advice display are examples of the types of employee Self-Service activities desired by the University. Support for “cafeteria-style benefit processing” is not a current requirement, but could be a desirable option in the future. While some features would not be implemented immediately, a mature Employee Self-Service module with features that can be turned on and off easily is highly desired.
- 2.2.2.** Manager Self-Service web based system that allows manager, directors, deans, and Vice Presidents to view the people, positions, and budgets in their scope of control. To display a complete budget picture, a real-time interface to the accounting system (Datatel/Colleague) will be required. Managers should be able to “take action” and initiate work flows from the Manager Self-service system to appropriate departments like HR, the budget office, and the payroll office for further action.
- 2.2.3.** Position Control component that can flexibly control and track personnel budget dollars “by position” and the people in those positions. This system (like all systems in this proposal) should have the data structures and processes required to handle multiple years of data (both historical and future) and be able to report on point-in-time conditions. It is imperative that this system (along with all other proposed systems) accommodate a 25 digit

account number for payroll expense processing, budgeting, and encumbrance processing.

- 2.2.4.** Human Resource (Personnel) component that can flexibly control and track all data fields related to an employee and all their relationships with the University. Personal data (name, ethnicity, birth date), job/appointment data (job class, assignment type, and payroll expense data (account number, type of pay, etc.)). Payroll expense account number fields must accommodate a 25 digit account number. The system should be flexible and have at least 20 fields to store key start or stop dates (benefit accrual date, continuous employment date, service dates, retirement dates, etc.). Real time verification of all “lookup” data must be provided whether that is a supplied lookup table by the vendor or data located in various Administrative systems across campus. This includes data stored in the IBM Mainframe Z/os DB2 data structures and accounting data stored in Unidata on the AIX/RISC based machine.
- 2.2.5.** Payroll Processing Component that can flexibly control and track all input, calculation, and output of the payroll process. This system must meet all Local, State, and Federal (US) tax laws and regulations. The system must also support tax treaty taxation and all processes related to resident aliens including proper tax withholding. The vendor must also supply quarterly updates to the University of tax and other regulatory changes affecting the HRIS software. These must be timely so that the changes may be applied well in advance of the tax law change taking effect. A high level of automation in determining accurate “retroactive” pay from prior payroll data is required. For example, if a union contract settles months after the prior contract has expired, tools should be available to create all adjustments necessary to “catch-up” the employee and pay them for their back pay. Also, automated and auditable mass change process to deduction amounts is a critical feature.
- 2.2.6.** Integrated time reporting and collection via the Web or other time collection devices (punch/swipe device, telephone, etc). Alternatively, a well-defined and implemented interface to a third-party time and attendance system data collection system would be acceptable. There are two types of time collection. Positive time reporting for hourly employees and exception time reporting for salaried employees. Time collection that will not be used for payroll calculation (attendance information) and time collection that will feed the payroll system. There must also be a “public interface” for feeding time information to the vendor solution from various time collection systems. Public interface in this context means that there is a documented and supported way to “import” or “add” data from external data system to transaction and database files in the delivered product.

- 2.2.7. Report Generation Module which includes standard reports and the ability to generate custom reports and ad-hoc reporting tools via relational database. This module should be web-based and not require “desktop” installation. This module should facilitate the “point and click” extraction of the data generated in the ad-hoc request or from any standard system report.
- 2.2.8. Online user documentation, training manuals, and help features, including training for systems administrators and end users.

2.3 Technical Specifications

For each of the following, the Vendor must indicate how the proposed solution will comply with the following specifications:

Compatibility with Current Network Environment

The proposed software solution and any recommended hardware devices must operate with or on the networking equipment, computer systems, and operating systems currently installed at the University. It must be able to interact and co-exist with other software applications that may also be using the network. A detailed written explanation and diagram of how the vendor product will interface with all current administrative systems and platforms is expected.

The following information and figure 1 represents the University’s current environment:

2.3.1 Network Platform

The University uses an internal TCP/IP switched Ethernet network built upon a fiber optic cable backbone. Each building is equipped with one or more Ethernet switches which permit the connection of personal computers, servers, and distributed printers with each other. Every building is wired with either Type One STP or Category 5 twisted pair cable. Workstation connections are half/full duplex switched or half-duplex shared at 100Mbps. The network servers currently participate in a single domain and must also be compatible with Active Directory.

2.3.2. Server Platforms

The enterprise server is an IBM Z/890 (mainframe), and there are other line of business servers that are a mixture of Dell PowerEdge servers and IBM RISC/AIX servers. All storage is under RAID protection. The operating system level for the mainframe will be Z/os 1.7 or perhaps 1.8 at time of purchase. CICS/TS will be either version 1.3 or version 1.4 at time of purchase. DB2 version will be at a minimum version 8. The IBM RISC/AIX operating system is at level 5.3 and the Unidata DBMS is version 7. Windows servers will likely be at Windows 2003 levels.

2.3.3. Database Platforms

The University uses many different Database management Systems (DBMS) for its various administrative systems. The primary administrative systems (student system, current personnel/payroll system, textbook, etc.) utilize IBM's DB2 version 8 software located on the IBM Z/890 mainframe. However, a key subset of data (and set of application software) is located on an IBM/RISC AIX machine and that application uses Unidata DBMS. It is desirable that real-time read and write access to this machine and database be available from any vendor solution. Vendors need to be aware that Unidata is not a traditional DBMS and general solutions like ODBC will not work without extensive and cost prohibitive middleware.

2.3.4. Client Workstations

A large majority of desktop workstations currently run Windows XPSP2 and Internet Explorer 6.0 on Intel-based Pentium 4 class PCs. However, there are departments that do not use Windows based machines, they use Apple/Mac based machines for administrative work. All work-station software (locally installed or web-based) must be able to run on both Apple/Mac and Windows machines and browsers (i.e., Safari, Firefox). It should be compatible with Windows Vista. Not all end users have administrative privileges to the local drives on the workstations. It is preferred that the client software not require administrative privileges on the local drive for normal operation. Vendor software should not use ACTIVEX controls or other run-time install browser components.

2.3.5. Web servers and Web Application Servers

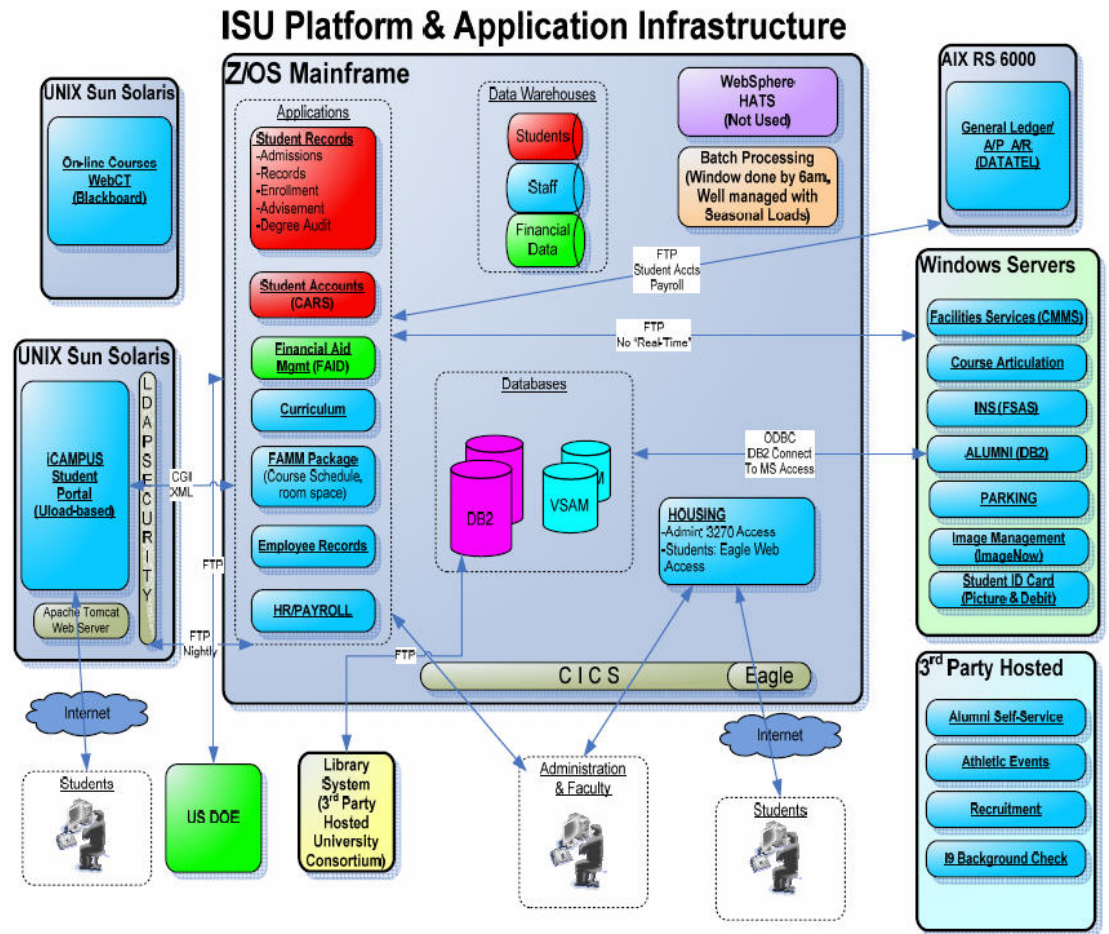
University web servers run Microsoft IIS 6.0. They are dual 2.8 GHz processor Dell PowerEdge 4600 servers with 1GB RAM. All storage is under RAID protection. Web services can also be hosted on the Z/890 mainframe.

2.3.6. Scalability

Employee self-service components must be efficient as there may be peaks of over 800 users accessing select components simultaneously. Manager self-service components could see simultaneous users in the 200 to 400 range. Back-office only functions would have less than 100 simultaneous users in most cases. The loads specified for employee and manager self-service are approximate as our current system does not offer these features. We would expect less than 3 second response time to queries.

All system functions must operate on-line and in real time.

Figure 1: High-Level ISU Platform & Application Infrastructure



2.4 Security/Data Integrity Specifications

For each of the following, the Vendor must indicate how the proposed solution will comply with the following specifications:

- 2.4.1.** Access to the proposed solution will be limited to Faculty, Staff, and Students that have an “employment relationship” with the University or a legitimate/contractual authorization to use the system.
- 2.4.2** Access to the proposed solution will be controlled by username and password preferably using existing LDAP authentication and/or Microsoft Active Directory.
- 2.4.3.** A University system administrator can administer username, password, and permissions in real time.
- 2.4.4.** The system will allow a variety of security levels based on user “roles” and permissions.
- 2.4.5.** Provide a convenient and logical way of purging and archiving old records.
- 2.4.6.** Provide a convenient way of accessing archived records.
- 2.4.7.** A University system administrator can block any or all user access to the databases for periodic system maintenance.
- 2.4.8.** A University system administrator must have the rights to perform every function of the software.
- 2.4.9.** A University system administrator will have the ability to edit, add, and delete validation messages without limit.
- 2.4.10.** All screens must validate the input field entries for valid and required data.
- 2.4.11.** Ability for system to trigger e-mail messages to individuals or groups based on system actions, date driven or operator initiated events, or flags.
- 2.4.12.** An audit trail for updates to all security database transactions must be kept. Notations of user additions or deletions and changes in security roles and passwords should all be logged. That log must be in “human” readable form and be able to be queried by user, date, time, and other variables.
- 2.4.13** Option to encrypt data at the database/table/row level all or some subset of the data contained in all proposed system components.

2.5 Functional Specifications

For each of the following, the Vendor must indicate how the proposed solution will comply with the following specifications:

- 2.5.1** The system must allow employees to use the Self-Service component from both off and on campus. This component must work with various Internet browsers (IE, Safari, Firefox, etc.). Provide a list of all browsers your software is compatible with. Manager Self Service should also be accessible from off campus using secure transmission protocols.
- 2.5.2** The system must be capable of supporting our current management hierarchy/reporting structures to enable electronic workflow of personnel actions and requests. It must be flexible and easily changed without technical personnel intervention. One employee may report to multiple and differing people in the organization. The system must be able to capture and understand that time cards may need to go to one manager, but another person may be in charge of annual reviews for example.
- 2.5.3** Describe any unique functionality that you believe your system provides that competitors do not.
- 2.5.4** Describe how Ad-hoc reporting for managers and central/back-office personnel will be provided.
- 2.5.5** Narrative Question -

The University would like a narrative response and an explanatory flowchart to the following question. The responses should include how the proposed system would be used to notate or process this situation. Note: Illinois State University's fiscal year is from July 1st to June 30th.

Faculty member with split appointment and subsequent Grant buyout.

Dr. Jones is a tenure track faculty member. He has elected to have his 9-month salary paid out over 12 months – 8/16/2007 through 08/15/2008. The “effort period” is from 8/16/2007 through 5/15/2008 (the period where salary is accruing for payout later). He teaches 75 percent of the time in the Biology department with his salary charged to account 10400-01-412000000-601100, \$6000 per month. He teaches the other 25 percent in the Chemistry department at \$2000 per month charged to 10400-01-416000000-601100.

On January 1st, 2008, notification of the final approval of a grant arrives that retroactively starts on 10-15-07 and runs through 12-30-08. This grant will provide \$2500 per month to Dr. Jones to “buy out” 25 percent or \$1500 dollars per month of his Biology appointment. The remaining \$1000 per month from the grant will be paid to Dr.

Jones as an administrative stipend for the duration of the grant. The money related to the grant will be charged to account number 11520-02-412009644-601000.

How would your application handle the above situation? What are the subsequent changes necessary to insure our professor is paid properly, on time, and from the appropriate accounts? Include all steps necessary as well as identifying all roles (people) involved to make the changes to provide a resolution of the situation. Finally, how would a report for auditing the grant payments be requested and produced?

2.6 Questions

Answer the following questions as they relate to the **CURRENT** production release of the existing product. If any functionality is planned for a future release, indicate No and enter the expected date in the Future column. If there are additional vendor components that must be purchased separately to meet that requirement, specify the additional components required under Optional. If system changes are required that cannot be performed by end user staff (HR, Payroll, or Budget office staff), then mark YES in Customized. In other words, if some level of “system” technical proficiency is involved in changing the software to meet the requirement, customized should be marked YES. If the requirement will be met using a product from a third-party, then mark YES in the Partner Product column. Explain the use of all Partner Products in the Partner Product section regarding the proposed HRIS solution. Any additional costs related to making the proposed solution meet the University’s needs, must also be presented in Appendix II, Pricing Document.

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
	*** User Experience ***						
2.6.1	Is there an “announcement” field or page displayed to inform users of system status? Is this “programmable” by end users?						
2.6.2	Does the system have an employee self-service component that allows employees to update their benefit enrollment data, family status, etc.?						
2.6.3	Can an employee view their pay stub and W2 information through a secure web page?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.4	Can the employee initially elect and then change where their paycheck will be deposited to without intervention from the payroll office?						
2.6.5	Does the system have Manager self-service allowing the manager to create appointments/jobs and perform related changes?						
2.6.6	Can all system “web pages” or “screens” be operated without a mouse? In other words, could the complete system be operated using keyboard only input? No “drop down list only” input fields?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.7	Does the system come with a “report center” where reports of interest to multiple users can be selected and run?						
2.6.8	Does the system have web pages and screens that provide departments and management a comprehensive picture of their budget position?						
2.6.9	Does the manager self-service module allow the manager to change work location, accounts to be charged for labor, etc.?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
	*** Strategic						
2.6.10	Does the system track training, certificates earned, certificate expiration dates, and feed the necessary information into payroll where the obtaining of certain certifications affect pay rate?						
2.6.11	Does the system have an integrated applicant tracking system component?						
2.6.12	Does the system interface with third-party applicant tracking systems?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.13	Does the system have performance appraisal tracking capability?						
2.6.14	Does the system track grievance information. Is this data aggregated and able to be searched and reported on across departments and union groups?						
2.6.15	Does the system interface with Point of Sale (POS) systems to track worker activity and productivity?						
2.6.16	Does the system calculate and track “time in job” for seniority lists, non-tenure track faculty employment limitations, tenure status and tenure year information, probationary periods? Can rules be coded to break “ties” in service time?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
	*** Transactional						
2.6.17	Does the system have “across the board” data change capability? For example, applying a pay raise across a subset of employees for instance? Can a percentage be “held back” and only apply the difference.						
2.6.18	Does system have integrated time and attendance collection and tracking capability, holiday and bereavement leave, etc.? Can it send notices when consecutive days off exceed specified limit?						
	*** Benefits						
2.6.19	Does the system have start, stop, percentage, flat amount, and other calculation methods pre-coded for miscellaneous, non-tax deductions?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.20	Does the system track and facilitate reporting on continuous and intermittent FMLA leave information?						
2.6.21	Does the system create machine readable output of all deduction activity for reporting to outside agencies like Unions, supervising courts, etc. Does it support Tax Deferred Annuity common remitter processing? Tape, Diskette, or other media output may be required.						
2.6.22	Does the system allow for the election, payroll deduction, and purchase tracking of U.S. savings bonds? Can an employee have multiple bonds for multiple beneficiaries?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.23	Does the system have automation to allow for the calculation of “retroactive pay” in the event a union contract settles a significant period after the prior contract expires?						
	*** Payroll						
2.6.24	Does the system handle “9 over 12” or other effort/number of pay period calculations and reporting?						
2.6.25	Does the system allow for net pay to be split into multiple parts and deposited to more than one bank account (some to checking and some to savings)?						
2.6.26	Does the system handle multi-state, multi-local taxation with appropriate “roll-in” and “roll-out” of prior taxes paid to each jurisdiction?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.27	Does the system have all the business rules provided for handling wage attachments (garnishments) like child support, tax liens, etc. Are all federal and state guidelines regarding these deductions coded in the system and applied correctly?						
2.6.28	Does the system track and calculate information to allow for compliance with international tax treaties for non-US citizens that qualify for tax treaty processing? Does the software track and enforce wages limits by treaty? Is 1042s data created and are year end forms generated						
2.6.29	Students have special FICA limitations and taxation rules. Does the system recognize the special treatment necessary for full and part time students?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.30	Will the system interface with data outside its boundaries to determine whether a student is enrolled, and has sufficient registration hours to qualify for special FICA treatment?						
2.6.31	Can the system process payments and adjustments for multiple fiscal and calendar years? Are there ways to mark transactions as applying to specific fiscal years activity?						
2.6.32	Does the system calculate payroll encumbrance information? How much will the employee be paid in the remaining fiscal year based on their current job attributes. Can it speculate into future fiscal years?						
2.6.33	Does the system maintain a daily balance of all personnel dollars budgeted, expended, and encumbered, by FUND SOURCE?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.34	Does the system check to make sure that all dollars to be paid in a pay period have the correct "effort percentages and there is payroll expense (accounting) information available to post that expense to?						
	*** Position Management						
2.6.35	Does the system have an integrated position control system function?						
2.6.36	Does the position control system keep and maintain: initial budgeted amount, an unlimited number of temporary transfers into and out of the position, multiple accounts the position is planned to be paid from?						
2.6.37	Does the position control system track the movement of position through the University for historical purposes						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.38	Can the position system hold unlimited “permanent” budget transfers? And then use those as a basis for building the next fiscal year budget?						
2.6.39	Does the system interface with third-party I-9 employment verification systems for checking immigration and “right to work” status.						
	*** Cross Function						
2.6.40	Does the system allow for the extraction of data into EXCEL/MSACCESS, etc. to assist in completing required surveys and other mandatory reporting requirements and to facilitate analysis?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.41	Does the system have a facility to track who an employee's supervisor is? Can an employee have more than one supervisor depending on the projects or accounts they work under?						
2.6.42	Does the system have a tight integration and good definition of what constitutes "job" data versus "expensing" data? For example, can more dollars per pay period be defined in the "expensing" area than is coded in the "job" area where salary is defined?						
2.6.43	Does the system allow for document imaging functionality?						
2.6.44	Does the system have a defined interface with uPortal consortium provided portal framework?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.45	Will all system input fields handle 25 digit account numbers for payroll expense distribution and deduction liability processing?						
2.6.46	Can the system retrieve and aggregate all data to facilitate forecasting, budgeting, succession planning, salary surveys?						
2.6.47	Can all transactions in the system have a “free form note” attached to them where an explanation of the reason for the change can be noted? Does that note follow the transaction all the way through archiving and history processing?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
	*** Technical						
2.6.48	Is the system “open” in the sense data can be easily moved in and out of it through well documented interfaces to update local and remote databases?						
2.6.49	Does the product have well defined history and archive processing? Is it a part of the application or are “system utilities” used to achieve data archiving and retrieval?						
2.6.50	Does the system have a “web based” employment verification process that banks or other credit agencies could access (with appropriate permissions)?						
2.6.51	Does the system monitor and enforce 403b maximums based on IRS guidelines?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.52	Does the system track employee discipline information. Is this data aggregated and able to be searched and reported on across departments and union groups?						
2.6.53	Will the system verify in real time a payroll expense account number present in an AIX/Unidata Database (even if it is located on a different machine?						
2.6.54	Will the system be able to READ and WRITE to locally developed DB2 table data? Specifically, we already have home addresses and legal names. Can these local tables be updated instead of the data tables provided in the HRIS product?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
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2.6.55	Can the HRIS application and data be placed in READ-ONLY mode with only 1 or a specific set of users allowed to continue to update the data in the application? Does this require DBA intervention?						
2.6.56	Will end users get a formatted message or web page stating the application is in READ ONLY mode, not just a “system message?						
2.6.57	Does the system use “application system locks” or does it rely on locks provided by the underlying DBMS to protect data integrity?						
2.6.58	If application software locks are used, can these locks be viewed and relieved without “technical personnel” being involved?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.59	Can system availability be controlled by a calendar and time frames? For example, can the system be placed in READ ONLY mode Mon-Friday at 6pm based on a machine based calendar?						
2.6.60	Can a complete payroll be rolled back using facilities totally encapsulated in the application software? Or must "system backup utilities" be used to recover from a "bad" payroll?						
2.6.61	Continuing from 2.6.10 above, if a second payroll has been run, can both be rolled back and recalculated without system backups of data being reloaded?						
2.6.62	Does the system use "data base Triggers" to ensure data integrity or is data integrity enforced through application software logic?						

	Requirement	Yes	No	Optional	Customized	Partner Product	Future (Specify Date)
2.6.63	Are disaster recovery procedures fully documented and integrated into the product design?						
2.6.64	Are locks placed on tables or files applied and released prior to waiting for further end user input? In other words, are locks held "across Enter keys or SUBMIT keys" and therefore are in place for more than a few seconds.						
2.6.65	Is the data schema, data field definitions and attributes and relationships between all data in the system documented and available without extra cost?						
2.6.66	Is the data schema, data field definitions and attributes and relationships between all data in the system provided in machine readable and searchable form? Can an end user find out the meaning, size and relationships various data points have to each other online?						

2.7 Platform:

- 2.7.1** Describe your proposed system architecture. Provide ERDs (entity relationship diagrams) that map the entities and relationships between those entities.
- Describe recommended system requirements for minimum function.
 - Describe recommended system requirements given an environment with 800 concurrent users.
- 2.7.2** Describe the platforms supported by the proposed system.
- 2.7.3** Describe how your system will allow for the customization of request routing.
- Describe how your system will allow for customization of error messages
 - Describe how your system will allow for the customization of user prompts.
- 2.7.4** Describe the number of users that can be logged in simultaneously without affecting response time for minimum recommended system requirements
- 2.7.5** Describe the number of users that can be logged in simultaneously without affecting response time for recommended system requirements.
- 2.7.6** Is there are requirement to install software on the client end or does the system only require a browser on the client end?

2.8. Database:

- 2.8.1** What database(s) does your system support?
- 2.8.2** Describe your API for application-to-application interfaces.
- 2.8.3** Describe options for migration of data from legacy systems.
- 2.8.4** Describe how your system provides and/or consumes web services to access data.

2.9 Misc.:

- 2.9.1** Which web browsers (include version numbers) are supported?
- 2.9.2** Describe your product's operations architecture (backups, monitoring, disaster recovery, etc.).
- 2.9.3** Performance must not negatively impact the user experience. Describe performance benchmarks that you have run, the hardware and software configurations used in the benchmark, and the results from those tests.
- 2.9.4** Describe fail-over capabilities. If your system depends upon hardware of operating system fail-over capabilities, describe the configuration necessary. Do you support a redundant (e.g., cluster) environment?
- 2.9.5** What tools do you provide for integration with other tools? Do you support a set of APIs? What tools do you support?
- 2.9.6** Describe the administrative and monitoring functionality that comes with the tool.
- 2.9.7** The University has its own authentication/authorization server but may also want to use the tools' security features. Describe the security capabilities of the tool. Describe the tool's security as well as its ability to integrate with an authentication server (e.g., Kerberos) or directory server (e.g., LDAP, MS Active Directory Session #1.1).

2.9.8 What ad-hoc reporting tools does your system support or communicate with as delivered?

3. EQUIPMENT:

Minimum Equipment Requirements:

Provide recommended minimum equipment requirements and configurations to support the proposed solution for a full implementation proposal for 800 concurrent users. Also, include hardware requirements for client workstations, as well as servers. If use of a higher level of equipment is recommended to provide increased functionality, response time, etc..., provide that information.

4. TECHNICAL SUPPORT

The Proposer must provide a detailed description of the variety of service and support options available as well as a detailed description of the Warranty provisions. The Proposer must evaluate the scope of the proposed installation and, based on this evaluation, suggest a “best” option to the University. The Proposer must provide a detailed explanation of why this service and support option was selected as “best” in this case.

Use of subcontractors for any services must be disclosed as indicated in section 2.19.

4.1 Technical Support

The successful Vendor must provide technical support throughout the implementation and operations of the proposed solution system.

4.1.1 Implementation Support

- 4.1.1.1** Describe in detail what types and levels of implementation support services are available – e.g., telephone, onsite, etc.
- 4.1.1.2** Define services explicitly not covered by implementation support services.
- 4.1.1.3** Describe the expected implementation time frame. Is implementation support restricted to some maximum period of time?
- 4.1.1.4** Describe any prerequisites incumbent upon the University prior to the acquisition of implementation support – e.g., administrator training, required certifications, etc.
- 4.1.1.5** Describe how determination is made that the products are fully and successfully implemented and that the agreement for implementation support has been entirely fulfilled.
- 4.1.1.6** Describe what assistance in implementing the system, including initial loading and testing of the software and training personnel is available. Also what assistance is available for integrating vendor supplied software with 3rd party software components you recommend be purchased.

- 4.1.1.7** Vendor must provide an outline of the training plan to be used, including the number of personnel to be trained, amount of training available, location of sessions, and cost. Recommended training plan costs must also be presented in Appendix II, pricing document.
- 4.1.1.8** Provide system documentation including user reference manuals, system administrator's manual, system technical manual, and any other documentation necessary to learn, understand, operate, and troubleshoot the system. As requested in Section I, please provide in electronic format.
- 4.1.1.9** The vendor must provide a system implementation schedule demonstrating their ability to meet this time line. Include with your proposal three different examples of implementation project plans that you have used with other clients. Delivery of this plan in MS PROJECT format as well as paper text is highly desirable.
- 4.1.1.10** The Proposer will describe the implementation team that would be assigned to our account, including management, tenure and certifications. Please specify the positions in your organization that will meet these needs and examples of current incumbents and their resumes.
- 4.1.1.11** The vendor must describe data migration options and required University assistance. Data migration should be included in the project implementation plan. The plan should also describe who is responsible for clean up of the migrated data.

4.1.2 Operational Support

- 4.1.2.1** Describe types and levels of operational support services available. Include response and resolution time commitments.
- 4.1.2.2** Describe the availability of telephone support; which hours on which days. Is your telephone support phone number toll-free? Describe your telephone support service level agreements with your customers.
- 4.1.2.3** If applicable, describe whether after hours support is available and define the fee structure (hourly rate, per incident charge, etc.).
- 4.1.2.4** Describe support services available via an Internet web site. Does your Internet support service include access to a knowledgebase of customer questions and solutions? Can support calls be initiated from your web site? Can the status of a support request or phone call be tracked and monitored online by University Personnel?
- 4.1.2.5** Describe the availability of onsite support. Under what circumstances can the University request onsite support? Under what circumstances, if any, will your company escalate a service call to onsite support? If applicable, describe your onsite support service level agreements with your

customers. How soon will your technician be available at our site?
Please supply a copy of the standard service level agreement.

- 4.1.2.6** Is a dedicated support rep assigned to each client that is available 24/7?
Will the University be informed of who will be taking on that responsibility
when the dedicated representative is on vacation or otherwise
unavailable?

4.2 Software Maintenance and Terms

Please provide a copy of your Software Maintenance Agreement-Terms and Conditions. If you are recommending 3rd party components, describe the formal agreement you have with that 3rd party for maintenance, upgrades, and technical support. Provide any 3rd party agreements required for the University to sign.

4.3 Upgrades, Additions, and Expiration Terms

4.3.1 Tool Upgrades.

Describe the upgrade strategy used by your firm to upgrade tools and make upgrades available to clients. Explain any migration tools or migration paths that you provide. Describe the frequency at which upgrades are provided, pricing policy, and methods to communicate the availability of software upgrades.

4.3.2 New Product Release in Series.

The selected vendor will provide the University any new software products as part of the contract, provided software is in a series included in the contract. Describe the process by which the University will learn about new software modules in a covered series being released for acquisition under the contract.

4.3.3 Termination of Products.

Describe your firm's approach to terminating or discontinuing the availability of products. Describe the amount of notice provided to clients when products or product support will be dropped. Describe the process by which the University will learn about products or services being considered for termination by the Vendor.

- 4.3.4** If you are recommending 3rd party components to fulfill this RFP, how is your product tested to insure changes to the 3rd party product integrate seamlessly with your product.

4.4 Training

- 4.4.1** Describe your training policy. Do you offer “train the trainer” options?

- 4.4.2** Provide a listing of training classes available, location of classes and associated costs for these classes.
(Pricing must also be provided in the response to Appendix II)
- 4.4.3** Describe any on-site training available and the associated costs.
- 4.4.4** Does your company run a conference or users groups for this product?
- 4.4.5** What is the typical training time required for system and database administrators? For users? Describe any training that you provide – including typical annual frequency of classes and typical geographic distribution (i.e., is training available in Midwestern cities, or only at your corporate headquarters?)

4.5 MISC.

Should the computer system fail or should the system be destroyed, the vendor will offer immediate onsite assistance and consultation to re-install any software and restore data to bring the system back on-line within 48 hours. Provide details of how you would provide that service.

5. LICENSING

5.1 License Terms

Describe the various licenses that would be required to run your software. Indicate the requirements for server licenses, client licenses, and any distinction between per-seat, individual, and/or concurrent connection licenses. Describe which operations can be performed with any client license that is more restrictive than a full-access license. Are licenses required for servers or other components whose only purpose is to provide fail-over capabilities? Are licenses required for mirrored servers or software (if that is the method employed for fault-tolerance assurance)?

5.2 License Duration.

Are licenses purchased or leased? Will the University have the right to run the software at the version level extant when the license was obtained in perpetuity? Or are yearly renewals of the license(s) necessary?

5.3 Third Party Licenses

Do the software licenses obtained from the Vendor include licenses for any underlying operating systems, databases, or other software components necessary to operate the issue tracking and/ or knowledge base systems? Identify each third-part provider and provide copies of any agreements the University will be required to sign. All associated costs must be reflected in Appendix II, the pricing document.

6. ENTERPRISE INTEGRATION

Describe how your proposed solution will address each of these requirements.

- 6.1** The proposed software should allow for importing historical personnel and payroll data.
- 6.2** The proposed software should be able to utilize already existing University data for employee name (both legal and preferred), birth date, gender, from the mainframe based DB2 tables.
- 6.3** The proposed software should be able to read Unidata based data from the AIX/RS/6000 machine that the current accounting system resides on.
- 6.4** The proposed software should be able to integrate with other vendor systems especially if a function is not well developed in the baseline product.

7. MIGRATION OF EXISTING FILES

Describe resources available to migrate the University's existing data files into your proposed solution. Provide sample project plans with responsibilities for tasks assigned.

8. CUSTOMIZABLE ONLINE HELP

Describe how your proposed solution would address each of these requirement

- 8.1** A customizable online Help facility offering an Index of Topics and searchable by keyword, should be available in the proposed software.
- 8.2** The online help provided by the proposed software should be customizable by an administrative user with appropriate security.
- 8.3** The proposed software should provide context-sensitive help, i.e., help specific to individual data entry fields or related collections of fields.
- 8.4** If the proposed software provides for user-defined fields, the proposed software should allow online help related to each individual field be created.
- 8.5** The proposed software should provide DETAILED error messages that enable the user to identify and correct the problem causing the error.

9. CUSTOMIZABLE SCREENS

9.1 Please indicate which of the following can be customized by the user:

- Screen background
- Field locations
- Source menu
- Other

9.2 Please indicate which of the following can be customized by an authorized user:

- Field Labels
- Field Data Types

- Input Validations
- Drop-down Lists
- Default Field Values
- Other

10 SYSTEM CONFIGURATION

- 10.1** Is a Programmer's Toolkit provided as part of the standard package?
- 10.2** List the programming languages supported by the integration and customization kit.
- 10.3** Describe the contents of the Programmer's Toolkit provided as part of the standard package.

Programming Interface

- 10.4** Is the Source Code available for use by the customer?
- 10.5** List the programming languages used to develop the proposed software.
- 10.6** List the programming toolkits used (if any) during the development of the proposed software.
- 10.7** The proposed software should provide a collection of standard, published, and fully documented Application Programming Interface(s).
- 10.8** The proposed software should provide a collection of standard, published, and fully documented XML Object(s).
- 10.9** Can applications provided by others be easily integrated with the proposed software through a standard, documented Application Programming Interface (API) collection?
- 10.10** Do the standard APIs and XML Objects provided with the proposed software enable full integration with third party ERP systems? Which ERP systems? Provide references.
- 10.11** Does the customer have the capability to create and deploy web services access vendor processes and data for use by other systems?

11 SECURITY

Describe how your proposed solution will address each of these requirements.

Global Functions

- 11.1** Multilevel password based security scheme should be provided by the proposed system.

- 11.2** Passwords for each employee should be possible.
- 11.3** Security should be role-based, but allow exceptions to those roles by person.
- 11.4** The proposed system should automatically keep a system access log.
- 11.5** A log of FAILED password and other access attempts should be kept by the system.
- 11.6** The proposed system's security function place the following restrictions on USERS:
 - 11.6.1** No Access rights
 - 11.6.2** Read Only rights
 - 11.6.3** Edit rights
- 11.7** The proposed system provides its OWN security function.
- 11.8** The proposed system's on-board security integrates with the host network's security system.
- 11.9** Multiple user security profiles can be created to control the access to all of the proposed system's features and functions enjoyed by different groups of users.
- 11.10** The proposed system enables the creation of a security profile controlling a user's ability to:
 - 11.10.1** View ALL employees
 - 11.10.2** View only specific employee groups, union groups, job classifications
 - 11.10.3** View a user's own department employees.
- 11.11** The levels at which access privileges are established by the proposed software:
 - 11.11.1** Individual level
 - 11.11.2** Role (position)
 - 11.11.3** Group level
- 11.12** The proposed system provides default user group settings to help speed up initial system implementation.
- 11.13** Object level security is provided by the proposed system.
- 11.14** When using the proposed system, process participants are able to see only what their security privileges enable them to see (participants see only what they need to perform their activities).
- 11.15** The proposed system provides the ability to lock and hide specific data fields.

12 APPLICATION ARCHITECTURE

- 12.1** Provide a simple, discrete list of the proposed technologies included in your technical description: (for example, Oracle, Java, MS SQL, etc.)
- 12.2** Name the objects and provide a brief description. For example, if this is a grant proposal system, this application may be intended to help researchers prepare grant proposals, so it may be authoritative (that is, the system of record) for grant proposals. In other words, if other applications in the enterprise need to know about grant proposals, they must either consult this system by some means or subscribe to messages about changes in this systems' data by some means.
- 12.3** Provide the schematic of your proposed solution and how it fits into the University's current environment.

APPENDIX II – PRICING

This Appendix II and Proposer's response to it will be incorporated into the final Contract.

A word formatted copy of Appendix II can be obtained by contacting Ernie Olson at ewolson@ilstu.edu.

The vendor must provide sufficient details to permit the University to understand the basis of the quotation. At a minimum, the University requires detailed information on the relative cost of each product and service offered. Provide details of any discounts applied and all assumptions or requirement upon which prices are contingent. Pricing should include any educational discount provided to Higher Education clients.

The vendor's cost should be responsive to the requirements contained in Appendix I. However, in the event that additional services are required to achieve the vendor's proposed solution, those additional needs must be cited and priced. If alteration of the bidder's standard software is necessary to meet the requirements as stated within this proposal, this cost must be included within estimated customization. Further, each vendor should identify the costs associated with "add-ons" that are not required to satisfy the state RFP requirements but are available (from the vendor or from a third party) to extend service functionality and efficiency.

Provide a line item cost analysis for all components necessary (including any components necessary for 24 x 7 availability). The University will assume that the price quoted will include all software, equipment and database components necessary to implement the proposed system solution.

The University is obligated neither to purchase the full quantities proposed by the vendor nor to enter into a "sole provider" agreement with any one vendor. If pricing is contingent upon a fixed volume, that must be noted in your pricing proposal.

Information submitted for these sections must clearly refer the appropriate section and must be provided in the sequence indicated.

Software Product Pricing

Each pricing option (A and B) must define and include detailed pricing for the vendor's software products, and any 3rd party product required, that are included as part of the proposed solution.

A. Provide pricing based on full implementation of your proposed solution.

<u>Component/Module</u>	<u>\$</u>
_____	_____
_____	_____
_____	_____
_____	_____
Subtotal	_____

- B.** Provide pricing based on phased implementation (i.e. a plan that provides for incremental purchases over the course of full implementation).

<u>Component/Module</u>	<u>\$</u>
_____	_____
_____	_____
_____	_____
_____	_____
Subtotal	_____

- C.** Provide detail of any threshold increments and advantageous pricing levels.

- D.** Additional Questions:

- D1.** What training credits are included above? Does initial purchase price include these:

- D2.** If use of the product or support services is based on a payment schedule, provide the details of those requirements.

- D3.** Do you agree to extend these pricing offers for additional product purchases placed within one year after the original order? Yes ____ No ____

- D4.** Do you agree to extend these pricing offers for additional product purchases placed within two years after the original order? Yes ____ No ____

- D5.** Do you agree to extend these pricing offers for additional product purchases placed within three years after the original order?

_____ Prices will remain firm for the option period
_____ Prices will increase up to ____% for the option period
_____ Prices will decrease up to ____% for the option period

_____ Prices will increase/decrease in relation to the CPI at the time of the contract renewal
_____ We do not offer an option

2. Travel Expenses

Travel expenses will be reimbursed at rates in accordance with the Illinois Higher Education Travel Control Board. Guidelines are available upon request. The cost of travel will be figured in the overall analysis of your response.

Provide a description of the basis on which travel and living expenses will be calculated for any support personnel who may be assigned to this project. Based upon these expense factors, provide an estimate of the travel and overhead costs associated with the work estimates and fee quotations provided above. No allowances will be made for travel time.

Sub-total Estimated Travel \$ _____

3. Services: Cost of Maintenance/ Support

The services requested include those described in Appendix I, Section 4 of this RFP. The University has the following expectations for pricing:

Vendors should quote their best price for the recommended support contract that is in line with the products and services proposed in their RFP response. Pricing should include any "education" discounts provided to higher education clients.

If sub-contracting support services, provide names and address of all sub-contractors and the cost of each of those components that will be received under this contract.

NOTE: Provide pricing for option A – full implementation

3.1 Implementation

Hourly rate \$ _____ Estimated hours _____
Subtotal _____

3.2 Migration/Data Loading

Hourly rate \$ _____ Estimated hours _____
Subtotal _____

3.3 Operational & Technical support

Provide cost and specify what is included, (i.e. the level of support).
Provide information on the cost basis for the charge. For example, is it
x % of the software purchase price or list price or x % of the total contract
price, or a variation thereof. Also, please address the issue of whether all
upgrades are included in the maintenance fee.

3.3.1 Cost of support for initial contract Subtotal _____

Annual support _____

-Define level of support being proposed in this response

(if multiple options are available, define each)

Cost based on _____ % of _____ price

Restrictions on support:

3.3.2 Software maintenance

Provide cost and specify what is included, (i.e. the level of maintenance and support). Provide information on the cost basis for the charge. For example, is it x % of the software purchase price or list price or x % of the total contract price, or a variation thereof. Also, please address the issue of whether all upgrades are included in the maintenance fee.

Cost of maintenance for initial period

SubTotal _____
(after warranty expires)

Annual maintenance _____

State length of Warranty period _____

State level of maintenance if applicable _____

Cost based on _____% of _____ price

Restrictions on maintenance:

3.4 Training services

If rates vary with levels of expertise, provide rates for each level.

<u>Expertise</u>	<u>Hourly rate</u>	<u>Estimated hours</u>	<u>= subtotal</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
SubTotal		_____	

3.5 Additional professional service requirements

In the event that the University determines that additional professional services are required to complete this project, please provide pricing quote for that service. (i.e. customization, conversion, non-contract support, etc.)

3.5.1 Hourly rate \$_____Estimated hours _____

SubTotal _____

3.5.2 Do you agree to extend these pricing offers to the University for additional service requests placed within twelve (12) months after the original order?

Yes ____ No ____

3.5.3 Do you agree to extend these pricing offers to the University for additional requests placed more than twelve (12) months after the original order but within twenty-four (24) months after the original order?

_____ Prices will remain firm for the option period

_____ Prices may increase up to _____% for the option period

_____ Prices will decrease up to _____% for the option period

_____ Prices will increase/decrease in relation to the CPI at the time of the contract renewal

_____ We do not offer an option

4. MAINTENANCE/SERVICE RENEWAL OPTION PERIODS

Illinois State University is interested in maintenance and service pricing for optional years 2-10 (2009 through 2018) on all items included in the proposed solution. The periods University desires an option to renew this Contract annually for the period of July 1, 2009 through June 30, 2018 at the Proposal prices and stated conditions, contingent upon continuing need, and availability of funds. Please indicate your option offer below:

	Prices will remain firm for each fiscal year checked below	Prices may increase up to the maximum % for each fiscal year as indicated below
First Renewal: 7/01/09 through 6/30/10	Yes_____ No_____	_____%
Second Renewal: 7/01/10 through 6/30/10	Yes_____ No_____	_____%
Third Renewal: 7/01/11 through 6/30/12	Yes_____ No_____	_____%
Fourth Renewal: 7/01/12 through 6/30/13	Yes_____ No_____	_____%
Fifth Renewal: 7/01/13 through 6/30/14	Yes_____ No_____	_____%
Sixth Renewal: 7/01/14 through 6/30/15	Yes_____ No_____	_____%
Seventh Renewal: 7/01/15 through 6/30/16	Yes_____ No_____	_____%
Eighth Renewal: 7/01/16 through 6/30/17	Yes_____ No_____	_____%
Ninth Renewal: 7/01/17 through 6/30/18	Yes_____ No_____	_____%

Cost increases shall be allowed only at the time option to renew is exercised.

If the University decides to exercise its right to renew the Contract, a revised price schedule will be included with the renewal. The revised price schedule will be based on the amounts stated in herein and adjusted for any increase or decrease as provided in the options to renew.

5. Other Costs

If there are other billable expenses associated with the execution of this project, please describe these here and estimate their costs. Any shipping/handling costs must be identified.

Estimated sub-total of Other Costs

6. Maximum Price

Solely for the purpose of evaluating the Proposal, the Respondent's response to the items identified above will be totaled to arrive at a low-total proposed price. All pricing provided below, must be supported with rate detail in the appropriate pricing section (i.e. Implementation: hourly rate, estimated hours = subtotal \$). The University makes no guarantee that the services identified in this RFP will be required as of the dates or in the quantities indicated.

Pricing Option

Sub-total of Software (section 1A)

Sub-total of Travel (section 2)

Total of Services (section 3)

Sub-total 3.1 Implementation

Sub-total 3.2 Migration/Data Load

Sub-total 3.3.1 Operation/Tech Support

Sub-total 3.3.2 Maintenance

Sub-total 3.4 Training

Sub-total of Other Costs (section 5)

Total of Proposal

7. Contract extension to the Illinois Public Higher Education Cooperative (IPHEC)

Will the respondent offer to provide to the other IPHEC members the same products and services at the same terms and conditions offered in this RFP to the Illinois State University?

_____ YES

_____ NO

8. Contract extension to the Illinois IPHEC Community Colleges

The IPHEC organization, working in cooperation with the Illinois Community College Board (ICCB) is hereby offering your firm the opportunity to also extend your bid offer to the community colleges of Illinois. See Attachment 1 for a listing of the community colleges. Should you accept this opportunity, the following conditions will be applicable:

1. Each State of Illinois community college choosing to participate in this transaction will administer its own procurements directly with your company subject to individual college administrations and Governing Board approvals.
2. The decision whether or not to participate will be up to each individual community college, and not all may choose to do so.
3. If your firm agrees to extend your offer to the community colleges, a copy of your offer will be provided to each of the community college business offices and those colleges that choose to participate will use it as a basis for contracting with your firm.
4. Any contracts and/or purchase orders your firm receives from these community colleges will be administered (such as, but not limited to, resolution of ordering problems and reconciling accounts payable issues) by the individual community colleges and not by the IPHEC or ICCB organizations.
5. Your firm will be required to provide an annual report to the IPHEC of those community colleges who have accepted your offer. You will be required to complete a form giving annual expenditure data, broken down by individual community college.

Please complete the following information.

Will you extend your offer to the State of Illinois community colleges?

YES_____ NO_____

If you answered yes, agreeing to extend your offer, will your prices be the same for the community colleges as for the IPHEC member State universities?

YES_____ NO_____

(the same) (not the same)

If you answered no, not agreeing to extend the same prices to the community colleges, will you require a percentage additional to your IPHEC pricing, from the community colleges, and if so, what will be the additional percentage to be added on to the IPHEC prices?

_____ %

Additional percentage for community colleges

9. Signature

By signing this Proposal, the Respondent signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP, the Respondent signifies that this is an accurate estimate {or [firm price]} for providing the requested services, and agrees to hold the prices firm as required in the RFP. The Respondent signifies travel costs, if allowed in this RFP, are an accurate estimate. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company name _____

Address: _____

Telephone number: _____

Signature _____

Date _____

Typed name of individual signing proposal

Financial Interests and Potential Conflicts of Interests Disclosures

SUBMIT THIS INFORMATION WITH YOUR BID, PROPOSAL, OR OFFER.

The Illinois Procurement Code requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflict of interest information as specified in this form.

STEP 1 – SELECT THE DOCUMENTATION YOU ARE SUBMITTING

► Publicly Traded Entities – Select one.

- ☐ I have attached a copy of the corporate Form 10-K
- ☐ I am going to complete Step 2 for each qualifying individual.

► Privately Held Entities (with more than 400 shareholders)

- ☐ I am going to complete Step 2 for each qualifying individual and have attached information that would be included in a Form 10-K.

► Privately Held Entities (with less than 400 shareholders)

- ☐ I am going to complete Step 2 for each qualifying individual.

STEP 2– LIST INDIVIDUALS WITH FINANCIAL INTERESTS IN YOUR COMPANY OR BUSINESS

☐ No individuals have an ownership value or distributive income share of more than 5% or \$90,414.60. Proceed to Step 4.

☐ I have entered below those individuals with an ownership or distributive income share of more than 5% or \$90,414.60 in this company (use codes in blue below).

Financial Interest of Ownership*	Name (Create a separate Step 3 page for each individual.)	Address	Type of Ownership/ Distributable Income Share**	Ownership interest in the vendor (or its parent)
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt
				☐ %
				☐ Amt

Attach additional pages if needed.

*Financial Interest of Ownership Code (Use all that apply):

- 1 = Ownership exceeding 5%
- 2 = Ownership value exceeding \$90,414.60
- 3 = Distributive income share exceeding 5%
- 4 = Distributive income share exceeding \$90,414.60

**Type of Ownership/Distributable Income Code:

- 1 = Sole proprietorship
- 2 = Stock
- 3 = Partnership
- 4 = Other (Explain)

STEP 3 – DISCLOSE POTENTIAL CONFLICTS OF INTEREST FOR EACH INDIVIDUAL NAMED IN STEP 2

For each of the individuals identified in Step 2, indicate which, if any, of the following beneficial relationships could be a potential conflict of interest. If "Yes," please use the space under the section to describe—attach additional pages as necessary.

Name of Individual _____

- | | | |
|---|---------------------------------|--------------------------------|
| a. State employment, currently or in the previous 3 years, including contractual employment of services. | Yes
☐ | No
☐ |
| b. State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. | Yes
☐ | No
☐ |
| c. Elective status; the holding of elective office of the State of Illinois, the government of the United States any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years. | Yes
☐ | No
☐ |
| d. Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
☐ | No
☐ |
| e. Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. | Yes
☐ | No
☐ |
| f. Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
☐ | No
☐ |
| g. Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. | Yes
☐ | No
☐ |
| h. Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. | Yes
☐ | No
☐ |
| i. Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes
☐ | No
☐ |
| j. Relationship to anyone; spouse, father, mother, son, or daughter; who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. | Yes
☐ | No
☐ |

STEP 4 – LIST CURRENT AND/OR PENDING CONTRACTS WITH OTHER STATE UNITS

► Current Contracts

Do you have any current contracts, leases, or other on-going procurement relationships with other units of State of Illinois government?

☐ No.

☐ Yes. List below or attach additional pages:

Unit of State Government	Project Name, Bid/Proposal Number, or Lease	Contract Total

► Pending Contracts or Proposals

Do you have any pending contracts, proposals, leases, or other on-going procurement relationships with other units of State of Illinois government?

☐ No.

☐ Yes. List below or attach additional pages:

Unit of State Government	Project Name, Bid/Proposal Number, or Lease	Est. Contract Total

STEP 5 – SIGN FORM

Name of Vendor or Contracting Entity

Official authorized to sign on behalf of vendor:

Name _____ Title _____

Signature _____ Date _____

**If you do not complete and return this form with your response,
you will be considered as “non-responsive” to this solicitation.**