

Tallahassee Community College

Request for Qualifications

For

Independent ERP System Consulting Services

For the Main Campus

RFQ 2012- 07



Proposals Due – April 23, 2012 @ 1:45 p.m. EDST

Proposals Opening – April 23, 2012 @ 2:00 p.m. EDST

<http://www.tcc.fl.edu/purchasing>

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2. Proposal and Contact Information

Submit Proposals To:

Tallahassee Community College
Purchasing Department
Administration Building, Room 113
444 Appleyard Drive
Tallahassee, FL 32304-2895

Contact Information:

Bobby Hinson
Purchasing Manager
Phone: 850-201-6071
E-mail: hinsonb@tcc.fl.edu

Jenny Shuler
Purchasing Technician
Tallahassee Community College
E-mail: shulerj@tcc.fl.edu
Phone: 850-201-6069

Location:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, FL 32304-2895
Phone: 850-201-8520
Fax: 850-201-8506

General Information:

RFQ Title:	Independent ERP System Consulting Services
RFQ Number:	RFQ 2012- 07
Commodity Code:	973-500, 973-559, 973-561
Proposal Issue Date:	March 15, 2012
Proposal Due Date and Time:	April 23, 2012 @ 1:45 p.m. EDST
Proposal Opening Date and Time:	April 23, 2012 @ 2:00 p.m. EDST

3 TCC Purchasing Department's Website

<http://www.tcc.fl.edu/purchasing>



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- Plant Operations
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- Purchasing Department**
 - Contact Us
 - Employee Forms & Training Information
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 - Current Bid Information
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 - Vendor Information

ADMINISTRATION
OUR CAMPUS & SERVICE CENTERS
DISTRICT BOARD OF TRUSTEES
STRATEGIC PLAN

TCC Home :: About TCC :: Administrative Services :: Purchasing Department

PURCHASING DEPARTMENT

Welcome to the Tallahassee Community College Purchasing Department

The Purchasing Department at Tallahassee Community College (TCC) is charged with managing the acquisition of commodities and services necessary to meet the College's requirements. All of the staff members in the Purchasing Department are devoted to fostering a mutually beneficial and cooperative relationship between TCC staff and our suppliers.

The Purchasing Department's main purpose is to assure that the College's expenditures relating to the acquisition of commodities and services are in compliance with TCC's policies, state requirements and sound business practices. While accomplishing our purpose the department is focused on obtaining quality commodities and services, and in making sure they are delivered in a timely manner.

Department staff is committed to maintaining an effective partnership among TCC staff, our suppliers and our department.





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DISTRICT BOARD OF TRUSTEES
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TCC Home :: About TCC :: Administrative Services :: Purchasing Department :: Current Bid Information

CURRENT BID INFORMATION

The following Bids are advertised on this site and the State of Florida's Vendor Bid System (VBS)
http://vbs.dms.state.fl.us/vbs/main_menu

To obtain the solicitation documents in order to respond to any of these solicitations, you must contact the TCC Purchasing Department at (850) 201-8520 or download the files listed below.

Failure to file a protest within the time prescribed in 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

*****OPEN BIDS*****

None at this time.

****CLOSED BIDS****

ITB 2011-13 – Pat Thomas Boulevard Outdoor Lighting Improvements (CLOSED-See Bid Awards)

ITB-Invitation to Bid (pdf 1.14 MB)
VBS Advertisement (pdf 400.53 kB)
List of Pre-Qualified Contractors (pdf 25.83 kB)
Addendum 1 Acknowledgement Form (pdf 303.40 kB)
Addendum 2 Acknowledgement Form (pdf 250.73 kB)
Bid Due – Monday, July 25, 2011 @ 1:45 p.m. EDST
Bid Opening – Monday, July 25, 2011 @ 2:00 p.m. EDST

4 Calendar of Events

Listed below are the important actions and dates/times by which the actions shall be taken or completed. If the College finds it necessary to change any of these dates/times, it shall be accomplished by an addendum. All listed times are local Eastern Standard Time.

Calendar of Events

Date	Time	Action
March 15, 2012		Release of RFQ to Public, Posted on VBS
March 29, 2012	5:00 p.m.	Last Day for Written Inquiries and Notice of Intent to Propose
April 9, 2012		Anticipated Date that answers to Written Inquiries shall be posted on TCC's Website
April 22, 2012	5:00 p.m.	Deadline for the Colleges receipt (directly from proposers clients) of completed Reference Performance Evaluation Surveys, Attachment J
April 23, 2012	1:45 p.m.	Proposals Due
April 23, 2012	2:00 p.m.	Proposal Opening, includes Review of Mandatory Responsiveness Requirements (Fatal Criteria)
April 24, 2012		Evaluation Committee Review of Responsive Proposals Submitted
May 8, 2012		Public Evaluation Meeting, Administrative Offices, 444 Appleyard Drive, Tallahassee, Florida 32304
May 15, 2012		(Optional) Interview of Finalist, Time and Location TBD
June 18, 2012		Anticipated Recommendation to the Board of Trustees for Approval
July 2, 2012		Negotiations of Contract
July 9, 2012		Anticipated Commencement of Contract

5 **Definitions**

- a. **Breach of Contract**: The condition of the relationship between the College and the Contractor which exists when the Contractor fails to perform under the terms and conditions of the Contract which may result from this RFP.
- b. **CD/CD-R**: A recordable compact disc format.
- c. **Flash Drive**: A small, portable, data storage device that can be inserted into a USB port.
- d. **Contract Non-Compliance**: Failure to meet or comply with any requirement or term of the Contract.
- e. **Contract Services**: Where used herein, refers to those services provided by a private contractor to the College, as described in this RFP document and pursuant to an executed contract.
- f. **Contract**: The agreement resulting from this RFP between the Successful Proposer and the College.
- g. **Contractor**: The organizational entity serving as the primary Contractor with whom a contract shall be executed. The term Contractor shall include all employees, subcontractors, if applicable, agents, volunteers, and anyone acting on behalf of, in the interest of, or for, the Contractor.
- h. **College**: Tallahassee Community College referred to in this RFP document as “TCC”, “College” or “the College.”
- i. **Customer**: as defined by TCC - students, parents, faculty, staff, administrators, board members and the general public.
- j. **Desirable Conditions**: The use of the words “should” or “may” in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, shall not in itself cause rejection of a Proposal.
- k. **Evaluation Team**: Identified by the Vice President of Administrative Services and Chief Financial Officer to evaluate the responses and make a recommendation to the District Board of Trustees which it feels is in the best interest of the College.
- l. **Mandatory Responsiveness Requirements/Fatal Criteria**: Terms, conditions or requirements that shall be met by the Proposer to be responsive to this RFP. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements shall cause rejection of a proposal. Any proposal rejected for failure to meet mandatory responsiveness requirements shall not be further evaluated.
- m. **Minor Irregularity**: A variation from the RFP terms and conditions which does not affect the price proposed or gives the proposer an advantage or benefit not enjoyed by the other proposers or does not adversely impact the interests of the College.
- n. **PDF**: Portable Document Format (PDF) is a file format created by Adobe Systems.
- o. **Proposals**: An offer in response to a RFP.
- p. **Proposer**: Company/person, which submits a proposal. An Offeror.
- q. **RFQ**: Request for Qualifications. A formal request soliciting proposals. Includes specifications or Scope of Work and all contractual terms and conditions.

- r. **Subcontract**: An agreement entered into by the Contractor with any other person or organization that agrees to perform any performance obligation for the Contractor specifically related to securing or fulfilling the Contractor's obligations to the College under the terms of the Contract resulting from this RFP.
- s. **Successful Proposer/Contractor**: The entity that shall be performing as the contractor under any contract resulting from this RFP.
- t. **Vendor, Offeror, Proposer or Contractor**: A legally qualified corporation, partnership or other entity submitting a proposal to the College pursuant to this RFP that shall be performing as the Contractor under any resultant contract.

6 General Conditions, Instructions & Information for Proposers

1) Contact

Any questions concerning this RFQ (Request for Qualifications) shall be directed to Jenny Shuler or Bobby Hinson at the Purchasing Department as indicated in Section 2 - Proposal and Contact Information page. To ensure prospective proposers are presented the same information, all proposers are hereby instructed to contact only the staff members designated as resources for this RFQ in Section 2 – Proposal and Contact Information. Any other staff contact could create confusion or misinformation and may be cause for disqualification.

Responses to inquiries, if they change or clarify the RFQ in a substantial manner, shall be forwarded by addenda to all parties that have received a copy of the RFQ. The College shall not be bound by oral responses to inquiries or written responses other than by addenda.

2) Proposal Submission

The College shall receive proposals at the address listed in Section 2 - Proposal and Contact Information page. The outside of the sealed envelope/container **must** be identified as follows:

- ✓ Proposer's name
- ✓ Return address
- ✓ RFQ number and title
- ✓ Due date and time

All documentation produced as part of this solicitation shall become the exclusive property of the College and may not be removed by the Proposer or returned to its agents. The College shall have the right to use any or all ideas or adaptations of the ideas presented in any proposal. Selection or rejection of a proposal shall not affect this right.

3) Number of Copies

Proposers shall submit **one (1) original hardcopy, fifteen (15) USB Flash Drives with "all" documentation including the original proposal in a pdf format** in a sealed envelope/container marked as noted above. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the Evaluation Team.

It is the proposer's responsibility to guarantee the USB Flash Drives are 100% identical to your original hard copy proposal. In the event of a discrepancy, your hard copy will prevail.

4) Due Date/Time

The time and date shall be scrupulously observed. Proposals must be received in the TCC Purchasing Department by the deadline. **Proposals and unsolicited amendments to proposals received after the specified time and date shall not be evaluated.** The College shall not be responsible for late deliveries or delayed mail. The time clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, EDST. The proposer may submit the proposal in person or by mail/courier service. Faxed or electronically sent proposals shall not be accepted. **Proposers are cautioned that all incoming mail to the College is received by the College's Central Mail Department prior to its distribution to the individual departments. Therefore, at least a 24-hour distribution delay should be considered when mailing the proposals. The College cautions proposers to assure actual delivery of mail or hand-delivered proposals prior to the deadline set for receiving proposals.** Telephone confirmation of timely receipt of the proposal may be made by calling The Purchasing Department at (850) 201-8520.

5) Proposer Email Registration

Proposers who desire to obtain electronic documents regarding the College's RFQ must officially register their email address with the Purchasing Department in order to be placed on an email mailing list for any forthcoming addenda or official communications. **An email sent to the names listed in Section 2 - Proposal and Contact Information referencing this proposal shall serve as officially registering.** The College shall not be responsible for providing addendum to proposers who receive RFQ documents from other sources. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have submitted a Proposal without an addendum acknowledgement form **(see Attachment F, Addendum Acknowledgement Form)** for the most current addendum.

6) RFQ Documents

To obtain the RFQ documents in order to respond to this RFQ, contact Jenny Shuler at shulerj@tcc.fl.edu, or by phone at (850) 201-8520 or online at: <http://www.tcc.fl.edu/purchasing>. If you download the proposal from the Purchasing website, please contact the Purchasing Department at (850) 201-8520 and provide your contact information. This information shall become a part of our vendor list.

7) Public Opening

A public opening of the proposals for this RFQ shall occur as listed in Section 4 - Calendar of Events in Room 115 (Eagle Conference Room) of the Hinson Administration Building. Persons with disabilities needing assistance to participate in the public opening should call the Purchasing Department at least 48 hours in advance of the public opening.

Pursuant to HB 7223 /FS 119.071, **the College will not be reading aloud the individual qualifications or bid prices at the Public Opening. The College will only open the individual proposals and will publicly announce from whom a proposal was received.**

The actual proposals submitted will not be a public record until the date of posting (defined herein) or 30 days, whichever occurs first as defined in FS 119.071.

Failure to meet any of the mandatory responsiveness requirements shall render a response non-responsive and result in rejection of the entire response. Further evaluation shall not be performed. No points shall be awarded for passing the mandatory responsiveness requirements.

8) No Bid/Proposal

If not submitting a Proposal, vendors should submit a **Statement of No Proposal Submittal (Attachment G)** and give the reason(s) in the space provided. Failure to submit either a Proposal or a Statement of No Proposal Submittal may be cause for removal of the Proposer from the mailing list.

9) Delays

The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College shall notify proposers of all changes in scheduled due dates by written addendum.

10) Proposal Withdrawal

Proposers may withdraw their proposals by notifying the Purchasing Department in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license). Once opened, proposals become the property of The College and shall not be returned to the proposers.

11) Additional Information

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date unless specifically requested by the College.

12) Inquires

All proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the Purchasing Department in writing by the Calendar of Events, Last Day for Written Inquiries; failure to do so, on the part of the proposer, shall constitute an acceptance by the proposer of any subsequent decision. Any inquiries or questions concerning the intent, meaning and interpretations of this RFQ shall be requested in writing, to be received by the contact person in the Purchasing Department, by the date listed in the Calendar of Events, Last day for Written Inquiries and Notice of Intent. An addendum with answers on all received questions shall be mailed or emailed to the Proposer by or on the date listed in the Calendar of Events. Anticipated Date that Answers to Written Inquiries shall be posted on the College's Website.

13) Addendum

Should any revisions/clarifications/supplemental instructions be needed, the College shall issue a written addendum (**see Attachment F – Addendum Acknowledgement Form**) to all proposers who received a RFQ package from the Purchasing Department. It is the proposers' responsibility to check with the Purchasing Department prior to submitting a proposal to make sure they have not missed any issued addendums.

The College shall also post all addenda and materials relative to this procurement on The College's Purchasing website: <http://www.tcc.fl.edu/purchasing>. **Interested parties are responsible for monitoring this site for new or changing information relative to this procurement.**

Note: Vendors cannot download documents from the Vendor Bid System, but documents may be downloaded from TCC's Purchasing website.

14) Posting of Award

The College anticipates an award to the Proposer who submits the proposal judged by the College to be the most advantageous to the College. Final approval of the proposal shall be by TCC's District Board of Trustees at a regularly scheduled public meeting. The Proposer understands that this RFQ does not constitute an agreement or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the College, and executed by both parties.

15) Responses

The College prefers to receive a minimum of three (3) responses to solicitations for commodities and services. Therefore, if three responses are not received by the deadline, the deadline may be extended, or the solicitation for responses may be re-initiated.

16) Termination

If the awarded contract is terminated or cancelled, the College may elect to negotiate and award the proposal to the next ranked proposer or to issue a new RFQ, whichever is determined to be in the best interest of the College. If the provider is not performing within the terms and conditions set forth by Tallahassee Community College, the Vice President of Administrative Services and Chief Financial Officer shall notify the provider that the contract shall be terminated as instructed below. The obligations of the College under this award are subject to the terms and conditions established by the Legislature of the State of Florida.

a. Termination at Will

The Contract resulting from this RFQ may be terminated by the College or the Contractor upon no less than sixty (60) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

b. Termination because of Lack of Funds

In the event funds to finance the Contract resulting from this RFQ become unavailable, the College may terminate the Contract upon no less than twenty-four (24) hours' notice in writing to the Contractor. Notice shall be delivered by certified mail (return receipt requested), facsimile, by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. The College shall be the final authority as to the availability of funds.

c. Termination for Cause

The integrity, reliability and qualifications of a bidder or proposer, with regard to the capability in all respects to perform fully the contract requirements, shall be determined by the College prior to the award of the contract and shall be monitored by the College throughout the contract term.

Default – If a vendor is in default on any contract awarded, the College shall follow the procedures contained herein:

(a) The College shall notify, in writing, any vendor who fails to adhere to contract terms and conditions. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure (such reasonable time should not generally be less than 10 days after receipt of such notice).

(b) Unless the vendor corrects its failure to perform within the time provided, or unless the College determines on its own investigation that the vendor's failure is legally excusable, the College shall find the vendor in default and shall issue a second notice stating (i) the reasons the vendor is considered in default, (ii) that the College shall repurchase or has repurchased the commodities or services.

The foregoing provisions do not limit, waive or exclude the College's remedies against the defaulting contractor at law or in equity.

d. Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act, shall be grounds for unilateral cancellation of the Contract resulting from this RFP.

17) Minority and Women Owned Businesses

Minority and Women Owned Businesses are encouraged to participate in all solicitations for responses conducted by the College. Category definitions may be reviewed in Chapter 288.703 of the Florida Statutes. Penalties for falsification and/or discrimination may be reviewed in Chapter 287.094. **See Attachment B, Minority and Women Owned Business Declaration Form.**

18) Proposal Preparation Costs

Neither the College nor its representatives shall be liable for any expenses incurred in connection with the preparation of a proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFQ. Proposing firms shall pay all costs associated with the preparation of the proposals including the cost of any visits to the campus.

19) Accuracy of Proposal Information

Any proposer, which submits in its proposal to the College any information, which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

20) Disqualification

The College reserves the right to disqualify responses, before or after opening, upon evidence that the proposer is not qualified by experience, is not in a position to do work specified and in the time allotted, or upon evidence of collusion with intent to defraud, or other unethical or illegal practice. The College also reserves the right to disqualify responses from firms or individuals who have in the past failed to meet the specifications, requirements, or expectations of past or present agreements, contracts, or awards for products and/or services.

21) Attorney's Fee

In the event the proposer breaches the contract between the proposer and the College or the specifications of this RFQ, and the College is required to take legal action to resolve the breach, or to recover any monies which may be due hereunder, then, and in those events, the proposer shall

pay all costs for such legal action or collection, including reasonable attorney's fees, court costs, discovery costs and any other costs related to this action.

22) Public Entity Crimes

Award shall not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000.00) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFQ proposal forms, Proposers attest that they have not been placed on the "Convicted Vendor List".

23) Public Records

All proposals/solicitations become "public records" and shall be subject to public disclosure consistent with Chapter 119.071 (1)(b) and Chapter 119.071 (1)(c), Florida Statutes. Bidders are cautioned that Florida law generously defines what constitutes a public record; see, for example, section 119.07 of the Florida Statutes.

NOTE: If Proposer believes any of their material(s) are exempt from disclosure and public records, they must identify specifically any information contained in their proposal, clearly segregate and mark that information, and cite specifically the applicable exemption law and briefly describe in writing the grounds for claiming exemption from the public records law. A general notation that information is "Confidential" shall not be sufficient. Any material submitted in response to this solicitation shall become a public document pursuant to Section 119.07, Florida Statutes **if not** identified as noted above. This includes material that the responding Proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Florida Statutes. In no event shall the College or any of its employees or agents be liable for disclosing, or otherwise failing to protect the confidentiality of, information submitted in response to this solicitation.

24) Acceptance/Rejection

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, shall be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who in the College's opinion, is not in a position to perform properly under the award. The College reserves the right to inspect all facilities of proposers in order to make a determination as to the foregoing.

25) Joint Ventures

Proposals submitted by firms under "joint venture" arrangements or other multi-party agreements **must** submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this RFQ.

26) Protests

Any notice of protest or formal written protest to the award or intended award which is filed before the proposal tabulation posting, is null and void. To be considered, a notice of protest or formal written protest must be filed within the time limits set forth in Section 120.57(3)(b), Florida Statutes. Failure to file a protest within the time prescribed in 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

27) Compliance

All proposers are required to comply with all Federal, State and Local laws, codes, rules, regulations, ordinances, and policies of the District Board of Trustees of Tallahassee Community College which may be applicable to the action or operation of this RFQ. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20 Education Code – Educational Facilities), OSHA regulations, all Civil Rights legislation, and all employment and minimum wage laws.

28) EEO Statement

Tallahassee Community College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to: Renae Tolson, Equity Officer, (850) 201-8510, tolsonr@tcc.fl.edu

29) Conflict of Interest

All proposers must disclose with the proposal the name of any officer, director, agent who is also an employee of TCC or member of TCC's District Board of Trustees. All proposers must disclose the name of any TCC employee or member of TCC's District Board of Trustees employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm.

30) Affirmation

By submission of a proposal, proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFQ and the resulting contract. See (**Attachment E – Vendor Signature Sheet**).

31) Request for Qualification Terms

By submitting a proposal, the proposer acknowledges that he/she has read this Request for Qualification, understands it, and agrees to be bound by its terms and conditions. Proposals must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFQ. Each responding firm shall submit only one proposal. All proposals received shall remain firm for a period of one (1) year after the date specified for the receipt of the proposals. See (**Attachment E – Vendor Signature Sheet**).

32) Purchasing Agreements with other Public Agencies

The submission of any proposals in response to this RFQ also constitutes a proposal made under the same terms and conditions, for the same contract price, and for the same effective period as this proposal, to other public agencies within Florida, **should the proposer feel it is in their best interest to do so.** This in no way restricts or interferes with the right of any public agency to re-bid any or all items.

Should a public entity desire to utilize the awarded contract, and make an award thereof, the entity shall do so independently of the College, shall be responsible for its own purchases, shall be liable only for materials and/or services ordered and received by it and does not assume any liability by virtue of this proposal.

33) Licenses

It shall be the sole responsibility of the contractor to obtain and maintain, at no additional cost to the College, any and all licenses as required by all federal, state, county, municipal and local governments.

34) Indemnification

The vendor agrees to indemnify, defend and hold harmless Tallahassee Community College (the College) and the TCC's District Board of Trustees, against any and all claims or actions of any nature whatsoever, including, but not limited to, damages to property, injuries, or death arising out of any of the operations of the vendor.

The successful proposer agrees, by accepting the award of this RFQ, to the following hold harmless agreement:

During the term of this contract, the vendor shall indemnify, hold harmless, and defend the District Board of Trustees of Tallahassee Community College and Tallahassee Community College, from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which the Board, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded, thereon, arising or alleged to have arisen out of the products or goods, installing equipment, or otherwise transacting business, whether such claim or claims be for damages, injury or death to a person, group or organization, whether employed by the vendor or by Tallahassee Community College.

35) Authority to Practice

The vendor hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required for conducting its business, and that it shall at all times conduct its business activities in a reputable manner. The vendor shall and hereby does warrant and guarantee that he/she shall perform the work required by this contract in a workmanlike manner. The quality of work performed under this contract shall equal or exceed the norm for the trade.

36) Federal and State Taxes

Tallahassee Community College is exempt from Federal Tax and State Sales and Use Tax. Upon request, the College shall provide an exemption certificate to the vendor. The vendor shall not be exempt from paying sales tax to its suppliers for inventory, materials, supplies, equipment, and services to fulfill contractual obligations with the College, nor shall the vendor be authorized to use

the College's Tax Exemption Number in securing such inventory, materials, supplies, equipment, and services. The vendor shall be responsible for all associated taxes. The vendor shall be responsible for payment of its own and its share of its employee's payroll, payroll taxes and benefits.

37) Mandatory Responsiveness Requirements/Fatal Criteria

The College shall reject any and all proposals that do not meet mandatory responsiveness requirements as defined below:

Mandatory Responsiveness Requirements are those terms, conditions or requirements that shall be met by the Proposer to be responsive to this RFQ. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements shall cause rejection of a proposal. Any proposal rejected for failure to meet mandatory responsiveness requirements shall not be further evaluated.

38) Right to Reject Proposal Submissions and Waiver of Minor Irregularities

As deemed in the College's best interest, the College reserves the right to:

1. Reject any or all proposals submitted.
2. To resolicit proposals or not.
3. To award any portion(s) of this RFQ.
4. To waive informalities.
5. To issue to all responsive proposers request for information (RFI's).
6. To issue requests to negotiate with finalist and solicit best and final offers.

39) Site Visit and Proposers' Conference

- a. The College Site Visit - **There shall not be a Non-Mandatory Site Visit scheduled for this RFQ.**
- b. Proposers' Conference - **There shall not be a Proposers' Conference scheduled under this RFQ.**

40) Intent to Propose

In order to plan for a timely and efficient review process, Notice of Intent (NOI) to propose is requested by the date specified in Section 4 - Calendar of Events. The College understands that the submission of a NOI is non-mandatory, or a commitment to submit a proposal, nor is information contained therein considered binding on the submitter. Proposers are requested to submit a letter, email or fax to the Contact persons listed in Section 2 - Proposal and Contact Information. Please provide the following information:

- ✓ **Your company's name, contact person(s), physical mailing address, phone & fax numbers, and E-mail address with a note stating you plan to submit a proposal.**

Note: Although a proposal may be submitted without an NOI, proposers should be aware that any revisions/clarifications/supplemental instructions to this RFQ shall be issued in a written addendum(s) to the proposers who have returned NOIs.

41) College Required Scope Changes

During the term of the Contract, the College may unilaterally require, by written notice, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The College may make an equitable adjustment, (i.e. increase or decrease in rate, reimbursement for costs, etc.) if the change affects the cost or service delivery. The Contractor shall be required to expeditiously execute an amendment to effect such changes, which execution shall not be unreasonably withheld. The College shall endeavor to provide written notice to the Contractor thirty (30) days in advance of any College-required changes to the technical specifications and/or scope of service that affect the Contractor's ability to provide the services as specified herein.

42) Other Requested Changes

In addition to changes in State or Federal laws, rules and regulations, College policies, these rules and regulations may change. Such changes may impact the College's service delivery in terms of materially increasing or decreasing the Contractor's cost of providing services. There is no way to anticipate what those changes shall be nor is there any way to anticipate the costs associated with such changes. Either party shall have ninety (90) days from the date such change is implemented to request an increase or decrease in compensation or the applicant party shall be considered to have waived this right. Full, written justification with documentation sufficient for audit shall be required to authorize an increase in compensation. It is specifically agreed that any changes to payment shall be effective the date the changed scope of services is approved, in writing, and implemented.

43) Contractor/Vendor/Proposer's Personnel

The proposer shall conduct its operations in an orderly manner so as not to annoy, disturb, or be offensive to patrons or other visitors in the facility where the proposer is providing services. All proposers' employees shall wear an appropriate uniform as well as a nametag specifying the name of the employee and the proposer's company name.

It is understood and agreed between the College and proposer that the intent of this agreement is that the proposer shall provide a service. In providing this service, the College requires that the proposer's employees, servants and agents conduct themselves in a manner that does not discredit the College.

The proposer shall immediately remove any of its agents, servants, and employees from the College's premises when requested to do so by the College's representative. Any and all such removals shall be in the name of the proposer and the responsibility, therefore, shall be assumed by the proposer.

Extreme care shall be taken to safeguard all existing facilities, site amenities and vehicles on or around the job site. Damage to public and/or private property shall be the responsibility of the proposer and shall be repaired and/or replaced immediately at no additional cost to the College.

44) Signs

The proposer shall not erect, maintain, or display any signs or any advertising material without prior written approval of the College.

45) Debts and Encumbrances

The College shall not be liable or be required to pay any debts, claims, and encumbrances of the proposer or proposer's company incurred during the term of this agreement.

46) Credits

The proposer further covenants and agrees it shall not in any manner use the credit of the College in connection with its said business or affairs. The proposer further covenants and agrees it shall purchase goods and sign contracts only in its own name and at its own cost and expense.

47) Administrative Purposes

For administrative purposes throughout this document, the College is referring to a vendor, offeror or proposer as "Contractor" and any contract to be issued as a result of this RFQ as "the Contract" or "this Contract". This does not mean or imply that any person or firm submitting a proposal to the RFQ as a vendor, offeror or proposer shall ultimately be awarded a contract or otherwise become a Contractor as that term is commonly understood. By utilizing the term "Contractor" and "this Contract" or "the Contract" throughout this RFQ, the College shall be able to more quickly and efficiently transfer terms and conditions from this RFQ document into a Contract document.

7 Existing Conditions

Tallahassee Community College (College) located in Northwest Florida has approximately 750 fulltime employees and has five (5) centers and provides instruction to over 15,000 students each year.

It is the College's intent to engage an independent ERP systems consultant under a resultant contract to assist the College in developing/issuing a RFP, evaluating RFP responses, negotiating a contract for an ERP system and implementing the ERP. This contract will be in effect until full implementation of acquired ERP.

Current INTEGROW/ERP System

Tallahassee Community College (TCC) ERP System (INTEGROW) was initially developed by a consortium of Florida Schools (Florida Community College Software Consortium) and customized by TCC, which was developed using Software AG's "Natural/ADABAS" toolset. Integrow utilizes NATURAL/CONSTRUCT/ADABAS software running on a SUSE 10.2 operating system and has been developed into the following modules:

- Finance Management
- Personnel / Payroll Management
- Student Records Management
- Facilities Management
- Financial Aid

Tallahassee Community College built and maintains a Data Warehouse developed using Microsoft's stack of business intelligence products: SQL Server, SQL Server Integration Services, SQL Server Analysis Services, SQL Server Reporting Services. Reports are built on the Data Warehouse using SQL Server Report Builder, Microsoft Office, and PerformancePoint. The Data Warehouse contains the following categories of data:

- Finance Analysis – General Ledger
- Human Resource Analysis – Pay and Benefits
- Student Analysis
 - Academic History
 - Applications
 - Early Alerts
 - Financial Aid
 - Grade Tracking
 - Graduation
 - Individual Learning Plan
 - Registration Activity
 - Schedule Planning
 - Student Dashboard Alerts
 - Student Lab Activity
 - Survey Responses

Tallahassee Community College additionally maintains the following web portal and application environments:

- Student Portal - SharePoint 2010 with custom aspx web pages and web parts. Interfaces back to Java/Tomcat web site for employee ERP functions Student Portal – Java/Liferay Portal Framework
- Employee Portal – SharePoint 2010 with custom aspx web pages and web parts. Interfaces back to Java/Tomcat web site for employee ERP functions.
- Employee ERP access – Java/Tomcat web application accessing ERP using Software AG Applinx.
- Java Web Services using SoftwareAG EntireX for ERP transactions
- Custom Applications using ASP.NET, Java, JSF, JSON, JSP

STUDENT RECORDS MANAGEMENT

The INTEGROW Student Records System is used to process all applications for admission to the college ranging from non-credit to credit students. The system also includes all of the college's course registrations, transcripts, the course dictionary and curriculum management system, degree audits, tuition and fees, advising screens, academic history, instructor resource management, and a communications module that allows system generated letters/emails to be sent. Most of the functions are table driven and require multiple screens to perform simple functions. In addition, information from the student records system is sent to external sites such as FACTS.org (state of Florida advising

system) and FASTER/SPEEDE for electronic transcripts. Data from this system is also sent to the National Student Clearinghouse for enrollment and degree verification as well as used to comply with federal and state reporting. Student and enrollment information is used internally in providing electronic accounts and with the learning management system.

PERSONNEL / PAYROLL SYSTEM

The INTEGROW Personnel/Payroll Systems include modules to maintain Applicants Information, an Employee's Demographics, Emergency Contact, Academic Degree Information, Certificate/License, SACS Accreditation Information, Assignments, Benefits and Deductions, Time and Attendance and everything necessary to maintain and pay an employee. HR also uses the modules located in the Student System, IRM (Instructor Resource Management Menu), to maintain adjunct assignments, Instructor pay tables, monitoring of load, issuance of pay agreements and what is needed to link the assignments to courses that Instructors are teaching for State Reporting. Each module can be accessed by using the "Direct Command" line or by putting a code on each module, as needed. Access to modules and subsystems are granted through the security module and is provided only to those who are responsible for maintaining or viewing information in the system. Each module has a set of tables attached and is accessible with the use of the PF keys on the fields with an asterisk; a pop-up screen appears with the table information needed to complete the field. The tables are maintained and updated as needed. There is also a "Reports Menu" which provides various Jobs and Reports which have been created through the Consortium and the IT Department. Some of the reports can be downloaded into an Excel file for manipulation.

Financial Aid Office

The Financial Aid Office (FAO) at Tallahassee Community College is responsible for the college's participation in Federal Title IV aid programs, State of Florida scholarships and grants, Institutional grants and scholarships, private donor scholarships, and Veterans' educational benefits. For the 2010-2011 aid year, the FAO processed over 13,000 student applications for aid, and disbursed over \$73 million in federal, state and scholarship aid.

The FAO currently uses WolffPack's FINANCIER™ software (Natural) and customized INTEGROW components for processing financial aid. This includes numerous real-time interfaces between Student and Credit and Collections (Finance) INTEGROW system. Students access financial aid data to review status and awards and to complete documents and request loan aid via the college's Connections portal (this process also includes real-time interfaces with FINANCIER™). Data files are transmitted and received daily to and from federal agencies (COD, NSLDS) and routinely to state agencies (OFSA and State Reporting). The Financial Aid department administers Veterans' educational benefits via customized INTEGROW files and reports.

Finance

The modules of INTEGROW currently in use by Finance are General Ledger, Accounts Payable (AP), Payroll (PR), Accounts Receivable (AR) and Purchasing.

1. General Ledger-accumulates all financial transactions using fund accounting in accordance with GASB and State reporting requirements. The general ledger receives transactions from the subsystems in INTEGROW (AP, AR, PR, Student and Purchasing) in both batch and real time. Journal entries are also entered to record transactions
2. Accounts Payable-pays vendors using a variety of source documents to trigger payment. Invoices and department requests (check requests). Accounts Payable is integrated with the Purchasing system using a matching system to reconcile the payment to the purchase order.
3. Accounts Receivable-processes transactions which generate receivables for students, third party payers and miscellaneous receivables. This module is tightly linked to the student module, receiving much of its data from registration and financial aid. There is a batch process which feeds the general ledger. There is also integration to Accounts Payable for payments made to students. Credit and collection is a part of the accounts receivable module.
4. Payroll-all College payroll is done in-house using INTEGROW. We pay just over 2,000 on average payments per month to faculty, staff, and students with one primary payroll cycle monthly. The Payroll system must produce all required reporting and payments for benefits, deductions and court ordered items.
5. Purchasing /Receiving Module: (INTEGROW). This module is hosted on a College server and includes online electronic department requisitioning, online budget verification/approvals, commitment of funds, Purchase Order and Change Order encumbrance of funds, online receiving tying to a three way match of supplier invoices.
6. Property Inventory (WASP) – This stand-alone module is hosted on an on-site server and provides the ability to create required property record data to meet reporting requirements. The system does interface with barcode scanners to document annual inventory information and provides report capabilities for Audit purposes.
7. Travel – Travel system captures and maintains all employees travel request information as well as processes employee payment reimbursements.
8. Event Management System – College utilizes a third party standalone system that does not interface with Integrow thus creating a duplicate entry system.

Facilities

This subsystem defines the actual facilities including site, building and room information. This is used across all applications (Finance, HR and Student) for room and classroom reservations and assignments, employee demographic information as to where an employee's office is, as well as facility assignments for the receiving of goods on campus etc. Data in this subsystem is also needed for State Reporting purposes. A separate system is used to track maintenance requests, preventative maintenance requests, and space utilization. This system does not interface with Integrow, thus creating duplicate entry system.

Another separate system is used to track the Florida Public Safety Institute's Classroom Utilization (Event Management System). This system does not interface with Integrow, thus creating duplicate entry.

Web and Infrastructure Technologies

The college has made a strategic decision to align information systems at the college with Microsoft technologies. This includes implementing SQL Servers for storing data and for reporting and analytics, SharePoint for both internal and external employee, student, and public facing web sites, Active Directory, Exchange for employee emails, and Live@edu for Student emails.

The College is in the process of transitioning its catalog to the web-based Acalog academic catalog management system.

Learning Management System

The college currently utilizes a hosted Blackboard solution to enhance our traditional classes and for distance learning purposes. Blackboard is used for both the traditional term base credit classes and for short term non-credit classes and workshops. The college is currently investigating other LMS solutions to see what will provide the best fit to the college's future needs.

8 Scope of Services Sought

a) Background

Since 1966, Tallahassee Community College has offered high-quality post-secondary education for the citizens of Leon, Gadsden and Wakulla counties, along with students from throughout the state, nation and abroad. With excellent academic support and classroom facilities and Web-based classes, TCC offers a variety of instructional methods to ensure student success.

The College has grown from one building and 698 students in 1966 to become an important provider of post-secondary education within Gadsden, Leon and Wakulla counties with more than 15,000 credit students.

In addition to providing service to the three-county area, the College is the institution of choice for many academically talented students in the state. The College's athletic teams, the Eagles, enjoy a high level of achievement in men's and women's basketball, baseball, and softball.

b) Overview

The Tallahassee Community College (College) invites proposals from qualified firms that can partner with the College to provide independent ERP consulting and related services as requested by Tallahassee Community College.

c) Statement of Purpose

The purpose of this RFQ is to identify the most qualified independent ERP consultant who can assist the College in developing/evaluating/implementing RFP's for a new College ERP system. The consultant will review current applications, identify system upgrade opportunities for cost-effective system improvements, and assist the College in developing and releasing a comprehensive search for a new ERP system. The consultant will work with the college to evaluate all proposals for qualification, assess the responses, interview finalists, and negotiate contracts. The consultant will then work with college personnel in implementing the selected ERP and will serve as the project director during this time.

It is the goal of TCC that the independent ERP consultant will assist the College in the timely development of a Request for Proposals (RFP's) by July/August 2012 allowing submittal of proposals in August/September 2012. It is also the goal of the College to work with the independent ERP consultant to schedule finalist interviews/demonstrations/negotiations in October 2012 as to be able to submit to the TCC District Board of Trustees in November 2012 a recommendation to authorize College administration to negotiate and enter into a satisfactory contract.

d) RFQ Objectives

It is the College's objective to solicit the submittal of proposals from the most qualified independent ERP consultant. This consultant will be required to provide the College's consulting services including, but not limited to:

- A. Review of the College's current ERP systems.
- B. Review all current ERP systems, offerings and opportunities.
- C. Assess all available ERP solutions as their ability to fit the College's needs.
- D. Meet with the College's RFP evaluation committee to provide an overview of their observations of A- C above and recommendations for future plan design for the RFP/implementation.
- E. Incorporate input /direction from the College RFP Evaluation Committee into developing a draft RFP for a new ERP system.
- F. Assist the College in comparative analysis of submitted proposals using a spread sheet.
- G. Meet with the College as a resource for in scheduled RFP pre-proposal meeting, public evaluation meeting(s), finalist interviews and or negotiation meetings as scheduled by the College.
- H. Provide expert assistance in the scheduling and implementation of College chosen ERP system.

If approved by the College administration, the independent ERP Consultant would be offered an initial contract period of July 9, 2012 through July 8, 2013 with five (5) additional one year optional renewal terms. Renewal of each term is subject to satisfactory performance, continued need,

mutually agreeable terms and conditions and College administration approval of extension. Any resultant contract would include for both parties a 60-day termination provision without cause.

e) Proposal Guidelines/Scope of Services

- a. The proposer/awarded contractor shall be prepared to begin full scale operations on July 9, 2012.
- b. TCC would provide to the awarded contractor access to College contracts, and schedule meetings with appropriate College staff as requested and needed.
- c. Awarded independent contractor will provide all labor and materials to complete the scope of work defined herein. Final negotiated consulting contract is intended to be "inclusive" of any/all labor, benefits, travel, and lodging and per diem costs. As such based upon past historical contract experience please include with your qualification a "range" of consulting fee lump sum estimates/cost you would project this type consulting agreement (as defined herein) would cost the College.
- d. Please describe in your RFQ 2012-07 submittal, how your firm would propose meeting the scope of services of this RFQ 2012-07 including defining in your proposal a proposed schedule of, milestones and tasks to be scheduled and accomplished.
- e. This is a request for qualifications from qualified independent consultants to provide the services described herein. Interested parties are encouraged to propose the methodology, work schedule, higher educational standard fee structure or additional services they feel will best meet the needs of the College however, the College reserves the right to select all or any portion of the proposed services.
- f. RFQ #2012-07 proposals will be accepted **only from independent consultants who must not be affiliated with any ERP provider as an agent or broker**, or in any way profit from the sale of an ERP system. Proposers must make a statement in their proposal regarding their independence and may be automatically disqualified if it is subsequently learned that the proposer is not independent.
- g. Proposers shall describe the range of their available services, with emphasis on evaluating various ERP systems matching them to the clients' specific needs. Description of available services shall also include the proposer's type and years of consulting experience in ERP evaluation, preparation of specifications and RFPs, contract negotiations, purchase recommendations and feasibility studies.
- h. **To be responsive**, all proposers will provide the professional credentials of the specific consultant(s) who will be assigned to perform the requested services for TCC, to include degrees, professional credential designations, and years of experience in independent ERP consulting and number of years with your firm.
- i. **To be responsive**, at least three (3) references, client's names, contact person name and email address, and phone number including a description of work performed for each, shall accompany all RFQ submittals and at least three clients shall timely submit to the College directly a completed Reference Check 'Attachment J' form as defined herein.
- j. **Proposers shall provide** with their proposal their higher educational rates/discipline, indicating how charges are made. For example, hourly rates/fees, and how expenses are charged. Any minimum, maximum, or flat fees (including "not to exceed" hours) will be described. The proposer will indicate the steps to be taken in accomplishing each of the services requested and the projected costs to develop and publish RFP's.

- k. It is assumed that the awarded consultant will meet with, review and discuss the current ERP system with appropriate College staff as a step in the preparation of the ERP RFP solicitation.
- l. TCC will use its best efforts to make available to the awarded consultant both staff to meet and any information or data required for the performance of the consultant's services.
- m. Selection of consultant will be based on criteria defined in Section 9 and in part on:
 - Responsiveness of the written qualification proposal to the purpose and scope of the desired services.
 - Professional qualifications and demonstrated experience/reputation of the specific individuals to perform the desired services.
 - Experience with public entities, with preference given to experience in Florida government or public, state, or community colleges and/or educational institutions.
 - Timeliness for completion of defined work.
- n. The College as a political subdivision of the State of Florida advises proposers that qualification submittals, pursuant to Florida Statute #119, will become public records thirty (30) days after submittal or date of posting whichever happens first.

f) Inspection of Facilities/Review Information

TCC desires to provide Vendors with an opportunity to independently inspect facilities; collect, review and verify data and information provided by or on behalf of TCC. TCC assumes no responsibility or liability for the adequacy, accuracy or completeness of any information provided in this RFQ, previously provided to you, or otherwise, by TCC, its agents, employees or representatives. Each Vendor agrees to waive any claim or defense to any claim relating to the adequacy or sufficiency of any information provided prior to the execution of the contract.

TCC reserves the right to revise, add or delete any provision in this RFQ prior to awarding this contract. If a material revision, addition or deletion occurs before the date proposals are due, TCC shall issue a written addendum. If a revision, addition or deletion occurs before execution of the contract, the change shall be incorporated into the final document

g) Permits, Licenses and Insurance Documentation

The Provider shall have and at all times maintain current copies of all required state and federal licenses, permits, and registrations. The Board of Trustees, Tallahassee Community College, Florida shall be named as additional insured on all policies.

Prior to commencement of contract, the successful vendor shall provide the following:

INSURANCE FOR PROFESSIONAL SERVICES

The "awarded" contractor shall furnish a current Certificate of Insurance to the College Purchasing Manager prior to contract award / commencement of the work, as well as a copy of its GL policy Ryder/endorsement that ensures the College will be provided 30 days written notice if its policy lapses for any reason. This certificate must include the **College RFQ Number (2012-07)** and be effective for the term of the contract

and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-.

The college's required insurance coverage's and minimum limits of liability are as shown below:

Commercial General Liability*	\$1,000,000 Each Occurrence
Coverage – Occurrence Form Required	\$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit Each Accident
Workers Compensation and Employers Liability	Workers Compensation Statutory Limits \$100,000 E. L. Each Accident \$100,000 E. L. Disease Each Employee \$100,000 E. L. Disease Policy Limit
Errors & Omissions and/or Professional Liability	\$1,000,000 Each Occurrence \$1,000,000 Annual Aggregate

*Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering any resultant contract, agreement or Purchase Order, or lease, broad form property damage, and property damage resulting from explosion, collapse or underground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C medical payment is not required. The College requires General Liability Insurance policies include a waiver of subrogation in favor of the College.

9 Instructions for Preparing Proposals

Each proposal shall be prepared simply and economically, providing a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFQ. Emphasis in each proposal shall be on completeness and clarity of content. In order to expedite the evaluation of proposals, it is essential that proposers follow the format and instructions contained in the Proposal Submission Requirements (with particular emphasis on the **Mandatory Responsiveness Requirements**).

Proposals are due at the time and date specified in the Calendar of Events, Proposals Due/Proposal Opening, Including Review of Mandatory Responsiveness Requirements (Fatal Criteria) and shall be submitted to Tallahassee Community College, Purchasing Department, Hinson Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304. Proposals received late shall not be considered and no

modification by the proposer of submitted proposals shall be allowed. No College staff shall be held responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.

Any proposal submitted shall have prices firm for at least 90 days from public opening to allow adequate time for college evaluation and college administration approval as well as contract negotiation and execution.

Before award, the College reserves the right to seek clarifications or request any information deemed necessary for proper review of submissions from any proposer deemed eligible for contract award. Failure to provide requested information may result in rejection of the proposal.

The College shall not be obligated to pay for information obtained from or through any proposer prior to entering into a contract with the successful proposer. Once opened, proposals become the property of the College and shall not be returned to the proposers.

1) Proposal Submission Requirements - Mandatory

a. Tab 1 – Transmittal Letter with Executive Summary

The Proposal shall include a Transmittal Letter with Executive Summary (narrative) synopsis of the proposer's method of delivering the required services in compliance with the minimum requirements and Scope of Service outlined in the RFQ. The synopsis shall contain sufficient detail addressing all elements of the required services and shall be prepared in such a manner that shall clearly indicate the proposer's understanding of, and intent to comply with, the requirements set forth in the RFQ. The Transmittal Letter with Executive Summary shall be signed by a representative of the proposer authorized to bind the corporate entity submitting the proposal and shall be inserted under **Tab 1** of the Proposal.

The Transmittal Letter with Executive Summary shall also contain information addressing each of the following requirements:

- i. **Information indicating that the Proposer is a corporation or other legal entity**, if applicable.
- ii. **Information indicating whether the Proposer intends to utilize sub-consultants** and if so, the name, component/type of work to be performed and FEID number of all sub-consultants that shall be utilized (for other than direct service delivery) shall be submitted with the proposal document. Use of sub-consultants must be in accordance with this Proposal.
- iii. **Information on the proposed project team identifying each team member**, skills, background, technical achievements and experiences.

The proposer shall also provide the following:

- iv. **A statement from any proposed subcontractor acknowledging acceptance** of and intent to be bound by the Contract terms to be included in the College's Contract should the proposer be awarded a Contract resulting from this RFQ. The statement shall bear an original signature from a person authorized to legally bind the subcontractor.

- v. **Proof that the Proposer is registered to do business in Florida**, evidenced by Articles of Incorporation or Fictitious Name Registration or Business License and, if applicable, a copy of the most recent Certification of Good Standing. (This information may be obtained from the State of Florida's, Secretary of State's Office). In addition, the Proposer's document number or fictitious name file number, if applicable, must be provided as well as assurances that, if necessary, any sub-consultants proposed shall also be licensed to do business in Florida.
- vi. **The Proposer's federal tax identification number** or social security number, as applicable to the legal entity that shall be performing the services under the Contract.
- vii. **A statement disclosing the name of any officer, director, employee or other agent who is an employee of TCC** or a member of TCC's District Board of Trustees who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer or its affiliates, including parent corporations. If no, a statement to that effect, as applicable, shall be provided.
- viii. A statement affirmatively certifying that the Proposer has no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFQ.
- ix. **The Proposer's e-mail address** or a statement certifying that an e-mail address shall be available for the firm's Representative by the start date of any contract resulting from this RFQ.
- x. The proposer shall provide for both the firm and firm's personnel, copies of any and all documents regarding **complaints filed** (civil, criminal and/or regulatory), investigations made, warning letters or inspection reports issued, or any disciplinary action imposed by Federal or State oversight agencies within the past ten (10) years.
- xi. **Proposer shall also indicate whether firm or firm's personnel have ever been convicted** of fraud or of deceit or unlawful business dealings whether related to the services contemplated by this RFQ or not, or entered into any type of settlement agreement concerning such findings or other charges of fraud, or any other type of dealings contrary to federal, state, or other regulatory agency regulations. Proposer shall provide copies of all records in this regard and shall identify the amount of any payments made as part of any settlement agreement, consent order or conviction.

b. Tab 2 – Proposer's Business/Corporate Background - Mandatory

The Proposal shall include a (narrative) synopsis of the Proposer's Business/Corporate background and past education and experience addressing the following requirements and insert under **Tab 2** of this Proposal.

i. Business/Corporate Background

The background of the Proposer and each subcontractor (if subcontracting is indicated), which, at a minimum, shall include:

- a) Date established;
 - b) Ownership (public company, partnership, subsidiary, etc.);
 - c) Primary type of business and number of years conducting primary business;
 - d) List of all officers of the firm indicating the percentages of ownership of each officer, and the names of the Board of Directors, if applicable; and
 - e) National accreditations, memberships in professional associations or other similar credentials.
- ii. **Summary of any penalties or sanctions** imposed or findings or convictions for fraud, or for any other offenses (including pleas of nolo contendere) of any kind brought by any federal, state, or other regulatory agency against the proposer, proposer's corporate staff, or any entity affiliated with the proposer, including, but not limited to a parent company and/or divisions or subsidiary companies controlled by parent company that have worked with the proposer's entity including work as a partner, joint venture or subcontractor (proposer shall identify the amount of any payments or fines imposed in regard to any of the foregoing).

Note: The College reserves the right to use all information provided in determining responsibility of vendor, as well as any other information the College may obtain through any means that bears on the issue of responsibility.

c. Tab 3 – Attachment A - Drug-Free Work Place Form – Mandatory

The proposer shall complete and return Attachment A – Drug-Free Work Place Form of this RFQ and insert under **Tab 3** of the Proposal.

d. Tab 4 – Attachment B - Minority & Women Owned Business Declaration Form – Mandatory

The proposer shall complete and return Attachment B – Minority & Women Owned Business Declaration Form of this RFQ and insert under **Tab 4** of the Proposal.

e. Tab 5 - Attachment C – W-9, Request for Taxpayer Identification Number and Certification Form – Mandatory

The proposer shall complete and return Attachment C – W-9, Request for Taxpayer Identification Number and Certification Form of this RFQ and insert under **Tab 5** of the Proposal.

f. Tab 6 - Other Required Forms – Attachments D & E – Mandatory

Attachment D –TCC's Vendor Application Form

The proposer shall complete and return Attachment D – TCC's Vendor Application Form of this RFQ and insert under **Tab 6** of the Proposal.

Attachment E - Vendor Signature Sheet

The proposer shall complete and return Attachment E – Vendor Signature Sheet of this RFQ and insert under **Tab 6** of the Proposal.

g. Tab 7 - Proposer's Financial Statement – Mandatory

The purpose of this subsection is to provide the College with a basis for determining the proposer's financial strength, competence and experience.

Unless otherwise stated, the proposer shall supply in hard copy the following information for the legally qualified corporation, partnership or other business entity submitting the proposal under this RFQ that shall be performing as "the Contractor" and insert it under **Tab 7**.

- i. The most recently issued audited financial statement (or if unaudited, reviewed in accordance with standards issued by the American Institute of Certified Public Accountant). All statements shall include the following for the most recently audited (immediate past) year:
 - ii. auditors' reports;
 - iii. balance sheet;
 - iv. statement of income;
 - v. statement of retained earnings;
 - vi. statement of cash flows;
 - vii. notes to financial statements; and any written management letter issued by the auditor to the management, the board of directors or the audit committee, or, if no management letter was written, a letter from the auditor, stating that no management letter was issued and that there were no material weaknesses in internal control or reportable conditions otherwise to report.

Failure to provide any of the aforementioned financial information may result in proposal disqualification.

NOTE: The College acknowledges that privately held corporations and other business entities are not required by law to have audited financial statements. In the event the proposer is a privately held corporation or other business entity whose financial statements are audited, such audited statements shall be provided. If the privately held corporation or other business entity does not have audited financial statements, then unaudited statements or other financial documentation sufficient to provide the same information as is generally contained in an audited statement, and as required below, shall be provided.

The College also acknowledges that a Proposer may be a wholly-owned subsidiary of another corporation or exist in other business relationships where financial data is consolidated. Financial documentation is requested to assist the College in determining whether the proposer has the financial capability of performing the Contract to be issued pursuant to this RFQ. The proposer **MUST** provide financial documentation sufficient to demonstrate such capability including wherever possible, financial information specific to the proposer itself.

All documentation provided shall be reviewed by the college and should, be of the type and detail regularly relied upon by the certified public accounting industry in making a determination or statement of financial capability. The proposer shall include the Financial Statement and insert under **Tab 7** of the Proposal.

i. Tab 8 – Staffing and Personnel – Mandatory

Staffing and Personnel:

The Proposal shall include a consolidated personnel/staffing plan that includes, but is not limited to:

- ✓ Brief job profiles and job descriptions for staff members who shall serve this account. Include years with the firm, educational background, past experience, etc.
- ✓ Resumes for the proposed project management team for this account. Also include resumes for the principals of the firm and any other management personnel with responsibility or support functions with this account.

The proposer shall include the Staffing and Personnel and insert under **Tab 8** of the Proposal.

j. Tab 9 – Attachment F - Addendum Acknowledge Form – Mandatory

It is **mandatory** that the proposer **complete and return** all **Addendum Acknowledgement Form(s)** for this RFQ and insert under **Tab 9** of the Proposal.

Should any revisions/clarifications/supplemental instructions be needed, the College shall issue a written addendum to all proposers who received a RFQ package from the Purchasing Department. **It is the proposers' responsibility to check with the Purchasing Department prior to submitting a proposal to make sure they have not missed any issued addendums.**

The College shall also post all addenda and materials relative to this procurement on the TCC Purchasing website: <http://www.tcc.fl.edu/purchasing>. Interested parties are responsible for monitoring this site for new or changing information relative to this procurement.

10 Evaluation of Proposals

Proposal tabulations shall be posted on the TCC Purchasing website and on the State of Florida's Vendor Bid System for review by interested parties prior to submission through the appropriate approval process to the District Board of Trustees for final approval of award, and shall remain posted for a period of at least seventy two (72) hours - three (3) working days.

1) Evaluation Process

An evaluation process shall be conducted to evaluate all submitted proposals based upon the criteria noted in **Section 9 Evaluation Criteria / Basis of Award**. After the proposals are submitted and evaluated, TCC may ask each respondent to make a formal presentation at a time to be determined, approximately two (2) weeks after the proposal opening date. As the presentation meeting is not a requirement of this process, respondents should ensure that submitted proposals are complete and provide all relevant information essential for rating through

the evaluation process. Specific interest points may be different for each vendor. Presentations, if requested, shall not exceed forty (40) minutes and shall be followed by a fifteen (15) minute period in which the Evaluation Committee may ask questions. No proposer shall contact any member of the Evaluation Committee once proposals are submitted.

2) Evaluation Criteria/Basis of Award

The intent of the evaluation criteria is to award a contract to the best suited overall proposer as determined solely by the College. Proposals should be thorough and as detailed as possible so TCC may properly evaluate the proposer's capability to provide the specified services.

The College will organize an evaluation committee who will review responsive RFQ proposals submitted. The committee will meet in a public evaluation meeting (see Calendar of Events) and assign evaluation points for each criterion as defined herein. The committee will then total up each proposers points to determine which proposer would be considered a finalist. The committee would then conduct reference checks of finalists and optionally schedule an interview with all finalists or not, as deemed in the College's best interest. Recommendation ranking of proposers for this contract will be to that proposer scoring the overall highest evaluation points.

It is the College's intent that College administration be authorized to negotiate with the top ranked proposer a satisfactory contract, as deemed in the College's best interest. If a satisfactory contract cannot be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked proposer until a satisfactory contract #2012-07 can be negotiated and entered into.

The College reserves the right to consider all relevant and reasonable criteria, which may or may not be expressed in this Request for Qualifications, in selecting the successful Proposer. In analyzing the proposals, the College shall consider (along with all other relevant and reasonable criteria) the following criteria:

To be responsive proposers shall complete the "entire" **Section 10** labeled **Mandatory Questions & Proposers Responses**. The College evaluation committee will evaluate responsive written proposals submitted. Please assure your proposal follows the RFQ# 2012-07 numerical order format.

3) Mandatory Questions & Proposer Responses

10.3.01 Company Qualifications:

The committee evaluation will include reference to your company's past experience and unique qualifications providing independent ERP consulting services. The committee will assign up to 10 points to proposers based on the degree of their unique qualifications and "related" past experience. (0 –10 points)

- a. Name of proposer: _____
- b. Primary contact person: Name _____
Phone No.(____) _____
Fax No. (____) _____
E-mail. _____
- c. Location of most local:
Sales Office: _____
Consulting Office : _____
- d. Year proposer's business started? _____
- e. Year proposer began providing independent ERP consulting services? _____
- f. Year proposer began providing independent ERP consulting services as specified herein? _____
- g. Is independent ERP consulting operations your primary business? Yes__ No__.
- h. What percentage of your business is the result of independent ERP consulting? _____%.
- i. What are your company's national annual gross sales in ERP consulting? \$_____.
- j. To be responsive, proposers shall list below 3-5 related references of your providing similar independent ERP consulting services as defined in this RFQ: (Preference will be given to references that are for clients you have managed at least three (3) years.

Client	Contact Name	Phone #/Email Address	# Years of Contractual Relationship	\$ Value

k. Please list below the name of the company or subcontractors that will provide independent ERP consulting services? _____

Other? _____

l. At what locations do you currently provide similar services?

m. Describe below a brief overview of your company's unique qualifications.

n. Describe below your company's experience in providing independent ERP consulting services for higher education clients for three + years.

- o. How many independent ERP consultants' employees does your company have in Northeast Florida?
 _____ In Florida _____ In the USA? _____
- p. It is required you attach a sample of a ERP RFP you have developed for a higher education client within the past two years. (It is understood if you have to omit the name of the client in the sample "RFQ.) Have your attached a copy? ____Yes ____ No If no, please describe.

- q. Do you use ERP comparison tools or consultants with experience in ERP identification and selection experience to provide information you submit for the College to /consider? ____Yes ____No
 Please provide as examples designated as attachment labeled "Response to 10.3.01 (q)
- r. What experience do you have in working with College or University systems to determine needs for a complete ERP? _____

10.3.02

Proposed Project Staff Qualifications and Experience:

The committee evaluation will include your proposed staff being assigned to this project, their qualifications including, but not limited to:

- Your proposed independent ERP consulting organizational chart and regional and national support.
- Specific qualifications, educational background, and experience of specific consultant staff proposed to be assigned the College's account.

The committee will assign up to 25 points based on the proposed staffing plan and proposed staff qualifications. (0 – 25 points).

- a. To be responsive, proposers shall attach (**Label as 10.3.02 (a)**) a proposed project staffing plan that defines the proposed full-time independent ERP consultant employees that would be assigned to work on the College's account. Attached? Yes ____ No ____

- b. It is preferred proposers define below the name of each ERP consultant employee that is proposed to be part of your proposal and attach **(Label as Response to 10.3.02 (b))** a short bio/resume for each person that defines their formal educational degrees earned, related certifications, past related/unique related work experience and number of years they have worked for your firm.

Title	Employee's Name	Current Title	# of Years With Your Firm
Partner			
Consultant			
Jr. Consultant			
Other??			

- c. Do you have anyone on staff who has recently been involved in a new ERP evaluation, purchase, and implementation? _____ Yes _____ No

If yes name the individual, _____. Year involved and system they implemented.

- d. Provide a brief overview of the unique qualifications of the staff who will be assigned to this project.

- e. Describe below your proposed staff's experience in providing independent ERP consulting services for higher education clients for three plus years. _____
- _____
- _____

- f. List below pertinent career experience by current staff:

	Staff Member	Experience	To/From
Human Resources			
Finance			
Purchasing			
Payroll			
Financial Aid			
IT			
Student Information System			
Microsoft Environment Including Portal			
Data Warehouse and Business Intelligence			
LMS			

10.3.03 Scope of Services Proposed:

The committee evaluation will include both the proposer’s overall scope of services proposed and the extent of experience providing independent ERP consulting services. The committee will assign up to 15 points based on the breath of scope of services proposed meeting or exceeding the RFQ specifications and the functionality and prior experience in providing independent ERP consulting services (0 –15 points)

- a. Explain in detail how you would propose the College transition into a contract with your company. Include a proposed detailed timeline that includes major milestones, i.e. sign contract, review college plan documents, etc. **(Label as 10.3.03 a)**

- b. Does your qualifications proposal fully comply with all RFQ #2012-07 requirements?

Yes____ No____ (If no, please describe):

- c. Does your qualification proposal “exceed” the minimum requirements of this RFQ #2012-07

Yes____ No____ (If yes, please describe):

- d. If awarded the contract for RFQ 2012-07 can your company begin providing services on July 16, 2012, if the P.O. is issued on July 9, 2012 ?

Yes ____ No ____

- e. Does your company agree to all RFQ #2012-07 requirements and also agree to sign a contract without exception? Yes ____ No ____ (If no, define below deviations)

- f. Any resultant contract or contract amendment or contract renewal shall require a manual signature by both parties as opposed to use of e-signatures. Proposer shall define below any exceptions to this contract requirement. _____

- g. What sizes of organizations in number of employees has your company been selected to provide consultant services for ERP systems? _____
- h. By submitting a proposal, the proposer agrees that if the proposer's firm is awarded the contract, the firm must specify and meet the following stipulations in its resultant contract:
1. Act as an "independent contractor" and provide all supervision of staff, including paying all wages and salaries for personnel specified, including payment of all insurance as specified in Scope of Services Sought 8(g).
 2. Agree to a 60-day right of either party to request in writing termination of contract without cause or cost.
 3. Agree to a 14-day notice of default whereby either party shall be provided 14 days written notice to resolve any breach of contract terms and if said breach is not cured after 14 calendar days said contract can be terminated within 7 calendar days thereof.
 4. Include a hold harmless statement that the awarded contractor would defend and hold the TCC District Board of Trustees harmless from any third party as the result of contractor's, employees', subcontractors' or agents' negligence.
 5. Obtain the written approval of the College's marketing department before any advertisement is printed that contains the College's logo.
 6. Agree that TCC shall retain the right to request the awarded contractor replace an assigned consultant based on unsatisfactory customer service provided by said consultant.
 7. Agree to the condition that performance of work/contract requirements shall be governed by the laws of the State of Florida.

Agreed #1-7 Yes ____ No ____ If no, define exception below.

10.3.04 Prior Experience in Helping Develop, Issue, Evaluate, and Implement ERP RFP's.

The committee evaluation will include your prior experience in helping higher education clients develop, issue, evaluate, and implement an ERP RFP. The committee will assign up to 20 points based on the degree of prior experience. (0 – 20 points)

- a. Define below your prior experience in helping higher education clients develop, issue, evaluate, and implement an ERP RFP
- _____
- _____
- _____

- b. Define below the names of the last five ERP system provider recommendations you have helped your clients select and implement.

Client Name	Proposed ERP	ERP Selected

- c. How recent is your company's experience in contracts to develop, and issue ERP RFP's?
- _____

10.3.05 The committee evaluation will include your prior experience in development and evaluation of ERP solicitations and solutions. The committee will assign up to 20 points based on degree of knowledge and prior experience. (0 – 20 points)

- a. Explain the difference between CLOUD and HOSTED (onsite and off-site) solutions. What are the advantages and disadvantages of each? _____
- _____
- _____
- _____

- b. List any specific experience/involvement with higher education SIS solutions. (list solutions)

10.3.06

Finalist References:

The evaluation committee will review responsive proposals submitted including evaluating your references you defined in Section 10.01 (j) and completed surveys received directly from your clients as specified in Attachments I & J, and from other of your client references to quantify both the quality of your services provided and similar services. The committee will assign up to 10 points for exceptional references. (0 – 10 points)

- a. **Required Response Information:** : In order to evaluate the abilities of the proposer to perform the independent ERP consultant services requested, information about the proposer must be provided to determine your ability to meet all of the criteria, which are to be considered in the award(s) of this RFQ. This section identifies specific reference information that must be included in the proposal.

1. **References:** To be responsive all proposers providing a response to this RFQ **SHALL** have their clients timely submit directly to the College a minimum of three related references. Proposers must utilize the attached Performance Evaluation Survey form which is attached as Attachment J.

It is the proposer's responsibility to send this "**Attachment J**" form with a transmittal cover letter "**Attachment I**" to your reference clients providing the reference who in turn will complete the survey form and timely forward the completed reference form to the Purchasing Department at the **College**. All reference forms shall be submitted by your client directly to the College's Purchasing Department no later than 5:00 EDST on April 22, 2012. Forms submitted after that time will not be evaluated and your company will not receive consideration as part of the reference score by the evaluation committee.

- These references should preferably be from public higher educational clients directly related in which the proposer provided the same services as being proposed to the College.
- The references delivered must include as requested the name and address of your client and a contact person's telephone number/email address; a summary of the product offerings or services provided; and the approximate annual aggregate dollar volume of sales provided by your company to the specific client.

10.3.07

Finalist (Optional) Interview Demonstration:

The evaluation committee may schedule interviews and demonstrations of the proposer's qualifications and Statement of Work (SOW) solutions with any finalist (as deemed in the College's best interest). The committee will assign up to 50 points based on the finalist's demonstration of their understanding of the College's requirements and commitment to meeting or exceeding the College's minimum or preferred specifications. The College reserves the right to issue all finalists a best and final offer invitation, as deemed in the College's best interest. (0 – 50 points)

RFQ #2012-07

Independent ERP Consulting Services

Evaluation Criteria Matrix

RFQ Section #	Maximum Evaluation Points	Criterion	Proposer	Proposer	Proposer	Proposer
		Phase I				
10.3.01	10.0	Company unique qualifications.				
10.3.02	25.0	Project staff qualifications and experience.				
10.3.03	15.0	Scope of services proposed				
10.3.04	20.0	Prior Experience in Helping Develop, Issue, and Evaluate ERP RFP's				
10.3.05	20.0	IT Experience				
	90.0	Subtotal of Phase I				
		Phase II				
10.3.06	10.0	Finalist references				
10.3.07	50.0	Finalist (optional) interview				
	60.0	Subtotal of Phase II				
	150.0	Grand Total				

1) Attachment A - Drug-Free Work Place Form

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

(Name of Business)

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.*

2) Attachment B - Minority and Woman Owned Business Declaration

Minority/Woman Owned Business: Yes _____ N/A _____

If **Yes** please complete the form.

Minority and Woman Owned Business Declaration Form

Proposer hereby declares that it is a Minority/Woman Owned Business Enterprises, as defined by section 288.703, Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- () African American
- () Hispanic American
- () Native Americans
- () Asian American
- () American Woman

Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.

Proposer:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statutes 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employ 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51%

owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

- (3) "Minority person" means a lawful, permanent resident of Florida who is:
- a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
 - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
 - e. An American woman.
- (4) "Certified minority business enterprise" means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) "Department" means the Department of Management Services.
- (6) "Ombudsman" means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing proposals for changes in state agency rules.
- (7) "Financial institution" means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) "Secretary" means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.*

3) Attachment C – W9, Request for Taxpayer Identification Number and Certification

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.						
Print or type See Specific instructions on page 2.	Name (as shown on your income tax return)							
	Business name, if different from above							
	Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ☐ Exempt payee ☐ Other (see instructions) ▶							
	Address (number, street, and apt. or suite no.)							
	City, state, and ZIP code							
	List account number(s) here (optional)							
Requester's name and address (optional)								
Part I Taxpayer Identification Number (TIN)								
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.								
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%; text-align: center; padding: 5px;">Social security number</td><td style="width: 40%; text-align: center; padding: 5px;">or</td></tr><tr><td style="height: 30px; border: 1px solid black;"></td><td style="border: 1px solid black;"></td></tr><tr><td style="text-align: center; padding: 5px;">Employer identification number</td><td></td></tr></table>			Social security number	or			Employer identification number	
Social security number	or							
Employer identification number								
Part II Certification								
Under penalties of perjury, I certify that:								
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).								
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.								
Sign Here	Signature of U.S. person ▶	Date ▶						
General Instructions								
Section references are to the Internal Revenue Code unless otherwise noted.								
Purpose of Form								
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.								
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:								
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.								
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.								
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7).								
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.								
The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: • The U.S. owner of a disregarded entity and not the entity,								

Cat. No. 10231X

Form **W-9** (Rev. 10-2007)

This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.

4) Attachment D – TCC's Vendor Application Form

Vendor Application Form

Tallahassee Community College



Vendor Application

Company Name

FEIN/SSN:

If SSN, please provide copy of Business License. If provided, the SSN will be recorded and used for IRS (form 1099 reporting) purposes only.

Contact Information:

- () Initial Application
() Application Revision

Name

Title

() -

Phone Number

() -

Fax Number

Email

Organized as: (check one)

- () Individual () Partnership
() Corporation () Non-Profit
() Sole Proprietorship

***1099 required?** () Yes () No

Type of Business:

- () Professional Services
() Manufacturer
() Regular Dealer (type 1)
() Construction
() Regular Dealer (type 2)
() Printing Firm

State of Florida Commodity Code, if known:

-

Mailing Address:

Attention

Suite/PO Box

Street

City

State/ZIP

Note: If your company has more than one mailing address, please indicate on a separate sheet.

Remittance Address:

(If different from mailing address)

Attention

Suite/PO Box

Street

City

State/ZIP

Note: If your company desires to receive payments via electronic forms transfer (EFT), please indicate here () and provide your banking info below.

ABA - Account -

Vendor Status:

Is company certified as a "Minority Business Enterprise" ?

() Yes () No --If 'Yes', attach copy of current MBE/WBE certification.

If 'Yes', which check applicable category.

- () Black American
() Native American
() Hispanic American
() Asian American
() American Woman
() Other

Company Officers, Owners or Partners

Name

Title

Name

Title

Vendor Requirements:

☐ All vendors providing goods and/or services to TCC must complete this Vendor Application prior to issuance of a college purchase order.

☐ Unless directed otherwise by purchasing department personnel, all items must be shipped to the following address:

**Tallahassee Community College
Receiving Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895**

☐ Goods or services shall not be provided to college without an approved college purchase order.

If you desire to be added to the College's vendor bid list, please describe your primary business activity or description of commodities sold:

Certification:

I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the state of Florida, my company is in compliance with Florida Statutes, Ch # 112.313 (Conflicts of Interest) and that I have disclosed the name of any officer, director or partner who owns, directly or indirectly, an interest of five percent or more in the above company or any of its branches.

Authorized Signature Date

Printed Name & Title

Please complete, sign and return application. The application may also be faxed to (850)201-8506, or emailed to davisc@tcc.fl.edu

This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.

5) Attachment E – Vendor Signature Sheet

Vendor Signature Sheet

I, the undersigned, having the authority to bind my company for this proposal, hereby certify that I understand and accept the conditions as set forth in this request for proposal.

Further, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

PROPOSER'S LEGAL NAME _____

FEDERAL ID NUMBER _____

CITY, STATE AND ZIP CODE _____

TELEPHONE #(____) _____ FAX #(____) _____

BY SIGNATURE (Manual) _____

BY SIGNATURE (Typed) _____

TITLE: _____ DATE _____

Section XXXI: Affirmation

By submission of a proposal, proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract.

Section XXXII: Request for Proposal Terms

By submitting a proposal, the proposer acknowledges that he/she has read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFP. Each responding firm shall submit only one proposal. All proposals received shall remain firm for a period of one (1) year after the date specified for the receipt of the proposals.

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.*

6) Attachment F – Addendum Acknowledgement Form

ADDENDUM ACKNOWLEDGEMENT FORM
RFQ# 2012- 07
ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE
444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.201.8520
www.tcc.fl.edu

Sample

Bid No: RFQ # 2012- 07

Bid Title: ERP Consultant Services

Opening Date: April 23, 2012 @ 2:00 p.m.

ADDENDUM NO: One (1) Date: XXXXXXX, 00, 2012

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFP:

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFQ.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ DATE: _____

AUTHORIZED SIGNATURE

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFQ.*

7) Attachment G – Statement of No Proposal Submittal

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals to:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895

We, the undersigned, have declined to propose on the above referenced Request for Proposal for the following reason(s):

- ☐ Scope of Services or Terms and Conditions are too “restrictive.” (*Please explain below*)
- ☐ Unable to meet requirements
- ☐ RFP was unclear (please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of service or equivalent
- ☐ Unable to meet bond or insurance requirements
- ☐ Other (*please explain below*)

Remarks: _____

- ☐ Remove us from your “Proposer List”

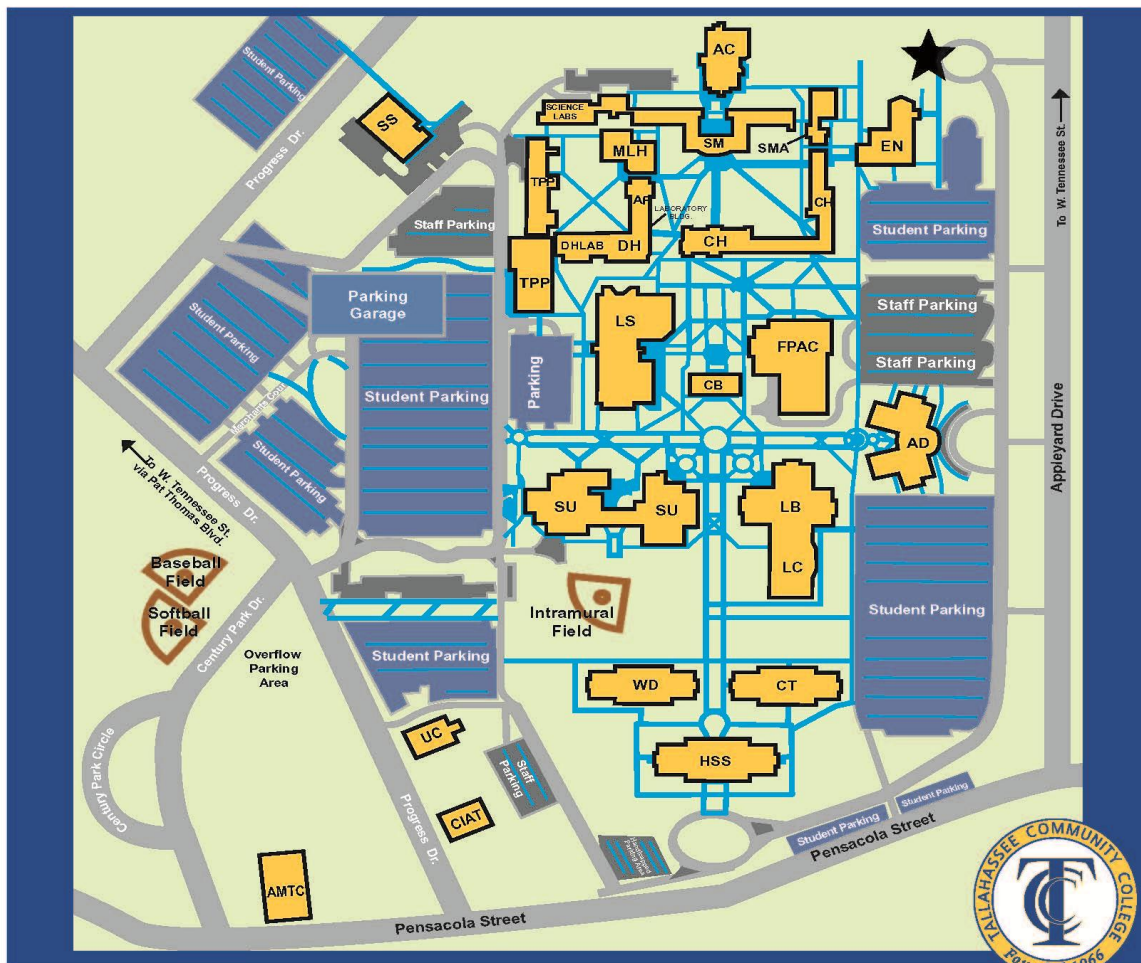
_____ Company Name	_____ Telephone
_____ Signature	_____ Fax
_____ Title	_____ Typed or Printed Name

Address, City, State & Zip Code

E-Mail Address and Website

If applicable, this form must be completed, signed and returned.

8) Attachment H – Campus Map



TCC CAMPUS MAP LEGEND

AC	Academic Computing Center	CT	Computer Technology Building	SU	Student Union
AD	Hinson Administration Building <i>Academic Affairs Administrative Services Business Office Communications and Public Information General Services and Procurement Human Resources Information Center Information Technology Office of the President TCC Foundation</i>	DH	Dental Hygiene Building <i>Dental Hygiene Lab</i>		<i>Bookstore Campus Life Career Center Cashier College Reach-Out Program (CROP) Disability Support Services Enrollment Services and Student Success Financial Aid Food Court International Student Services Student Activities Student Affairs Veterans Center</i>
AMTC	Advanced Manufacturing Training Center	EN	English Building	TPP	Technology and Professional Programs Building
AP	Academic Support Building	FPAC	Fine and Performing Arts Center <i>Center for Teaching Excellence Ralph Hurst Gallery TCC Fine Art Gallery Testing Center Turner Auditorium</i>	UC	University Center <i>Barry University Embry-Riddle Aeronautical University Flagler College Saint Leo University</i>
CB	Center Building <i>Campus Police Print Shop</i>	LS	Lifetime Sports Complex <i>Athletics Fitness Center</i>	WD	Center for Workforce Development
CH	Communications and Humanities Building	MLH	Judge Walter T. Moore Science Lecture Hall		
CIAT	Construction/Industrial Applied Technology Building <i>Thomas University</i>	SM	Science and Mathematics Building	★	Star Metro Bus Stop
		SMA	Science and Mathematics Annex		
		SS	Support Services Building		

Not Shown on Map: TCC Capitol Center, Florida Public Safety Institute, Quincy House, Wakulla Center

Attachment I

Tallahassee Community College

RFQ 2012-07

Proposer's Client Transmittal Letter

Date: _____

To: _____ (your client)

Email: _____

Phone: _____

Fax No: _____

Subject: Performance Evaluation of _____ (your company)

Number of pages including cover: 2

To Whom It May Concern:

Tallahassee Community College has implemented a process that collects past performance information on various vendors that provide **independent ERP consulting services** to the College. The information will be used to assist the College Evaluation Committee in the evaluation of the vendors which provided services to your agency or company.

The company listed in the subject line above has chosen to participate in this program. They have listed you as a past client that they provided services for. Both the Company and Tallahassee Community College would greatly appreciate you taking five to 10 minutes out of your busy day to complete the accompanying questionnaire.

Please review all items in the following **Attachment J** and answer the questions to the best of your knowledge. If you cannot answer a particular question, please write "N/A". **Please have the client return this questionnaire directly to Bobby Hinson, Purchasing Manager, by 5:00 p.m. 4/22/12 or earlier by email to hinsonb@tcc.fl.edu.**

Thank you for your time and effort.

Bobby Hinson

Purchasing Manager

Tallahassee Community College

Attachment J

Tallahassee Community College

RFQ 2012-07

INDEPENDENT ERP CONSULTING SERVICES

REFERENCE PERFORMANCE EVALUATION SURVEY (shaded area to be completed by RFQ proposer)

Client Company Name: _____
 Point of Contact: _____
 Phone number and Email Address: _____
 Fax No. () - _____
 Proposer Company Name (who listed your company as a reference): _____

Client representative providing the reference (name and title): _____

Phone numbers and email address of individual providing the reference: _____

Date(s) of Service: _____ Annual Aggregate Dollar Amount of Service: \$ _____

Please evaluate the performance of the Proposer noted above using the following scales:

4 = Exceptional (always exceeds your expectations)

3 = Good (meets defined minimum requirement and occasionally exceeds your expectations)

2 = Average (meets minimum requirements)

1 – Does Not Meet Minimum Standards

0 = Do Not Hire (our company would not hire them again)

No.	Independent ERP Services reference Criteria	Scale Range	Your Score
1	<u>Quality of Service</u> as it relates to the ability to provide the specified service.	1 – 4	
2	Ability of the account representative to timely resolve issues.	1 - 4	
3	Satisfaction as to personnel in providing consulting services.	1 – 4	
4	Accuracy in invoices <u>and related discounts</u> .	1 – 4	
5	Overall satisfaction on <u>delivery of the service</u>	1 – 4	
6	Overall customer satisfaction and hiring this proposer company again based on performance (comfort level in hiring proposer company again)	1 - 4	
7	Ability of proposer to meet project deadlines and stay on plan	1 - 4	
8	Ability of consultant to understand the client's business and particular requirements	1 - 4	
9	Value added from proposer's contracts and experience as systems consultant	1 - 4	
10	Overall understanding of the proposer of a variety of systems and platforms	1 - 4	

Overall Comments:

Please e-mail to hinsonb@tcc.fl.edu.