

IOWA STATE UNIVERSITY
REQUEST FOR PROPOSAL NUMBER 60565
FOR
CONSULTANT SERVICES FOR
IMPLEMENTATION OF KUALI GENERAL LEDGER
AND CHART OF ACCOUNTS

Purchasing Department
3616 Administrative Services Building
Ames, Iowa 50011-3616

November 26, 2008

RFP No. 60565

SECTION I
PROPOSAL INFORMATION AND INSTRUCTIONS

- 1.0 Introduction This Request for Proposal (RFP) will result in the award of a contract(s) for consultant services for the implementation of Kuali General Ledger and Chart of Accounts for Iowa State University. Bidders should read all proposal materials carefully and note the due date.

All questions and comments in reference to this Request for Proposal must be directed to:

Karl Wendt
Purchasing Agent
3616 Administrative Services Bldg.
Iowa State University
Ames, IA 50011-3616
Telephone 515-294-8621
kwendt@iastate.edu

- 1.1 Parties to the Contract Bidders must identify all parties who will be involved with performance of the contract. By submitting a proposal, the bidder warrants that all parties to the contract have received a copy of this RFP and that the bidders' response is acceptable to these parties.
- 1.2 Scope of the Contract The Contract awarded as a result of this RFP would be for consultation to Iowa State University with the implementation and installation of the Kuali Financial System (KFS) general ledger and chart of accounts.
- 1.3 Each Company, by submitting a proposal, acknowledges its representative has:
- 1.3.1 Read and completely understood the proposed Contract Documents contained in this RFP. The Contract Documents shall consist of this RFP (Proposal Information and Instructions, Terms and Conditions of the Contract, Scope of Work, Proposal Content, Form of Proposal, and all attachments), any subsequent Addenda issued by ISU, Bidders response to this RFP, and any agreement that results from this RFP.
- 1.3.2 Based their proposal upon the requirements described in the proposed Contract Documents.
- 1.4 Receipt and Opening of Proposals
- 1.4.1 Proposals are to be submitted in an envelope, box, or package labeled "Proposal 60565: KUALI Consultant". Proposals must be received in the ISU Purchasing Department, 3616 Administrative Services Building, Ames, Iowa 50011-3616, by 3:00 P.M., central time, on December 30, 2008. Any proposal received after the time specified for the receipt of proposals may not be considered and may be returned unopened to the sender as non-responsive.

Proposals, which are delivered personally, are to be brought to the Purchasing Department receptionist's desk located at the south entrance of the 1st Floor

Administrative Services Building (ASB). The ASB is located southwest of the intersection of Stange Road and 13th Street on Wanda Daley Drive.

One (1) original and one (1) electronic copy of the proposal are to be submitted to the ISU Purchasing Department in response to this RFP. Electronic copy can be in the form of a CD, thumb drive or emailed version of the RFP.

- 1.4.2 ISU reserves the right to accept or reject any or all proposals and to waive any irregularities, technicalities, or informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Company. ISU reserves the right to request additional documents or proposal clarifications after the due date and time for proposal submission.
- 1.4.3 Company's legally authorized representative (Officer of Company) shall sign the proposal. The official name, address, telephone, and fax number and e-mail addresses are to be stated on the proposal form.
- 1.4.4 No responsibility will be attached to any person for premature opening of a proposal not properly identified.
- 1.4.5 The laws of the State of Iowa require the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Proposals marked entirely confidential or proprietary may be rejected. Pricing information and other offers cannot be considered proprietary information.

Failure to list all proprietary sections of the submitted proposal in the space provided in Section 5.6 (p.14), shall relieve ISU personnel from any responsibility, should such information be viewed by the public, a competitor, or be in any way accidentally released.

- 1.4.6 All opened proposals become the property of ISU and will not be returned to the offeror.
- 1.4.7 Prior to the date and time designated for receipt of proposals, proposals submitted early shall be withdrawn only by written notice to ISU. Such notice shall be received by ISU prior to the designated date and time for receipt of proposals.
- 1.4.8 Withdrawn proposals may be resubmitted up to the time designated for receipt of proposals provided that they are then fully in conformance with these Proposal Instructions and Conditions.
- 1.4.9 No proposal may be modified or withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receipt of proposals.
- 1.4.10 All erasures or corrections are to be initialed by the person(s) signing the proposal.
- 1.4.11 Failure to comply with the requirements of this RFP or evidence of unfair bidding procedures may be cause for rejection of the proposal. Failure to supply

information requested may also be cause for rejection of the RFP as being non-responsive.

- 1.4.12 This Request for Proposal does not commit ISU to make an award, nor will ISU pay any costs incurred in the preparation and submission of proposals, costs incurred in making necessary studies for the preparation of proposals, or any travel or personnel expenses associated with trips to ISU.
- 1.5 Addenda Any and all interpretations, corrections, revisions, and amendments shall be issued by the ISU Purchasing Department to all known holders of the Bid Documents in the form of written addenda. Except for addenda modifying the proposal due date or canceling the Request for Proposal, such addenda shall be issued so as to be received at least five (5) days prior to the time set for receipt of proposals. All addenda so issued shall become part of the Contract Documents and shall be acknowledged in the Form of Proposal.
- 1.6 Exceptions to Contract Documents Company shall clearly state in the submitted proposal any exceptions to, or deviations from the Scope of Work (Section III), and any exceptions to the provisions, terms, and conditions of this RFP included in Section I and terms and conditions of the potential agreement described in Section II. Such exceptions or deviations will be considered in evaluating the proposals. Any exceptions should be noted on Attachment A and returned with the submitted proposal. Companies are cautioned that exceptions taken to this RFP may cause their proposal to be rejected at the sole discretion of ISU. Exceptions not stated on Attachment A will have no effect.
- 1.7 Qualification of Company ISU shall make such investigations as deemed necessary to determine the ability of Company to provide the expected goods or services. ISU reserves the right to reject any bid if the evidence submitted by, or investigation of, such Company fails to satisfy ISU, in its sole opinion, that said Company is properly qualified to carry out the obligations specified herein.
- 1.8 Vendor Database Bidders must have a current vendor application on file in order to receive an award resulting from an RFQ/RFP. Please visit the vendor application website (shown below) for instructions on the vendor application process.
http://www.public.iastate.edu/~purchasing/vendor_app_process.htm
- 1.9 Electronic Copies of the Bid Vendors may request electronic copies of the RFP by contacting Karl Wendt at kwendt@iastate.edu or by accessing ISU's bid website at http://www.public.iastate.edu/~purchasing/vendors_quotes_out.htm
- 1.10 Proposal Evaluation The Evaluation Criteria utilized for this Request for Proposal will be based upon, but not limited to, the following criteria which are listed in no particular order:
- Company profile.
 - Proposed consulting rates
 - Experience with KualI implementations
 - Proposed Staff

- References and client lists
- Staff profiles
- Experience with Cognos reporting software
- Availability
- Proposed timeline

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SECTION II
TERMS AND CONDITIONS OF THE CONTRACT

2.1 Definitions

The University The University is Iowa State University (ISU). The term University means the University or the University's authorized representative.

The Company The Company is the person or organization to which the University will issue a contract purchase order, when/if award of this Request for Proposal is made. The term Company means the Company or the Company's authorized representative.

The following conditions will apply to any contract awarded as a result of this RFP:

2.2 Assignment This contract may not be assigned or transferred by either party without the prior written consent of the other party.

2.3 Non-appropriation of Funds Notwithstanding other provisions of any award resulting from this RFP, if funds anticipated for the fulfillment of this agreement are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the federal government to provide funds or the program under which funds were provided is altered, then ISU shall have the right to terminate this agreement without penalty by giving not less than thirty (30) days written notice documenting the lack of funding or program change.

2.4 Immunity from Liability Every person who is a party to this Agreement is hereby notified and agrees that ISU, and its agents, successors, and assigns are immune from liability and suit for or from Company's activities involving third parties and arising from this Agreement.

2.5 Indemnification To the extent permitted by law (including the Iowa Tort Claims Act, Iowa Code Chapter 669), each Party shall indemnify and hold the other harmless from and against liabilities, losses, damages, claims, or causes of action, and any connected expenses that are caused, directly or indirectly, by or as a result of the negligent performance by each other (or by their agents or employees) of this Agreement, except that nothing herein shall be construed to require either Party to indemnify the other Party from that Party's negligence.

2.6 Code of Fair Practice Company shall not discriminate against any employee or applicant for employment because of race, color, religion, sexual orientation, gender identification, marital status, national origin, sex, age, or physical or mental disability, or status as a US veteran. Company shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, or physical or mental disability or status as a Vietnam-era/disabled veteran, except where it relates to a bona fide occupational qualification. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship. If applicable to this agreement, Company shall comply with the provisions of Federal Executive Order 11246 as amended by Executive Order 11375. In

the event of Company's non-compliance with this section 2.7 or with any of the aforesaid regulations, this contract may be canceled, terminated or suspended in whole or in part, without penalty to the Board of Regents, State of Iowa, the University, or the State of Iowa, and Company may be declared ineligible for further contracts with Board of Regents, State of Iowa, institutions.

- 2.7 Subcontractors Company is specifically advised that any person, firm, or other party to whom it awards a subcontract under this Agreement must be approved in advance and be acceptable to ISU. The Company is responsible for all acts of its Subcontractors, as well as the Subcontractors' performance of delegated duties. Company shall be solely responsible for payment to all subcontractors or secondary suppliers that the Company may engage for the completion of any contractual agreement with ISU.
- 2.8 Amendments to the Agreement When awarded, the Agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties hereto, which consent shall be evidenced by a written amendment to the Agreement executed by both parties.
- 2.9 Laws Terms and provisions of this Agreement shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this Agreement shall be instituted in the appropriate courts in the State of Iowa.
- 2.10 Advertising Company shall not use or reference the name of Iowa State University as a part of any commercial advertising without prior written approval of ISU's central administration and its Trademark and Licensing Office.
- 2.11 Taxes ISU is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Company's employee's wages. ISU is exempt from State and Local Sales and Use Taxes on the services. A Tax Exemption Certificate will be furnished upon request.
- 2.12 Access to Company Records/Audits The Company agrees to keep and provide full access to all records that pertain to ISU throughout the period that the Agreement remains in effect and for a minimum of seven (7) years after the Agreement is terminated, unless required to retain for a longer period by state or federal statute.
- 2.13 Termination
- 2.13.1 If Company is adjudged bankrupt or makes a general assignment for the benefit of creditors, if a receiver is appointed on account of Company's insolvency, if Company repeatedly refuses or fails to supply enough employees, management staff, or equipment to adequately provide timely delivery or services for ISU, or if Company is otherwise guilty of a substantial violation of the Contract Documents, ISU may terminate the Agreement after giving Company a minimum thirty (30) days written notice, without penalty to ISU.
- 2.13.2 In any case where Company has failed to provide services or has provided nonconforming services, ISU shall provide a Cure Notice. If after notice Company continues to be in default, ISU may procure services from another source and terminate the Agreement, without penalty to ISU.

2.14 Severability of the Agreement In the event any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision, but shall be construed as if such invalid or unenforceable provision had never been contained. Further, in the event that any provision shall be held to be unenforceable by virtue of its scope, but may be made enforceable by a limitation thereof, such provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.

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SECTION III
SCOPE OF WORK

3.1 Description of the Contract Iowa State University (ISU) is interested in selecting a consultant to advise with the implementation and installation of the Kuali Financial System (KFS) general ledger and chart of accounts.

3.2 Background ISU has done preliminary system analysis and attribute mapping but since the existing accounting system was designed and developed internally over the past three decades, the ISU implementation is unique and presents issues that have likely not been experienced by institutions that are converting an existing ERP system. In addition, ISU is one of the first institutions to attempt an installation without any personnel having had the opportunity to serve on the KFS functional council and learn first hand about KFS while the product was being developed.

ISU has committed to becoming an investing partner in Kuali Coeus and Kuali Rice and needs an understanding of how KFS and Kuali Coeus overlap or are integrated. While there are no immediate plans to implement KFS beyond the general ledger and chart of accounts, adding further modules at some time in the future is a possibility and the design of the chart of accounts should enhance that integration.

3.3 Current System The following are characteristics of the current ISU accounting and data systems:

3.3.1 Accounting is done on the cash basis throughout the year. After year-end close, summarized data is downloaded into an Access database, accruals are recorded and financial statements developed. These "off the books" transactions are not brought into the primary accounting system. While unconventional, the Auditor of State has commended ISU for its flexible and responsive system.

3.3.2 The campus community can access financial data using our web-based application called WebFM. WebFM enables one to view data summarized by account, subaccount, or fund or by transaction. This application appears to be at least comparable to, if not superior to, what we have seen at peer institutions and we desire to keep this, or similar, functionality.

3.3.3 WebFM is based on DB2 tables and COBOL programs using JSP's for display. The system is primarily for display and the normalized tables are queried by clients.

3.3.4 ISU has purchased Cognos BI 8.3 to analyze, report, and access data in ISU's data warehouse. We want to consider leveraging these reporting capabilities as a possible solution for a replacement of WebFM.

3.4 Project Goals The goals for implementation of the Kuali general ledger and chart of accounts are:

3.4.1 Development of a general ledger that enables accrual, double-entry accounting with the ability to create GAAP financial statements. The existing Access database will only run on Microsoft Office 2003 and accordingly, we need data

from KFS to meet this need.

3.4.2 Support the new business process changes brought about by the recent move to a responsibility centered management model.

3.4.3 Migration to a contemporary systems architecture that will better position ISU for future acquisitions of major ERP components

3.4.4 Minimal disruption to campus except for planned process improvements

3.5 Scope of Work The consultant is asked to review the financial systems at Iowa State University providing the functions of general ledger and chart of accounts and give recommendations on the methodology for integration with Kuali Financial Systems general ledger and chart of accounts systems. This RFP only requires a response to cover Task 1. However, there is a possibility of expanding the engagement to some or all of Tasks 2-6 depending on the results of Task 1. The deliverable for Task 1 is a report describing the options including the pros and cons and estimated timelines for implementation. For each option, this report should address the:

Impact on existing business processes

Impact on changing our technical architecture

Impact on data entry, batch processing, and internal processing

TASK 1: Recommendations on the methodology for integration of Kuali Financial Systems into the existing accounting system

ISU ultimately plans to replace its existing legacy accounting system with the Kuali general ledger and chart of accounts. However, due to the extensive number of feeder systems and processes that are integrated with the existing system, ISU needs an assessment that will result in options for either a phased or complete implementation of the general ledger and chart of accounts. A phased approach will require interface(s) between the existing systems and Kuali and ISU requests assistance in evaluating the options for that interface.

Additional Services

ISU reserves the right to authorize additional work. Consultants are asked to identify individuals and respective hourly rates, which would be applicable for additional services requested beyond the scope defined in TASK 1. Other tasks for possible expansion are described below.

TASK 2: Roadmap for Implementation of Kuali General Ledger and Chart of Accounts

The following are issues that should be addressed with the implementation:

A listing of major tasks that must be completed, including any interdependencies i.e., tasks that must be completed prior to initiation of other tasks

A timeline for task completion to achieve implementation by the recommended

target date

An estimate of the staffing needs to meet the recommended timelines

TASK 3: Attribute Mapping

ISU has attempted to map existing attributes to those in Kuali and vice versa. Approximately half the attributes have been crosswalked with the remainder having either no apparent equivalent, or the Kuali definitions were too vague to determine the actual use of the field. The following are issues that should be addressed with the completion of mapping:

Extended attributes will be needed. For example, ISU utilizes responsibility centered management and several revenue and expense accounts are associated with each center. These tables will need to be added to Kuali. Specific guidance describing the process for creating an extended attribute should be provided. Consultant should create one extended attribute for ISU to utilize as a model for the development of additional attributes.

Field size modification may be needed. ISU's organization codes are 5 digits but those in Kuali are only 4. This code is imbedded in a vast number of ISU applications, both financial and non-financial and change does not appear to be an option. Consultant should provide alternatives and the pros and cons associated with each. The same issue exists with the ISU sub-account which is 6 digits compared to Kuali's 5 digits.

Full definitions of the fields are needed, including how the fields are used in workflow and in other applications, particularly Kuali Coeus.

TASK 4: Review of Kuali installation

ISU has installed the test system on a server. Consultant should review the installation and make recommendations for implementing a working "sand box" for prototyping.

TASK 5: Development of scripts to convert the ISU data

Consultant will develop at least one script. ISU will then determine whether the remainder of the conversions will be done in-house or by the consultant.

TASK 6: Long range plan

Consultant will prepare a fit-gap analysis for further potential implementation of KFS over the next 5-10 years.

- 3.6 Consultant Selection Process Selection of a consultant will be conducted through evaluation of responses to this Request for Proposal (RFP) No. 60565. Upon completion of the initial RFP evaluation process, one or more consultants will be asked to make formal presentations at Iowa State University, Ames Iowa. The formal presentation process represents the second step in the evaluation process. After formal presentations are complete, ISU's evaluation team will complete the evaluation, considering written responses to the RFP, information gathered through the formal presentation process, reference checks, and any subsequent clarifications requested by

ISU's evaluation team, in choosing the company it wishes to retain as its consultant. ISU and the selected consultant will enter into negotiations to reach a mutually acceptable contractual agreement, identified as the "Memorandum of Agreement for Kuali General Ledger and Chart of Accounts Implementation Consultant". Should ISU and the consultant be unable to negotiate a mutually acceptable agreement in a timely manner, ISU reserves the right to select another consultant and enter into negotiations with that company.

3.7 Company Qualifications

- 3.7.1 Company **must** be a Kuali Commercial Affiliate.
- 3.7.2 Company should have experience with Kuali general ledger implementations.
- 3.7.3 Company should be familiar with Cognos reporting software.
- 3.7.4 Company should be able to start in January 2009. If not possible, a timeline for initiation of the project **must** be provided.

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SECTION IV
PROPOSAL CONTENT

- 4.1 Form of Proposal Form of Proposal, pages 14-15, completed and signed by your Company's representative.
- 4.2 References Bidder is to provide three (3) references for which they have provided similar services. List should include client name, address, phone number, email, and client contact. Preferred references would come from higher education institutions. Also include a list of higher education clients. **(Include both as Supplement 1 of your RFP response)**
- 4.3 Company Profile Bidder should provide a brief profile listing company history, business composition (proprietorship, partnership or incorporation), the state under which your business is organized, and any other pertinent information that can be used to evaluate the proposal. **(Include as Supplement 2 of your RFP response)**
- 4.4 Staff Profiles Bidder should provide resume and experience of the individuals who would be assigned to this project if awarded this RFP. Include experience, certifications, and information explaining experience with Kuali implementations and Cognos. **(Include as Supplement 3 of your RFP response)**
- 4.5 Experience with KFS Please provide narrative describing your experience, if any, with projects that export KFS data to external business intelligence tools. Specify the actual business intelligence tools and identify any experience with Cognos 8 integrations. This experience is preferred but not required. **(Include as Supplement 4 of your RFP response)**
- 4.6 Implementation Proposed sequence of events and timeline necessary to complete the tasks stated in the specifications. **(Include as Supplement 5 of your RFP response)**
- 4.7 University Expectations Discuss Company's expectations of university involvement and participation within the scope of this project. **(Include as Supplement 6 of your RFP response)**
- 4.8 Proposed Rates or Not to Exceed Provide proposed compensation/fees or rates for the work performed for ISU as a consultant and approximate number of hours needed for this work. Include rates for consultants of all levels, expenses and expected travel. You may include an estimate or a not to exceed proposal. **(Include as Supplement 7 of your RFP response)**
- 4.9 Continuation of Consulting Provide proposed process and fees or rates for extending the engagement beyond Task 1. **(Include as Supplement 8 of your RFP response)**

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SECTION V
FORM OF PROPOSAL

5.1 Bidder has provided all parties involved with a copy of the RFP

Yes _____

No _____

5.2 Bidder agrees to all Proposal Terms and Conditions contained in Section I of this RFP

Yes _____

No _____ **Note:** If **No**, please list exceptions on Attachment A (p.17)

5.3 Bidder agrees, if awarded a contract as a result of this RFP, to all Terms and Conditions of the Contract contained in Section II

Yes _____

No _____ **Note:** If **No**, please list exceptions on Attachment A (p.17)

5.4 If awarded a contract, provide the amount of time before work could begin with ISU.

5.5 Subcontractors All Parties to the contract, including subcontractors, should be listed below including address along with name and phone number of contract person for each party.

1. _____ _____ _____ _____	3. _____ _____ _____ _____
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2. _____ _____ _____ _____	4. _____ _____ _____ _____
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5.6 Proprietary Information Please list all information or sections that you consider proprietary. Note that pricing and financial arrangements cannot be considered as proprietary information.

The sections of this proposal listed below represent trade secrets or proprietary information.

Section	Page No.	Section	Page No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5.7 Payment Terms: _____

(Failure to indicate your terms will mean that if your bid is accepted, the University will apply a five percent (5%) cash discount for payments made within 15 days of receipt of your invoice and Certificate of Destruction.

5.8 Vendor Information

Business Name: _____

Federal I.D. Number: _____

Permit I.D. Number _____

Official Address _____

Firm's State or Foreign Country of Residence _____

Telephone Number _____

Fax Number _____

Email _____

Authorized Signature _____

Typewritten or Printed Signature _____ Date _____

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SECTION VI
BID COMPLIANCE FORM**

Please note: Your bid will be considered incomplete unless the following are included with your offer. Indicate compliance by placing a check mark in the space provided: All Documents should be included IN THE ORDER PROVIDED BELOW. This form should be returned with the bid as the last page.

Compliance

- | | | |
|--------------------------|-------------------------|---|
| ☐ | Form of Proposal | (pages 14 through 15) completed and signed by your company's authorized official. |
| ☐ | Attachment A | Exceptions |
| ☐ | Supplement 1 | Reference |
| ☐ | Supplement 2 | Company Profile |
| ☐ | Supplement 3 | Staff Profile |
| ☐ | Supplement 4 | Experience with KFS |
| ☐ | Supplement 5 | Implementation Schedule |
| ☐ | Supplement 6 | University Expectations |
| ☐ | Supplement 7 | Proposed Rates or Not to Exceed |
| ☐ | Supplement 8 | Continuation of Consulting |

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ATTACHMENT A
EXCEPTIONS**

Please list any and all exceptions to this RFP in this section. Include page number, section and reason for exception: (Make additional pages if necessary)

Please check one of the following:

- ☐ **We have no exceptions to this RFP**
☐ **We have the following exceptions to this RFP**

	<u>Page Number</u>	<u>Section</u>	<u>Exception</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____