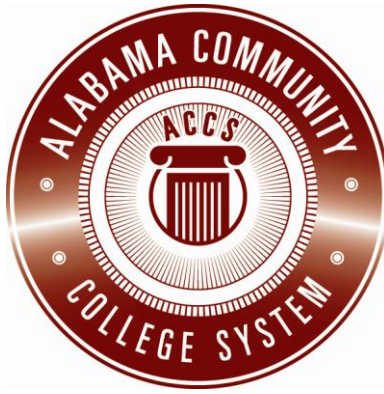




**ALABAMA DEPARTMENT
OF
POSTSECONDARY EDUCATION (DPE)**

CONTRACT DOCUMENTS FOR

**A System-Wide Administrative Enterprise Resource
Planning System (SWAERPS)**

for the

Alabama Community College System (ACCS)

ITB# ACCS080210

**Procurement of System-Wide Administrative Enterprise Resource Planning
System Software and Hardware Implementation Services
INVITATION TO BID # ACCS080210
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SECTION 1 INTRODUCTION

1.1 PURPOSE

The Alabama Community College System (ACCS) intends to procure a System-Wide Administrative Enterprise Resource Planning System (SWAERPS) solution to support the System's institutions and other authorized entities.

Through the issuance of this Invitation to Bid ("ITB" and/or "Bids"), ACCS is soliciting Bids from qualified Proposers for the Procurement of Software and Implementation Services. ACCS is seeking Bids from a single Proposer or from a primary Proposer that uses the products and/or services from several Vendors. ACCS will focus on the selection of a Proposer that can offer a SWAERPS solution that has a wide range of functionality and flexible and efficient data access. Proposers may submit information about other systems that can be integrated with the SWAERPS solution and that can provide enhanced levels of automation, operation and service in alignment with the ACCS Operational Strategy outlined in the Background contained in Section 1.3. ACCS may elect to pursue these additional business and technology areas with the selected Vendor for inclusion in the final negotiated contract.

Bids provided in response to this ITB that comply with the submittal requirements set forth in Section 3.0, including all forms and certifications, will be evaluated in accordance with the criteria and procedures described in Section 4.0. Based on the results of the evaluation, ACCS will request demonstrations of SWAERPS critical functions specified by the ACCS. A recommendation will be submitted to the Alabama State Board of Education (SBE) for approval. The Alabama SBE will award the Procurement of Software and Implementation Services to the most advantageous Proposer based on the cost and the evaluation factors set forth in the ITB.

1.2 DESCRIPTION OF THE PROJECT

This project involves the procurement and installation of a single System-wide Software Solution (SWAERPS) for the ACCS. The implementation of this SWAERPS will allow the ACCS to support and connect all education communities and provide a solution that encompasses both business and technology needs. In order to accomplish this vision, ACCS desires a solution that provides a single system approach (one instance of the software) and a seamless experience for all constituents---an experience in which registration, exams, financial services, and other administrative, academic, and community functions are intuitive and unified; and provides

these services at the lowest possible life cycle cost, improves system reliability and maintains regulatory compliance. The desired solution must also expedite the collection and reporting of data at the state level and provide the individual user the ability to analyze collective data across the system.

1.3 BACKGROUND

1.3.1 Project Drivers

The ACCS's current core administrative applications range from off the shelf packages (Banner, Datatel, Alliant, etc.) to non vendor supported systems. Incorporating modern functionality and interfacing with other systems is subsequently costly and the degree of integration that can be achieved with other systems is limited. The ACCS is comprised of various stand alone software applications and is not shared across all ACCS institutions.

The ACCS intends to procure a seamless System-Wide Administrative Enterprise Resource Planning System (SWAERPS) to support its core administrative processes.

1.3.2 Alabama Community College System Overview

Governed by the Alabama State Board of Education, the ACCS consists of 22 comprehensive community colleges and four technical colleges; Athens State University; Marion Military Institute (MMI) and extensive workforce development initiatives, including the Alabama Industrial Development Training Institute (AIDT) and the Alabama Technology Network (ATN).

Approximately 300,000 people are served annually by all of the entities of our system, including AIDT, ATN, MMI, workforce development, and adult education. Of those served, approximately 140,000 are enrolled in credit courses.

The ACCS's commitment to access is characterized by statewide geographical locations, open enrollment, and low-cost tuition, as well as a variety of programs and services that remove barriers to college entrance, education pathways and workforce training opportunities. In addition, thousands of citizens statewide enjoy access to our facilities for community activities and enrichment programs.

The ACCS is committed to providing a unified system of institutions delivering excellence in academic education, adult education, and workforce development.

The ACCS provides:

- General education and other collegiate programs at the freshman and sophomore levels that prepare students for transfer to four-year institutions to complete baccalaureate degrees, as well as an upper division university that provides selected baccalaureate programs.
- Adult Education which focuses on improving individuals' skills, productivity and training with GED preparation and testing, basic skills, and English as a Second Language.
- Workforce development initiatives that provide customized, flexible, short-term training programs responsive to industry needs—from highly specialized training to programs that help prepare entry level employees to meet growing demands.

1.3.3 ACCS Current Application and Technology

The majority of ACCS's current administrative system is running on an AS400 platform. The institutions currently are utilizing the following software applications, with the overwhelming number of them being Alliant:

- Alliant
Alliant Data Systems provides integrated solutions that work together to provide total automation of the academic and administrative services. All parties involved have access to current, accurate information needed to make decisions.
- APECS
The APECS.net Higher Education Student system was created to serve the needs of institutions that require a fully integrated, web based student system. Built on Microsoft .Net technology the APECS Student system provides institutions to easily enter, view and report on the necessary information.
- Datatel
Datatel systems support the complete business and administrative needs of higher education – including strategic enrollment management, institutional advancement and marketing, teaching

and learning, performance and operational management, and strategic planning. Spanning all these areas is Datatel Colleague – a technology solution specifically designed to improve departmental workflows, business processes, productivity, and efficiency.

- In-House
Legacy system developed in-house to support Administrative and Academic support functions.
- Oracle
Campus Solutions serves all sizes and types of institutions including small, private universities, community colleges, research institutions, and large, public, multi-campus systems.
- SunGard Banner
SunGard Higher Education provides solutions, strategic consulting, and technology management services. Bringing together people, processes, and technology, SunGard works with colleges and universities to help them strengthen performance through improved constituent services, increased accountability and better educational experiences.

Other Business Systems and Platforms

Data Access Exchange (DAX) – Internal data exchange application used to extract institutional data for reporting purposes.

1.3.4 Current Information Technology Environment

ACCS colleges administer their individual hardware, applications and local area networks. Alabama Department of Postsecondary Education (Department of Postsecondary Education/DPE) must approve all IT purchases requested by institutions. Individual College's Information Technology Departments (ITD) maintains the current administrative system environment. It is the responsibility of the College's ITD to monitor and maintain good hardware capacity and keep up with OS and other software versions.

ITD Functions and Staffing

College's ITD functions cover the following areas:

- Systems support
- Network and telecommunications support
- Database support
- Database development

-
- Applications support
 - Applications development
 - Project management

The ACCS has staff with experience in the following specific areas:

- Systems Support – IBM Mainframe, IBM iSeries AIX servers, SUN Microsystems servers, Windows servers (2000 and 2003).
- Network and Telecommunications Support – Cisco routers, switches, firewalls, VPN servers; OC-48, OC-12 and OC-3 SONET, DS-3 and DS-1 Frame Relay, ISDN/PPP and DSL telecommunications; TCP/IP and SNA protocols
- Database support and development – ITD staff is experienced in support of Oracle and the Microsoft SQL Server 2000 RDBMS platform.
- Applications support and development - ITD staff is versed in the following development platforms: Microsoft Visual Studio .NET, Microsoft IIS (latest versions), JavaScript, Java, VBScript, VB, ActiveX, COM,
- Project Management – The Department of Postsecondary Education has internal project management capability and will be used to co-ordinate the system-wide replacement efforts.

1.3.5 The ACCS's SWAERPS Business Strategy

ACCS's goal is to improve the overall level of service by providing the most functionality complete, cost-effective solution available. The following strategy themes are intended to guide the recommendations for a new SWAERPS:

1. Deliver sustainable levels of service at lowest possible cost

- Provide a level of service that is sustainable for meeting future service demands
- Meet service level expectations at the lowest costs
- Maintain internal and external communications with stakeholders

2. Achieve measurable improved levels of administrative services to students

- Implement Best Practice solutions to revise ACCS institutions' Information Systems processes and procedures
- Identify and track data critical for making decisions and forecasts in a cost effective and timely manner
- Maintain financial responsibility to customers and stakeholders and identify opportunities to optimize revenue

3. Be an adaptable organization that provides dependable service at the optimum operations efficiency

- Develop strategies to ensure that the cost and reliability for meeting service levels for the ACCS institutions are met
- Establish an organizational culture of being a dependable service provider
- Establish a pattern of being a trusted service provider

4. Maintain system reliability using centralized performance management systems

- Provide accurate data in support of Funding Formula Projections
- Develop a performance management process using service levels with supporting key performance indicators (KPIs) or metrics in order to determine if each service level was met

5. Establish organizational excellence by recognizing the importance of active planning and continuous improvement

- Use SWAERPS data to meet business goals, providing access to staff, gathering data that supports the business strategy of continuous improvement, and supporting data-driven decisions that are auditable and repeatable

1.4 ACCS OBJECTIVES

The ACCS is committed to incorporating appropriate technology that will improve the level of service provided to the citizens of Alabama. ACCS's goal during this project will be to implement an integrated SWAERPS that will address the following System objectives:

- Achieve improved levels of administrative services to students with a robust and flexible integrated information system
- Improve operational efficiency and optimize the life-cycle cost of implementation
- Implement a mission- critical integrated information system without any service disruptions or loss of revenue
- Replace ACCS current information systems, comprised of various stand alone and off the shelf applications with a single system approach that maintains the autonomy and internal control of the individual colleges

1.5 Alabama Commission on Higher Education Overview

It is the responsibility of DPE to provide timely and accurate data to the Alabama Commission on Higher Education (ACHE). ACHE is a State Coordinating Board governed by 12 Commissioners responsible for:

- The overall statewide planning and coordination of higher education in Alabama
- Administration of various student aid programs
- Performance of designated regulatory functions
 - Program Approval and Statewide Planning
 - Student Database
 - Integrated Postsecondary Education Data System (IPEDS) Reporting

As a Service Agency, ACHE provides studies, reports and analysis to others with state-wide responsibility for:

- Accuracy of Data (Review / Compare / Revise)
 - Consistent Reporting to IPEDS and ACHE
 - Certification of Submissions
- Timeliness of Data / Deadlines

1.5.1 IPEDS Coordination

- State Key holder
 - Responsible for Alabama:
 - 2-year public and 4-year public
 - Independent Colleges
- Final Lock (last 2 weeks)
 - Review / Compare / Revise
 - Non-negotiable Deadlines
- <http://surveys.nces.ed.gov/ipeds/CollectionSchedule.aspx>
- Coordinate Mandated Changes
 - CIP Code Changes
 - Race / Ethnicity Changes, etc.

1.5.2 Student Database

- www.ache.alabama.gov/StudentDB
 - File Layouts
 - Data Dictionary
 - Certification Forms
 - Summary Reports
 - Deadlines

1.6 PRE-BID CONFERENCE

The Department of Postsecondary Education will hold a Pre-Bid Conference on **Friday, August 13, 2010, at 1:00 P.M.** in the 5th Floor

Board Room, Alabama Center for Postsecondary Education, 135 South Union Street, Montgomery, Alabama, 36104. Attendance at the Pre-Bid Conference is voluntary for responding to this ITB; however, Proposers are encouraged to attend. The purpose of the Pre-Bid Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by ACCS through this ITB.

1.7 BID DUE DATE

All Bids are due in the Division of Information Technology Services of the Alabama Department of Postsecondary Education, 135 South Union Street, (36104), Post Office Box 302130, Montgomery, Alabama, 36130-2130, on or before **August 31, 2010, at 11:00 A.M.**, legal prevailing time. All submitted Bids will be time and date stamped according to the clock at the front desk of the Division of Information Technology Services. Any Bids received after this appointed schedule will be considered late and subject to be returned unopened to the Proposer. The Bid due date can be changed only by addendum.

1.8 DELIVERY REQUIREMENTS

Any Bid received after the above stipulated due date and time will not be considered and will be rejected and returned. It shall be the sole responsibility of the Proposer to have his/her Bid delivered to the Division of Information Technology Services, The Alabama Center for Postsecondary Education, 135 South Union Street, Montgomery, Alabama 36104, for receipt on or before the above stipulated due date and time. If a Bid is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Division of Information Technology Services.

1.9 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this ITB should be submitted in writing to:

Alabama Department of Postsecondary Education
ATTN: Stephen E. Glover
Director, Information Technology Services
Post Office Box 302130
Montgomery, Alabama 36130-2130

Any response made by ACCS will be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

SECTION 2

INSTRUCTIONS TO PROPOSERS

2.1 PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. All technical requirements, unless otherwise specified, must be met, or be capable of being met by the Proposer or their Bid will be disqualified as being non-responsive.

2.2 CONTRACT DEFINITIONS

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

ACCS – Alabama Community College System.

Addendum – Revision to the ITB documents issued by ACCS prior to the receipt of Bids.

Agreement – refers to the executed contract between ACCS and Contracting Entity.

Alabama Department of Postsecondary Education – Department of Postsecondary Education (DPE).

Contact Person – Purchasing staff designated by the Department of Postsecondary Education for submission of any questions and suggestions.

Offeror – the entity or individual submitting a Bid in response to this ITB.

Owner – Alabama State Board of Education.

Bid – the document submitted by the Offeror in response to this ITB.

Proposer – the entity or individual submitting a Bid in response to his ITB.

Scope of Work – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other items necessary to complete such services in accordance with the Contract.

2.3 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of the Department of Postsecondary Education that the evaluation and award process for contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and ACCS officials, elected officials and staff regarding pending awards of ACCS contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any ACCS officer, elected official, employee, or designated ACCS representative, between the date of the issuance of this solicitation and the date of the Chancellor's recommendation to the Alabama State Board of Education for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Division of Information Technology Services.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with ACCS officers, elected officials, employees, or designated ACCS representatives shall result in a written finding by the Department of Postsecondary Education that the submitted bid or bid of the person, firm, or entity in violation is "non-responsive" and same shall not be considered for award.

2.4 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this ITB and the Contract. Proposers must prepare such requests in writing for ACCS consideration as set forth in this section of this ITB. While ACCS has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), ACCS will set restrictions on the frequency and number of requests permitted. ACCS will not respond to requests received after **August 27, 2010, at 5:00 PM**, local prevailing time. Proposers are advised that this section places no obligation on the part of ACCS to respond to any or all requests for clarification or interpretation, and that ACCS failure to respond to any such

request will not relieve the Proposer of any obligations or conditions required by this ITB.

Requests for clarification or interpretation regarding this ITB shall only be submitted in writing (letter, fax or email) to:

Alabama Department of Postsecondary Education
Attn: Stephen E. Glover
Director, Information Technology Services
Post Office Box 302130
Montgomery, AL 36130-2130
Email: steve.glover@dpe.edu
Fax: 334-293-4548

RE: Procurement of System-Wide Administrative Enterprise Resource Planning System (SWAERPS) Solution

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this ITB to all persons registered with the Department of Postsecondary Education to have received a copy of the ITB.

No oral interpretation, instruction, or information concerning this ITB given by any employee or agent of the ACCS shall be binding on ACCS. Proposers who submit a Bid in reliance on any such oral information risk having their response to this ITB deemed non-responsive by ACCS. Only written responses issued by addendum to this ITB should be considered by the Proposers.

During the period provided for the preparation of Bids, ACCS may issue addenda to this ITB. These addenda will be numbered consecutively and will be distributed to those who have registered to receive a copy of this ITB. Additionally, the addenda will be posted on the Department of Postsecondary Education website, www.accs.cc. These addenda will be issued by, or on behalf of, ACCS and will constitute a part of this ITB. Each Proposer is required to acknowledge by submitting an executed acknowledgment form included as Technical Bid Form 2. This acknowledgment shall include all addenda distributed prior to the Bid Submission Date. All responses to this ITB shall be prepared with full consideration of the addenda issued prior to the Bid Submission Date.

2.5 TERM OF CONTRACT

The initial term of the contract shall be for a five (5) year term, with a one (1) year renewal option subject to appropriation.

2.6 REQUIRED SUBMITTALS

This is a checklist for the forms and affidavits that must be submitted. This section does not contain instructions for submission.

- Technical Bid
- Printed response to Requirements Questionnaire included in Exhibit B
- Cost Bid
- Certification of Acceptance of Bid Requirements
- Receipt of Addenda
- Procurement Affidavits
 - Certification Regarding Debarment
 - Non-Collusion Affidavit of Bidder/Offeror
 - Non-Collusion Affidavit of Subcontractor
- Insurance and Risk Management Provisions

2.7 BID EVALUATION

All Bids will be evaluated using the criteria specified in Section 4 of this ITB. Selection will include an analysis of Bids by ACCS institutions and DPE Staff who will review the Bid submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4 of this ITB. ACCS may request oral interviews and/or site visits.

2.8 DISQUALIFICATION OF PROPOSERS

The submission of more than one (1) Bid to the Alabama Department of Postsecondary Education as the primary Proposer or member of a joint venture for the same work by an individual firm, partnership or corporation under the same or different names may be considered as sufficient for disqualification of a Proposer and the rejection of the Bid.

2.9 RESERVED RIGHTS

The Department of Postsecondary Education reserves the right to accept or reject any and/or all Bids, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by ACCS depending on available competition and timely needs of ACCS. There is no obligation on the part of ACCS to award the contract to the lowest proposer and ACCS reserves the right to award the contract to the responsible proposers submitting responsive Bids with resulting agreements most advantageous and in the best interest of ACCS. ACCS shall be the sole judge of the Bids and the resulting agreements that are in its best interest and its decision shall be final.

Also, ACCS reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information ACCS deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

2.10 APPLICABLE LAWS

All applicable laws and regulations of the State of Alabama and ordinances and regulations of the Alabama State Board of Education shall apply. Protestors shall seek resolution of their complaints in the manner provided the Department of Postsecondary Education which is incorporated by reference herein.

2.11 MINIMUM PARTICIPATION REQUIREMENTS FOR PRIME CONTRACTORS

Prime Bidders on the project must perform no less than 51% of the scope of work required under the project.

2.12 INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management provisions and Indemnification and Hold Harmless provisions are outlined in Section 6 of this ITB.

2.13 ACCURACY OF ITB AND RELATED DOCUMENTS

The Department of Postsecondary Education assumes no responsibility that the specified technical and background information presented in this ITB, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the Department of Postsecondary Education will not be bound by or be responsible for any explanation or interpretation of the Bid documents other than those given in writing as an addendum to this ITB.

Should a recipient of this ITB find discrepancies in or omissions from this ITB and related documents, the recipient of this ITB shall immediately notify the Department of Postsecondary Education Contact Person identified in Section 1.9 in writing at the following address: Department of Postsecondary Education, Post Office Box 302130, Montgomery, Alabama 36130-2130. A written addendum, if necessary, then will be made available to each registered recipient of this ITB.

2.14 RESPONSIBILITY OF PROPOSER

Each Proposer is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Bid. Proposers are reminded of the **“No Contact During Procurement”** policy and may only contact the person designated by the ITB.

2.15 CONFIDENTIAL INFORMATION

If any Bid contains technical, financial, or other confidential information that the Proposer believes is exempt from disclosure, the Proposer must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. ACCS, at its sole discretion and subject to applicable law will determine whether such exemption applies. ACCS has sole discretion to make such determination regarding the disclosure of information, and by responding to this ITB, Proposers waive any challenge to ACCS decisions in this regard. Marking all or substantially all of a Bid as confidential may result in the Proposer being deemed non-responsive to this ITB.

Notwithstanding the foregoing, Proposers recognize and agree that ACCS, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

2.16 ACCS RIGHTS AND OPTIONS

This ITB constitutes an invitation to submit Bids to ACCS. Without limitation or penalty, ACCS reserves and holds at its sole discretion, the following rights and options:

- This ITB does not obligate ACCS to select, procure or contract for any services whatsoever.
- The continuation of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the State of Alabama legislature. If the legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall be terminated by Alabama SBE with thirty (30) days written notification to the vendor.
- ACCS reserves the right to change or alter the schedule for any events associated with this procurement and, if required, notify the

Proposers. A Proposer, by submitting a Bid, agrees to be bound by any modifications made by ACCS.

- All costs incurred by a Proposer in connection with responding to this ITB, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with ACCS will be borne by the Proposer.
- ACCS reserves the right to reject all Bids and components thereof, to eliminate all Proposers responding to this ITB from further consideration for this procurement, and to notify such Proposers of ACCS determination.
- ACCS may cancel this ITB without the substitution of another ITB and terminate this procurement at any time without any liability whatsoever.
- ACCS reserves the right to waive any technicalities or irregularities in the Bids.
- ACCS reserves the right to eliminate any Proposer who submits incomplete or inadequate responses or is not responsive to the requirements of this ITB.
- ACCS may request Proposers to send representatives to ACCS for interviews and presentations.
- To the extent deemed appropriate by ACCS, ACCS may select and enter into discussion and negotiations with the Proposer(s) submitting Bid(s), which are found to be reasonably susceptible for award.
- ACCS reserves the right to discontinue negotiations with any selected Proposer.
- ACCS reserves the right, without prior notice, to supplement, amend, or otherwise modify this ITB.
- All Bids (other than portions thereof subject to patent or copyright protection) become the property of ACCS and will not be returned, and ACCS reserves the right to utilize all such information contained in the Bids without further cost to ACCS.
- ACCS may add to or delete from the Project Scope of Work set forth in this ITB.

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- Any and all Bids not received by the Bid Submission Date shall be rejected and returned unopened.
 - Neither ACCS, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this ITB.
 - ACCS, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any Bid and to observe and investigate the operations of such facilities.
 - ACCS reserves the right to conduct investigations of the Proposers and their responses to this ITB and to request additional evidence to support the information included in any such response.

By responding to this ITB, Proposers acknowledge and consent to the rights and conditions set forth in this ITB.

2.17 COST OF BID PREPARATION AND SELECTION PROCESS

Each Bid, including preparation of all information required to be included in a Bid pursuant to this ITB, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer. In addition, the Proposer shall be solely responsible for all costs (including engineering and legal costs) incurred by such Proposer in connection with this selection process, including any costs incurred by the Proposer in any subsequent negotiations entered into in connection with developing the Bid. There shall be no claims whatsoever against ACCS, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Bid or other information required by this ITB or procurement process or in connection with the selection process or any negotiations.

2.18 TERMINATION OF NEGOTIATIONS

ACCS at its sole discretion may, at any time, to the extent permitted by Applicable Law, exclude a Proposer from further participation in any negotiation process if ACCS determines that such Proposer is failing to progress in the negotiations or if the terms of its Bid are less advantageous than those of other Proposers and such Proposer is deemed to be no longer susceptible of selection. ACCS will give written notice of its decision to the Proposer, which shall be sent in writing, signed by ACCS.

2.19 WAGE CLAUSE

Each Contractor shall agree that in the performance of the Contract they will comply with all lawful agreements, if any, which the Contractor had made with any association or other entity, with respect to wages, salaries, and working conditions, so as not to cause inconvenience, picketing, or work stoppage.

2.20 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, ACCS will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent's qualifications. If requested by the Department Of Postsecondary Education, Respondents may be required to submit additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.

2.21 REPORTING RESPONSIBILITIES

The successful Proposer will report directly to the Director, Information Technology Services, Department of Postsecondary Education, or designated representative of the department.

2.22 ITB GENERAL BID REQUIREMENTS

INVITATION TO BID (ITB) GENERAL REQUIREMENTS

Procurement of SWAERPS Software and Implementation Services

The following information pertains to the submission of a Bid to the Department of Postsecondary Education and contains instructions on how Bids must be presented in order to be considered. If specific conditions or instructions in the text of the Invitation to Bid ("ITB") conflict with the General Requirements as listed here, those conditions or instructions in the ITB shall prevail.

1. Bids submitted in response to the attached ITB must be formatted as specified in the ITB. Additional sheets, literature, etc., should be clearly identified.
2. The original and the required number of copies of the Bid must be returned to:

The Alabama Center for Postsecondary Education
Information Technology Services Division
135 South Union Street
Montgomery, Alabama 36104

3. The envelope in which the Bid is submitted must be sealed and clearly labeled with the ITB project name and number, due date and time, and the name of the company or individual submitting the Bid. Bids must be received by the opening date and time shown on this ITB in order to be considered. The Information Technology Services Division has no obligation to consider Bids which are not in properly marked envelopes. The Technical Bid and Cost Bid submittals shall be submitted in separate sealed envelopes. The inclusion of any cost information in the Technical Bid may result in such Bid being rejected by ACCS.
4. Bids received after the time and date specified will not be opened or considered.
5. By submitting a signed Bid, Offeror agrees to accept an award made as a result of the submission of the prices and terms contained in that Bid. Prices proposed must be audited by the Offeror to insure correctness before the Bid is submitted. Person signing the Bid is responsible for the accuracy of information in it. The specifications, provisions, and the terms and conditions of the ITB and Bid shall become a valid contract between ACCS and the Offeror upon notice of award of contract in writing and/or issuance of a purchase order.

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6. Any contract awarded as a result of this Bid shall comply fully with all Local, State, and Federal laws and regulations.
 7. Absolutely no faxed Bids or reproduction Bids will be accepted, except that if multiple copies of the Bid are required, photocopies of the original may be submitted as the additional copies, provided that they are clearly marked as such.
 8. Type or neatly print company name, as well as the full legal name and title of the person signing the Bid, in all appropriate places. The Offeror's signature must be executed by a Principal of the company duly authorized to make contracts and bind the company to all terms being proposed.
 9. Bids may be withdrawn upon receipt of a written request prior to the stated due date and time. If a firm seeks to withdraw a Bid after the due date and time, the firm must present a notarized statement indicating that an error was made, with an explanation of how it occurred. The withdrawal request must be accompanied by documentation supporting the claim. Prior to approving or disapproving the request, an opinion will be obtained from the Department of Postsecondary Education Legal Counsel indicating whether the firm is bound by its Bid.

Bids for projects that are solicited may be withdrawn as follows:

ACCS must advise Offerors in the Invitation to Bid of the number of days that Offerors will be required to honor their Bids. If an Offeror is not selected within 60 days of opening the Bids, any Offeror that is determined by the governmental entity to be unlikely of being selected for contract award will be released from the Bid.

10. Show information and prices in the format requested. Prices are to be quoted F.O.B. destination, and must include all costs chargeable to the Offeror in executing the contract, including taxes. Unless otherwise provided in the Contract, the Department of Postsecondary Education shall have no liability for any cost not included in the price. The Offeror shall provide ACCS the benefit through a reduction in price of any decrease in the Offeror's costs by reason of tax exemptions based upon ACCS status as a tax-exempt entity.
11. Propose all items specified or indicate under each item what alternative is being proposed and why it should be considered in lieu of the original specification. Failures to indicate any exceptions shall be interpreted as the Offeror's intent to fully comply with the specifications

as written. Conditional or qualified Bids (except as specifically allowed in the specifications) are subject to rejection in whole or in part.

12. ACCS shall be the sole judge of the quality and the applicability of all Bids. Design, features, overall quality, local facilities, terms and other pertinent considerations will be taken into account in determining acceptability.
13. The successful Offeror must assume full responsibility for delivery of all goods and services proposed and agree to relieve ACCS of all responsibility and costs for prosecuting claims.
14. The successful Offeror must assume full responsibility for replacement of all defective or damaged goods and/or performance of contracted services within thirty (30) days notice by ACCS of such defect, damage or deficiency.
15. The successful Offeror must assume full responsibility for providing warranty service on all goods, materials, or equipment provided to ACCS with warranty coverage. Should a vendor be other than the manufacturer, the vendor and not ACCS is responsible for contacting the manufacturer. The Offeror is solely responsible for arranging for the service to be performed.
16. The successful Offeror shall be responsible for the proper training and certification of personnel used in the performance of the services proposed.
17. The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the ITB or of any of all of its rights, title or interest therein without prior written consent of the Chancellor for the Department of Postsecondary Education.
18. Bids must contain references which reflect successful completion of contracts for the types of goods, materials, equipment, or services for which the vendor is submitting a Bid to ACCS. In instances where that does not apply, the Bid must contain a statement and supporting documentation demonstrating such expertise, knowledge, or experience to establish the vendor submitting the Bid as capable of meeting the demands of the Bid should an award be made to them.
19. Offerors submitting Bids may be required to furnish evidence that they maintain permanent places of business of a type and nature compatible with their Bid, and are in all respects competent and eligible vendors, able to fulfill the terms of the specifications. ACCS may make such investigations as it deems necessary to determine the ability of

the Offeror to perform such work, and reserves the right to reject any Bid if evidence fails to indicate that the proposed vendor is qualified to carry out the obligation of the contract and to complete the work satisfactorily.

20. By submitting a signed Bid, Offeror certifies that there has been no collusion with any other Offeror. Reasonable grounds for believing Offeror has an interest in more than one Bid will result in rejection of all Bids in which the Offeror has an interest. Any party to collusion may not be considered in future Bids for the same or similar work.
21. Upon notice of selection, the Offeror submitting the Bid is obligated to perform. Should a successful Offeror refuse to enter into a contract subsequent to an award, a penalty may be assessed and/or the Offeror may be found to be “non-responsible” in the future.
22. In case of default by the successful Offeror, ACCS may procure the articles or services from another source and hold the successful Vendor responsible for any resultant excess cost.
23. Successful Offerors contract directly with SBE and are the party or parties obligated to perform. Contracts may not be assigned and any failure to perform the Contract in accordance with the specifications will constitute a breach of contract and may result in an Offeror being found to be “non-responsible” in the future.
24. Invoice(s) must list each item separately and must show the purchase order number as well as the proper department and address to whom the service or product was provided.
25. ACCS reserves the right to accept or reject any or all Bids, or any part thereof, and to waive any technicalities. ACCS reserves the right to award a contract based on this ITB and the Bid(s) received (in whole or in part) to one or several Vendors.
26. Awards will not necessarily be based on cost alone. Other factors, as detailed in the ITB, will be considered in determining what Bid will be deemed to best meet the needs of ACCS.
27. All Bids submitted to ACCS are subject to the applicable Open Records laws.
28. Prior to beginning any work, the successful Offeror shall furnish to ACCS (for the contracting firm and for any subcontractors) a certificate from an insurance company showing issuance of Workers’ compensation coverage for the State of Alabama or a certificate from

the Alabama Workers' Compensation Board showing proof of ability to pay compensation directly.

29. It is the policy of the Department of Postsecondary Education that the evaluation and award process for contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and ACCS officials, elected officials and staff regarding pending awards of ACCS contracts shall be prohibited.
- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any ACCS officer, elected official, employee, or designated ACCS representative, between the date of the issuance of this solicitation and the date of the Department of Postsecondary Education's recommendation to the State Board of Education for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
 - B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Director, Information Technology Services, Department of Postsecondary Education.
 - C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with ACCS officers, elected officials, employees, or designated ACCS representatives shall result in a written finding by the Department of Postsecondary Education Agent that the submitted bid or Bid of the person, firm, or entity in violation is "non-responsive" and same shall not be considered for award.
30. Any Offeror intending to respond to this solicitation as a Joint Venture must submit an executed Joint Venture Agreement with this offer. This agreement must designate those persons or entities authorized to execute documents or otherwise bind the Joint Venture in all transactions with ACCS, or are accompanied by a document, binding upon the Joint Venture and its constituent members, making such designation. Offers from Joint Ventures that do not include these documents will be rejected as being "non-responsive".

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31. Any Offeror intending to respond to this solicitation must complete all of the Procurement Affidavit Forms provided in Section 5. Bids that do not include these completed documents will be rejected as being “non-responsive”.

2.23 ITB SPECIAL REQUIREMENTS

INVITATION TO BID (ITB) SPECIAL REQUIREMENTS

Procurement of SWAERPS Software and Implementation Services

At the time of submission, the Department of Postsecondary Education requires that the Proposer’s SWAERPS solution(s) meet the following minimum requirements:

1. The Proposer must provide a comprehensive SWAERPS solution that has been in production at a minimum of five (5) community colleges (three (3) should be community colleges within the United States).
2. The Proposer must provide a comprehensive SWAERPS solution that can be implemented with minimal modifications required by ACCS; ACCS is not interested in extensive product customization. The product(s) must also be from an established software developer(s) that can provide ongoing application support and product updates over time.
3. The Proposer must provide a comprehensive SWAERPS solution that can accommodate approximately 100,000 students and approximately 15,000 employees. The SWAERPS solution must also be able to cover the entire geographical area of the State of Alabama.
4. The Proposer must provide a comprehensive SWAERPS solution that is completely web-based and does not require software installation on desktop client computers. All processes must have a consistent appearance and functionality.
5. The Proposer must allow ACCS to offer web-based access to accounts; automated credit card payments; debit card payments; point-of-sale cash payments (vendors will ensure all PCI compliance and regulations are met), and manage student, faculty and staff activity history; manage system maintenance; manage inventory and interface with other reporting systems.
6. The Proposer must have extensive experience in the successful implementation of the proposed systems on the proposed platform in at least two (2) other community college systems of comparable size. Contact information for each of the referenced community college systems must be provided.

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7. The Proposer must provide the following information for previous implemented solutions.
 - Average cost differential - Proposed software and implementation cost vs. final software and implementation cost.
 - For implementations that exceeded the proposed cost, Proposers must provide the percentage of cost overrun and rationale.
 8. The Proposer must have the financial resources to support a project of this size within the timeframe specified.
 9. Proposer will agree to provide source codes to ACCS or hold in escrow if awarded contract.
 10. The Proposer must be willing to act as primary contractor with complete responsibility for installation activities and ultimate success of the project.
 11. The Proposer must have a good record of responsiveness to the needs of its installed customer base.
 12. The SWAERPS system(s) must not restrict customization and modifications.
 13. Maximum consideration will be given to those Proposers who are ranked in the Leaders or Challengers quadrant according to the latest Gartner Magic Quadrant rankings.

2.24 Bid Opening

In accordance with State Law, ACCS will conduct a public opening of all bids at **9:00 A.M., September 1, 2010**, 5th floor Board Room, Alabama Center for Postsecondary Education, 135 South Union Street, Montgomery, Alabama, 36104.

SECTION 3 BID REQUIREMENTS

3.1 SUBMISSION REQUIREMENTS

3.1.1 Bid Submission Date and Submittal Format

All Bids, including all attachments, must be received by ACCS in a sealed package no later than **August 31, 2010, at 11:00 A.M., legal prevailing time**, and must be addressed to:

ITB # ACCS080210

The Alabama Center for Postsecondary Education
Information Technology Services Division
135 South Union Street
Montgomery, Alabama 36104

The Bid shall consist of a Technical Bid, printed response to the Requirements Questionnaire contained in the Appendix, a Cost Bid and executed Contract Compliance Documents and Procurement Affidavits. The Technical Bid shall include Proposer information, technical information, business-related information, and any Technical Bid forms requested. The Cost Bid shall include the Cost Bid Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Bid and Price Bid is further specified in this section of the ITB. The Bid must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various Bid forms.

THE TECHNICAL BID AND THE COST BID SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL BID MAY RESULT IN SUCH BID BEING REJECTED BY ACCS.

Each envelope or package shall be clearly marked as follows:

ITB # ACCS080210

Procurement of SWAERPS Software and Implementation Services

[Technical or Cost Bid]

Proposer's Name and Address

3.1.2 Number of Copies

Proposers shall submit one (1) original and two (2) copies each of the Technical and Cost Bids. Proposers shall submit an electronic copy of the Technical Bid. Proposers shall submit one (1) original and two (2) copies of the Contract Compliance Exhibits. All Bids must be complete with all requested information.

3.2 OVERVIEW OF BID REQUIREMENTS

Proposers shall submit Bids in accordance with the content and format requirements set forth in this ITB. Bids should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Bid to be deemed responsive to this ITB. In all cases, ACCS reserves the right to determine, at its sole discretion, whether any aspect of the Bid meets the requirements set forth in this section. ACCS reserves the right to reject any Bid, which in its judgment does not comply with these Bid submission requirements.

3.3 SCOPE OF WORK

3.3.1 General

The SWAERPS is to be installed and operated under the following conditions:

- The SWAERPS will be implemented System-wide (colleges)
- The Proposer will provide on-going support for the SWAERPS software and service components
- ACCS will own the software and hardware licenses
- ACCS will work with the Proposer to implement the steps necessary to move onto the new SWAERPS systems
- The Proposer must create/provide essential “go-live” interfaces to the colleges’ current Course Management Systems and Document Management Systems where applicable
- Although the Bookstore module is not considered a core system the proposers must address the capability of any point of sale functionality inherent in their base product
- All non-essential “go-live” enhancements and interfaces will be identified and made available for subsequent projects
- Product configuration rather than product modification will take precedence

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- ACCS will consider altering its business processes to fit the new workflows instead of implementing custom software.

3.3.2 New SWAERPS Solution

The Proposer must provide a SWAERPS:

- that is equipped to focus organizational design, processes and system decisions on serving the customer,
- that enables a “self-service” information environment to allow information access,
- that incorporates a decision support environment,
- that automates transaction processing to provide accurate information and efficient service to the campus community, working toward a paperless work environment,
- that replaces multiple approval requirements with workflow-driven authority and accountability,
- that creates performance standards and methods of measurement to ensure excellence,
- that establishes continuous improvement programs focused on service quality and productivity,
- that documents policies, procedures and instructions on-line, and provides standardized electronic network success and training for all employees.

3.3.2.1 SWAERPS Interfaces

It is intended that the new SWAERPS will be used by several groups that will require interfaces to different systems. The proposal must outline the process and responsibilities (ACCS VS Vendor) required for scripting.

- Electronic Billing and Payment Process (EBPP)
- Bookstore Modules (comparable POS functionality must be included in the base system or interface to current system must be provided)
- Course Management System (provide seamless interface for real-time data)
- Document Management System (interface script must be provided)
- Internet - for customer website access
- DAX – Data Exchange
- DPE Dashboard
- ACHE
- Others

3.3.2.2 SWAERPS Functions

In addition to the functionality listed below, the Proposer must provide a SWAERPS that allows program evaluation across the system using cost analysis or other determinates required by reporting Agencies.

Functional Requirement Heading	Represents the Following Functions & Processes
Semester, Class Scheduling and multiple term scheduling for Adult Education Continuing Education and Workforce Development Training	1. Creates semester timetables/schedules for classrooms, courses, students and faculty. 2. Provides schedules to support student registration. 3. Supports analysis of demand for registration, student retention, institutional research and alumni resources, including future needs. 4. Each of these functions must be integrated so that you can examine the number of incoming students who will need a certain course and the costs associated with offering that course.
Facility Utilization	1. Defines the physical resources available to conduct classes and other activities. 2. Integrates with Semester and Class Scheduling processes. 3. Supports the planning of non-academic events, the assignment of facilities for these events and tracking of event revenues and costs due to ACCS institutions.
Recruit to Register	1. Creates the initial student record, starting at first contact with prospective student. 2. Tracks student activity through registration and course confirmation. 3. Supports e-portfolio concepts.
Academic Advising	1. Provides support for advisors and students alike on managing academic and career goals at ACCS institutions. 2. Integrates with Recruit-to-Register processes.
Degree Audit, Grades & Graduation	1. Supports the tracking of student grades, academic performance and qualifications to graduate. 2. Supports prerequisite/co-requisite checking and validation.
Financial Aid	1. Provides support for advisors and students to manage the financial aid planning and awarding process. 2. Supports the compliance requirements for reporting on programs. 3. Tracks emergency loans.
Bursar	1. Defines billing rules and other requirements. 2. Deals with billing students for tuition and other fees and the AR collection/management.
General Accounting	1. Defines the General Ledger structure. 2. Identifies needs for fund accounting and reporting. 3. Defines processing of journal entries including sub-ledgers and other systems. 4. Defines cash management/forecasting.
Purchasing & Accounts Payable	1. Routes purchase requisitions through to the issuance of a PO. 2 Supports vendor contracts. 3. Supports vendor invoice matching, approval and entry. 4. Provides payment processing for vendor invoices, employee expense claims and other payments, including student refunds. 5. Integrates with Encumbrances for expense control, with Grants and Contracts for cost tracking, and with Fixed Assets for asset management. 6. Supports Credit Card payments

Budgeting & Encumbrances	1. Supports the development of budget amounts for organizational units and funding sources by period. 2. Supports the ongoing process of budget re-allocations.
Human Resources/Payroll	1. Supports the processing of on-line forms for various HR related activities or events, including appropriate routing for approval and information purposes. 2. Supports the processing of mass updates to employee records within the application (e.g. change all employee fiscal year indicators to the next year). 3. Supports the definition of business rules to interpret employee compensation amounts for use by payroll. 4. Supports payroll direct deposit, the managing and organizing of electronic files that are attached to employee records (e.g. separate performance reviews, student evaluations, disciplinary files, etc.).
Auxiliary Services	Supports Bookstore, cafeteria, dormitory management etc.
Legislative Mandate for Student Database	Supports the Alabama Student Database Law, Section 16-5-7 of the Commission's Statute, and ACHE responsibility to design and establish a state university and college electronic student unit record system to provide comprehensive, meaningful, and timely information pertinent to the formulation of decisions and recommendations of the commission. Provides a means of data exchange/interface with ACHE database.

3.3.3 System Integration

The Proposer must provide all SWAERPS software components required for a successful installation of an integrated system and provide for ongoing operation. The Proposer must supply all components (SWAERPS software, services, etc.).

3.3.4.1 System Implementation Plan

The Proposer shall prepare a System Implementation Plan that includes a detailed description of the following (except for the schedule):

- **Project Management Plan** – The Proposer will submit a detailed plan showing how the project will be managed, including key project team members in addition to the Project Manager. This plan will include any requirements that the Proposer has for ACCS or any expectations of ACCS Staff that is necessary to complete the system implementation.
- **System Implementation Schedule** – The Proposer will submit a detailed System Implementation Schedule using Microsoft Project. The schedule should at a minimum track all tasks listed in Exhibit C – Implementation Schedule Tasks. The Proposer shall provide a short

narrative of each task as it relates to the project, including tasks that the Proposer expects ACCS to perform. A final System Implementation Plan will be mutually agreed upon between the successful Proposer and ACCS when a Proposer is selected.

- **Data Security Plan** – The Proposer will submit a data security plan to ensure that ACCS data or software systems will not be compromised during the implementation of this project.
- **Master Test Plan** – The Proposer will certify, in writing, to ACCS that the software is installed and ready for testing (Go-Live). ACCS will have 90 days to notify the Proposer, in writing, of any specific deficiencies or issues with the system and will expect a resolution within 30 days of disclosure of the deficiency. ACCS will expect the Proposer to perform the following tests to their satisfaction. The Master Test Plan will be a compilation of two documents: the Integration Test Plan, and the Regression Test Plan:
 - Integration Test Plan - a description of how the system will be tested. It should contain a checklist of all functions and their desired results. In any available case, test data should be described with the desired result, so that testing can verify that calculations and data manipulations are producing the desired results. This list will be used for functional testing of the system by ACCS.
 - Regression Test Plan - will be used if the project requires there to be modifications to any system already in use by ACCS. Regression Testing must ensure that the changes to any affected systems do not impact the daily work of those that use them. The Regression Test Plan must be well defined and have to reach out to any User Group that interacts with the modified system.
- **Data Migration Plan** – ACCS requires the services of the selected Proposer to extract data from existing data files and load the data into the SWAERPS. The Proposer will be required to submit a plan for migrating data from ACCS's legacy systems into the new SWAERPS. This plan should include timeframe, method of migration, recovery plan and data validation process. ACCS will provide data to the Proposer for purposes of data migration. The file output from a dump operation would be a series of ASCII text files, likely non-delimited (no separation character like a comma, space or tab). The Proposer should assume that the numeric fields in the file will be "packed"

(compressed) and will need to be decompressed as part of the file creation operation in order to be readable once outside the current systems and that this decompression process is not automatically done when the files are copied.

- **Change Management Procedure** – The Proposer will submit Change Management Procedures to ACCS that will describe the process the Proposer will follow in the event there is a change that will adversely impact the project.
- **Training/Education Plan** - The Proposer must provide a training plan for the proposed SWAERPS solution. The plan must include user group levels, course duration, course description and any course prerequisites. Training must be on actual data setup in a training/test environment. Proposed training costs should include the costs of onsite training with a maximum class size of 10 students for hands-on classes. The Proposer will provide “Train the Trainer,” “End User” and “Systems Training.” All training will be conducted in ACCS designated sites.

Estimated Required User Training Student Count:

- **System Cut-Over Plan** – The Proposer must provide a cut-over plan for each new SWAERPS process solution. The Proposer should be sure to include the time required, department/staff affected, potential impacts to the affected departments/staff during the cut-over, and safeguards to prevent the loss of data if a problem is encountered during the cut-over.

3.3.4.2 System Implementation Services

The Proposer will provide services to implement a total solution as described in the Proposers System Implementation plan.

Installation Services

The SWAERPS must be in accordance with the submitted System Implementation installation and implementation of the proposed solution. The Proposer must assist ACCS in establishing a team comprised of management, technical and user resources to be involved in the installation and implementation of the proposed systems and interfaces.

Change Management Services

The Proposer will manage the Change Management Procedure and support ACCS in its objective of having a “Zero Defect” system. The concept of “Zero Defect” mindset is to find and eliminate as many defects as possible within the system before it is delivered to ACCS Users. This process requires that the Proposer be dedicated to testing and reviewing all work before it is seen and used by ACCS. All work produced by the Proposer must go through the Proposer’s Master Test Plan.

Host Solution

The Proposer will provide all hardware and related operating system (OS) software that may be required as part of the Proposer’s system. The Proposer must identify all server hardware, software and services required to implement and operate the integrated system. The hardware platform must be adequate to support required processing requirements and response times. The Proposer will state how their solution will conform to ACCS’s requirements. In any discussions with computing hardware Proposers, ACCS has a requirement that costs be provided for annual hosting service that has the following characteristics:

- **Application Hardware Environment:** Vendor will procure, install and maintain application hardware environments (servers and storage) to support ACCS’s administrative system environment including associated operating system and 24x7, 4 hour response time hardware maintenance. The servers will feature selected software vendor approved hardware which will be sized to address the projected requirements of ACCS’s system. Sizing of the system shall be based in preliminary information from the ITB and certified by the application and hardware vendors. Cost must reflect a phase implementation approach.
- **Data Center:** ACCS plans to house the system at the Alabama Supercomputer Authority (ASA) facility. ASA will be responsible for space, environmental and physical security. The selected vendor will host the application hardware environment and provide operational support comprising backup / recovery, system monitoring, virus protection, operational, security, technical infrastructure and help desk support for the application infrastructure.

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- **Network Connectivity:** ASA currently provides network connection to all ACCS colleges (Exhibit F). The selected vendor will be responsible for evaluating current connections to determine/verify appropriate sizing to support the addition of activities associated with the proposed solution.
 - **Technical Application Software Support Services:** Vendor will provide the resources (labor) necessary to install, test and maintain the operating system, database and technical administration (Production only) of software application. This will include necessary resources to maintain and administer the operating system and database segment of all of the application environments (demo, TST, PRD, etc.) while the application Technical Administration will be limited to Production environment only – other portions of the proposal should cover these environments.
 - **Startup Services:** The vendor will provide the services to plan, design and perform an installation of the full application environment at our data center. Any costs associated with this installation should be included in the hosting fee.

Software Environment

Although ACCS does not have a preference for the SWAERPS, it is to use a relational database technology and should provide a mechanism by which information can be accessed, manipulated, reported on, or simply queried. As a result, the SWAERPS should provide a facility to easily support user queries and reporting, and the Proposer will identify all RDBMS modules required to implement and operate it.

Client Environment and Connectivity

ACCS is not interested in a stand-alone solution, but rather one that utilizes the existing network and desktop environment. The Proposer must identify in detail any client hardware and software configuration required to implement and operate the SWAERPS. The Proposer is not to provide desktop or connectivity hardware or software. However, the Proposer shall allow for installation services to assist ACCS in installing any required software on the client.

Product Offering

ACCS is interested in pursuing proven product solutions that require a

minimum level of modification. ACCS will need to meet critical regulatory-based requirements with product modifications as required and will adapt the business to the product where necessary.

The SWAERPS must provide a flexible structure and development environment that will allow for system enhancements in a timely and cost effective manner. The Proposer must identify all product modules required to support the proposed solution. The Proposer must provide system source codes (in escrow) to ACCS.

3.3.4.3 System Support Services

The Proposer will provide support services to ACCS during and after the deployment of the integrated system. The Proposer will maintain communications with, and provide ACCS an opportunity to comment on service and report any problems with the system that has been used in a 'real world' fashion.

Training/Education Services - The Proposer will provide a training plan for the proposed SWAERPS solution to ACCS users as described in the Proposers Training/Education Plan.

Ongoing Maintenance and Support - The Proposer must provide ongoing system support. ACCS defines ongoing support as: help desk support, system patches and regular system upgrades based on a defined ongoing maintenance fee.

IMPLEMENTATION MILESTONES AND DELIVERABLES

Milestones will be used to measure progress throughout the project. Pay requests will be made only after deliverables associated with each milestone have been accepted. Due to an unprecedented down turn in the overall economic forecast, ACCS is requesting that a mutually agreed upon flexible payment plan be developed that takes into account the anticipated impact to available revenue.

Listed below are the expected milestones and associated deliverables for this project.

1. Implement and integrate selected or hosted software and hardware.
2. Prepare a System Implementation Plan consisting of the following, which will be tracked as deliverables during the project:
 - Project Management Plan

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- System Implementation Schedule (Critical Path) (bi-weekly updates required)
 - Data Security Plan
 - Master Test Plan
 - Data Migration Plan
 - Change Management Procedure
 - Training/Education Plan
 - System Cut-over Plan
3. Implement the SWAERPS modules and/or systems into the ACCS operational work flow - Fully functional SWAERPS.
 4. Create a relational database - Fully functional relational database.
 5. Provide and execute required scripts to convert historical data as specified by user departments (All historical data will need to be migrated).
 6. Convert all information into new database.
 7. Populate database from existing and new sources.
 8. Provide database documentation of the data model and data logical models including entity-relationship diagrams, complete documentation for scripts or stored procedures and data directories where appropriate. The format of documentation for the logical data model should include drawings.
 9. Provide detailed system maintenance documentation.
 10. Train personnel - Certification of training completion. Along with key functional departmental staff, the Proposer will conduct application user classes and shall be responsible for the training of all functional departmental staff.

IMPLEMENTATION SCHEDULE TASKS

ACCS anticipates a phase-in approach. The estimated duration of this project is 36 months. The final duration of this project shall be determined in coordination with and upon approval of the successful Proposer's implementation schedule. As a minimum, the following tasks for each institution should be tracked in the successful Proposer's Schedule:

- Critical path schedule
- Project management plan

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- Fully functional SWAERPS complete
 - Fully functional relational database complete
 - Conversion of existing information to new database complete
 - Integration of all processes complete
 - Training of personnel
 - Project closure

3.4 TECHNICAL BID FORMAT AND CONTENT

The Technical Bid shall include the appropriate and requested information in sufficient detail to demonstrate capability of installing and implementing a SWAERPS solution.

EXAMPLE

The Technical Bid shall be arranged and include content as described below:

Section 1 - Executive Summary [Required]

The executive summary shall include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns.

Section 2 – Project Plan

1. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.
2. The Project Plan must address the management approach in completing the work identified in Section 3.3 Scope of Work. At a minimum, the plan must identify all major tasks, when the major tasks will start and finish, planned reviews of work associated with each major task, project completion date, and any other information that will assist in planning and tracking this project successfully. Describe methodologies including best practices and benchmarks to be used.
3. Description of project deliverables.

Section 3 – Project Team Qualifications/ Qualifications of Key Personnel [Required]

1. Provide resumes for each of the key personnel proposed for this project with specific emphasis on the Project Manager.
2. The Project Manager must have a minimum of five (5) years experience in college system implementation and must have completed a similar project in size and complexity within the past five (5) years.
3. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:
 - Name and Title
 - Professional Background
 - Current and Past Relevant Experience
 - Relevant Training
 - Courses completed during past five (5) years
 - Previous Work Experience related to community college systems
 - Two (2) references for each key personnel member on similar projects.
 - The role and responsibilities that each key personnel member will perform on this project.

Section 4 – Relevant Project Experience [Required]

In accordance with the minimum qualifications outlined in this ITB, identify five (5) projects where the Proposer has performed analysis or processed reviews of a Student Information System with entities comparable to ACCS within the past three (3) years. Such entities include community colleges and/or four-year colleges/universities. Limit your response to one (1) page per project; please provide the following information for each project:

- The name of the project, the owner, year performed and the project location.
- A description of the project.
- A reference, including a contact name, addresses and phone number. This reference should be the owner's staff member who was in charge of the project for the owner.

Section 5 – Proposer Financial Information [Required]

Proposers will be evaluated on the strength of their Financial Statements. Annual reports include Financial Statements from recent years, which will also be reviewed. The review will focus upon the Proposer's Statement of Income, Balance Sheet and Cash Flow Statements. Ratio Analysis will be included in determining the Proposer's financial strength as well as a review of the sources and uses of funds.

Financial Statement/Capability

In order for ACCS to evaluate, verify and understand the Proposer's financial capability, the following documentation is requested for the Proposer:

- Provide annual reports and corporate financial statements for the last four (4) years, including income statements, balance sheets, and any changes in financial position.
- The latest quarterly financial report and a description of any material changes in financial position since the last annual report.
- Proposer's most recent Dunn & Bradstreet and/or Value Line Reports.
- Documentation and discussion of the financial condition and capability of the Proposer(s).
- State whether the Proposer or any member of the Proposer's team has ever filed a petition for bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratorium, or assignment of benefits of creditors, or otherwise sought relief from creditors. If yes, please provide an explanation of the circumstances.

Section 6 – Product Investment [Required]

- Please describe your higher education business and its relationship to the corporate ownership.
- Please describe your research and development investments over the past four (4) years. (percentage of revenue invested in R&D, new releases and functionality, upcoming releases and product roadmap).

Section 7 - Availability of Key Personnel [Required]

- Percentage of time key personnel will spend on this project.

-
- Current workload of key personnel.

Section 8 - Location of Firm [Required]

Please provide the business location (the term business location means a physical structure, office or suite but does not include a post office box or a temporary job or project site location) of the Proposer or Bidder.

3.5 REQUIREMENTS QUESTIONNAIRE

The Proposer will also be evaluated on their response to ACCS's system application and technical requirements questions. The Proposer must include and name all necessary software required to fulfill the requirements. All software needed to fulfill these requirements must be listed and priced on the Project Cost Sheet.

It must be fully understood that ACCS considers this document and the Bid to be the legally binding agreement of the capabilities of the proposed solution and service(s).

To assure that misrepresentation of the Proposer's product(s) does not occur, Proposers must seek clarification of any requirement that they do not understand from ACCS as described in Section 2.3 NO CONTACT DURING PROCUREMENT PROCESS. Misunderstandings resulting in an improper response to any part of this document may be reason to deem the Vendor's Bid as non-responsive.

The Proposer will ensure, at minimum, that all requirements that are responded to with a code of 'Yes' will be available for the system demonstration and user system-testing phase of the project. The Proposer is encouraged to include comments wherever the vendor believes this will help ACCS understand the Proposer's response. This includes both 'Yes' and 'No' responses. All questions must be answered. If the Proposer fails to answer a question, ACCS reserves the right to disqualify the Proposer.

3.6 COST BID FORMAT AND CONTENT

The Price Bid shall be provided in a **separate sealed envelope**. The Price Bid shall include current information and shall be arranged and include content as described below:

Section 1 - Introduction

The Proposer shall include an introduction which outlines the contents of the Cost Bid.

Section 2 - Completed Price Bid Forms

The Proposer is required to complete **all** of the Price Bid Forms included in Exhibit C of the ITB. Exhibit C provides a description of the Price Bid Forms.

Detail any required additional hardware or software that ACCS must obtain separately, or that is assumed to be currently owned by ACCS, from this proposed cost. Please include a clearly marked additional breakdown of required/assumed hardware and software as part of the cost Bid. Failure to outline the required additional hardware and software, as well as assumed hardware and software, will be considered a failure to respond.

Please provide a detailed breakdown of what the specific additional costs would be for adding a new user to the system for each potential 'role' in the system.

Additionally, please detail the costs of training for additional work-force, as well as a complete detail of costs for maintenance for each year for the four (4) years following the initial year of installation. Provide an estimated cost for future system upgrades and transition to a new system version within the next five (5) years.

SECTION 4 EVALUATION CRITERIA

4.1 BID EVALUATION – SELECTION CRITERIA

In accordance with the Procedures for Life Cycle Cost Analysis for Agencies Soliciting Competitive Bids under Title 41, Chapter 16, Code of Alabama, effective January 1, 2009, State Colleges are required to use Life Cycle Analysis in making bid awards.

The State guidelines define Life Cycle Cost Analysis “as a method for evaluating all relevant costs over the time of a project, product, or measure. This method takes into account first costs, including capital investment costs, purchase, and installation costs; future costs, including energy costs, operating costs, capital replacement costs, financing costs; and any resale, salvage, or disposal cost, over the life-time of the project, product or measure”.

Selection will include an analysis of Bids by a selection committee composed of a cross section of Colleges and DPE Staff with technical advisory staff to ensure responses meet ACCS’s minimum technical requirements. The committee will report its findings and recommendations to the Chancellor who shall then make a recommendation to the members of the SBE.

ACCS will require that selected Proposers perform a SWAERPS solution demonstration. These demonstrations are to display the Proposer’s capabilities as it pertains to ACCS’s requirements for a complete SWAERPS solution. The demonstrations will be performed at the invitation of ACCS. Requests for demonstrations or site-visits will be sent to Proposers after the defined Bid submission date.

Proposers may submit a separate bid for Software and Implementation Services. Based on cost proposals ACCS reserves the option to award a separate contract for Software and Implementation Services. The following criteria will be used to evaluate the Bids submitted in response to this ITB:

EVALUATION CRITERIA

Life Cycle Costs

- ACCS is requesting that in addition to the total cost of implementation and hosting/support that these costs be broken down further based on the following grouping – small, medium and large. ACCS is also requesting that the cost/FTE be provided for the initial investment cost and annual maintenance (colleges assigned to each group and FTE account are located in Exhibit A) and the ability to phase in colleges (based on availability of funds).

		Total Cost	Cost/FTE		
A.	ERP Application Cost (one time core Software & DB costs, to include licenses)	\$	\$		
A.1	Annual Maintenance & Recurring Cost (software & DB)	\$	\$		
B.	Total Implementation Services to include Training Cost	Total Cost	Cost/College Small	Cost/College Medium	Cost/College Large
		\$	\$	\$	\$
C.	Annual Hosting and Support Cost	Annual Cost	Cost/College Small	Cost/College Medium	Cost/College Large
		\$	\$	\$	\$
D.	Total 5-yr Life Cycle Cost	Software/DB Maintenance (A.1 x 5)	Hosting & Support Cost (C x 5)		
		\$	\$		

SECTION 5 BID FORMS

5.1 INTRODUCTION

To be deemed responsive to this ITB, Proposers must provide the information requested and complete in detail all Bid Forms. The appropriate individual(s) authorized to commit the Proposer to the Project must sign the Bid Forms. Proposers should reproduce each Bid Form, as required, and complete the appropriate portions of the forms provided in this section.

Procurement Affidavits

Procurement Affidavit Form 1	Certification Regarding Debarment
Procurement Affidavit Form 2	Form A: Non-Collusion Affidavit of Bidder/Offeror Form B: Sub-Contractor Non-Collusion Affidavit
Procurement Affidavit Form 3	Certificate of Acceptance of Invitation to Bid Requirements
Procurement Affidavit Form 4	Disclosure Form and Questionnaire

5.2 PROCUREMENT AFFIDAVIT FORMS DESCRIPTION

The following present an overview of each Procurement Affidavit Form required.

5.2.1 Certification Regarding Debarment

Proposer shall complete and submit Form 1, which certifies that neither it nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency.

5.2.2 Non-Collusion Affidavit

The Bid shall include a copy of Bid Form 2A, executed by an authorized officer of the corporation. Bids developed by a joint venture shall be similarly executed by all joint venture participants. Additionally, all subcontractors shall execute a copy of Bid Form 2B which shall also be submitted with the Bid.

5.2.3 Certificate of Acceptance of Invitation to Bid Requirements

Proposer shall complete and submit Form 3, which certifies that Proposer has read the solicitation including all addenda, exhibits, attachments and appendices.

5.2.4 Disclosure Form and Questionnaire

Proposer shall complete and submit Form 4, which requests disclosure of business and litigation (to include terminated contracts).

FORM 1: CERTIFICATION REGARDING DEBARMENT

1. The Offeror certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency. Any such exclusion may cause prohibition of your firm from participating in any procurement by the ACCS.
2. If the Offeror is unable to certify to any of the statements in this certification, such Offeror or subcontractor shall attach an explanation to this bid or Bid.

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this certification, the Offeror is providing the certification set out below:

1. The certification in this clause is a material representation of fact upon which reliance will be placed. If it is later determined that the prospective vendor knowingly rendered a false certification, the Purchasing Agent may pursue all available remedies, including suspension and/or debarment, for withdrawal of award or termination of a contract.
2. The prospective Offeror shall provide immediate written notice to the Purchasing Agent if, at any time, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. Offeror shall be under a continuing duty to immediately inform the Purchasing Agent in writing of any changes, if, as a result of such changes, the Offeror certification regarding debarment is affected.

DEBARMENT ORDINANCE

The following Section establishes the procedure for the debarment of contractors.

(a) ***Authority to suspend.***

After reasonable notice to the entity involved and reasonable opportunity for that entity to be heard, the Purchasing Agent, after consultation with user department, ACCS Manager and ACCS Legal Counsel shall have the authority to suspend an entity for cause from consideration for award of DPE contracts. As used in this section, the term entity means any business entity, individual, firm, contractor, subcontractor or business corporation, partnership, limited liability corporation, firm, contractor, subcontractor or business structured; provided, further, that any such entity shall also be subject to suspension under this section if any of its constituents, members, subcontractors at any tier of such entity's and the entity, or any constituent or member, knew or should have known of the commission of the act. The suspension shall be for a period not to exceed three (3) years unless cause is based on a felony conviction for an offense related or associated with fraudulent contracting or misappropriation of funds wherein the suspension shall not exceed seven (7) years.

(b) Causes for Suspension. The causes for suspension include:

1. Conviction for commission of a criminal offense as an incident to obtain or attempt to obtain a public or private contract or subcontract, or in performance of such contract or subcontract;
2. Conviction of state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or other offense indicating a lack of business integrity or business honesty which currently, seriously and directly affects responsibility as a DPE contractor.
3. Conviction of state or federal anti-trust statutes arising out of the solicitation and submission of bids and Bids;
4. Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify suspension action:
 - a. Failure to perform in accordance with the specifications within a time limit provided in a DPE contract;
 - b. A recent record of failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension;
 - c. Material representation of the composition of the ownership or workforce or business entity certified to ACCS as a minority business enterprise; or
 - d. Falsification of any documents.

Failure to fully and truthfully provide the information required may result in the disqualification of your bid/Bid from consideration or termination of the Contract, once awarded. This document must be completed and included as a part of the bid/Bid package along with other required documents.

[SIGNATURES ON NEXT PAGE]

FORM 2A: NON-COLLUSION AFFIDAVIT OF BIDDER/OFFEROR

I, _____ certify that this bid or Bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or Bid and certify that I am authorized to sign this bid or Bid for the bidder.

Affiant further states that _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or Bids by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 20 ____.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

FORM 2B: NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR

I, _____ certify that this bid or Bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid or Bid and certify that I am authorized to sign this bid or Bid for the bidder.

Affiant further states that _____ has not, by itself or with others, directly or indirectly, prevented or attempted to prevent competition in such bidding or Bids by any means whatsoever. Affiant further states that (s)he has not prevented or endeavored to prevent anyone from making a bid or offer on the project by any means whatever, nor has Affiant caused or induced another to withdraw a bid or offer for the work.

Affiant further states that the said offer of _____ is bona fide, and that no one has gone to any supplier and attempted to get such person or company to furnish the materials to the bidder only, or if furnished to any other bidder, that the material shall be at a higher price.

(COMPANY NAME)

(PRESIDENT/VICE PRESIDENT)

Sworn to and subscribed before me this _____ day of _____, 20__.

(SECRETARY/ASSISTANT SECRETARY)

(Affix corporate seal here, if a corporation)

Notary Public: _____

Commission Expires: _____

NOTE:

IF THE OFFEROR IS A PARTNERSHIP, ALL OF THE PARTNERS AND ANY OFFICER, AGENT, OR OTHER PERSON WHO MAY HAVE REPRESENTED OR ACTED FOR THEM IN BIDDING FOR OR PROCURING THE CONTRACT SHALL ALSO MAKE THIS OATH.

IF THE OFFEROR IS A CORPORATION, ALL OFFICERS, AGENTS, OR OTHER PERSONS WHO MAY HAVE ACTED FOR OR REPRESENTED THE CORPORATION IN BIDDING FOR OR PROCURING THE CONTRACT SHALL MAKE THE OATH.

**FORM 3: CERTIFICATE OF ACCEPTANCE OF REQUEST
FOR BID REQUIREMENTS**

This is to certify that on this day, Offeror acknowledges that he/she has read this solicitation document, pages # _____ to # _____ inclusive, including any addenda # _____ to # _____ exhibit(s) # _____ to # _____, attachment(s) # _____ to # _____, and/or appendices # _____ to # _____, in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein, and that the undersigned is authorized by the Offeror to submit the Bid herein and to legally obligate the Offeror thereto.

Company: _____

Signature: _____

Name: _____

Title: _____ Date: _____

(Affix Corporate Seal)

OFFEROR'S DISCLOSURE FORM AND QUESTIONNAIRE

1. Please provide the names and business addresses of each of the Offeror's firm's officers and directors.

For the purposes of this form, the term "Offeror" means an entity that responds to a solicitation for a Department of Postsecondary Education contract by either submitting a Bid in response to an Invitation to Bid or a Request for Qualification or a Bid in response to an Invitation to Bid.

Describe accurately, fully and completely, their respective relationships with said Offeror, including their ownership interests and their anticipated role in the management and operations of said Offeror.

2. Please describe the general development of said Offeror's business during the past five (5) years, or such shorter period of time that said Offeror has been in business.
3. Please state whether any employee, agent or representative of said Offeror who is or will be directly involved in the subject project has or had within the last five (5) years: (i) directly or indirectly had a business relationship with ACCS; (ii) directly or indirectly received revenues from ACCS; or (iii) directly or indirectly received revenues from the result of conducting business on ACCS property or pursuant to any contract with ACCS. Please describe in detail any such relationship.

LITIGATION DISCLOSURE:

Failure to fully and truthfully disclose the information required may result in the disqualification of your bid or Bid from consideration or termination of the Contract, once awarded.

1. Please state whether any of the following events have occurred in the last five (5) years with respect to said Offeror. If any answer is yes, explain fully the following:
 - (a) whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Offeror, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Offeror;
 - (b) whether Offeror was subject to any order, judgment, or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Offeror from

engaging in any type of business practice, or otherwise eliminating any type of business practice; and

- (c) whether said Offeror's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Offeror, which directly arose from activities conducted by the business unit or corporate division of said Offeror which submitted a bid or Bid for the subject project. If so please explain.

Circle One: YES NO

2. Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a criminal offense within the last five (5) years?

Circle One: YES NO

3. Have you or any member of your firm or team been terminated (for cause or otherwise) from any work being performed for ACCS or any other Federal, State or Local Government?

Circle One: YES NO

4. Have you or any member of your firm or team been involved in any claim or litigation adverse to ACCS or any other federal, state or local government, or private entity during the last three (3) years?

Circle One: YES NO

5. Has any Offeror, member of Offeror's team, or officer of any of them (with respect to any matter involving the business practices or activities of his or her employer) been notified within the five (5) years preceding the date of this offer that any of them are the target of a criminal investigation, grand jury investigation, or civil enforcement proceeding?

Circle One: YES NO

6. Has any college/system terminated a contract for cause?

Circle One: YES NO

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, the name of the court and the file or reference number of the case, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your Bid.

NOTE: If any response to any question set forth in this questionnaire has been disclosed in any other document, a response may be made by attaching a copy of such disclosure. (For example, said Offeror's most recent filings with the Securities and Exchange Commission ("SEC") may be provided if they are responsive to certain items within the questionnaire.) However, for purposes of clarity, Offeror should correlate its responses with the exhibits by identifying the exhibit and its relevant text.

Disclosures must specifically address, completely respond and comply with all information requested and fully answer all questions requested by ACCS. Such disclosure must be submitted at the time of the bid or Bid submission and included as a part of the bid/Bid submitted for this project. Disclosure is required for Offerors, joint venture partners and first-tier subcontractors.

Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information requested/required by ACCS can result in the bid/Bid declared as non-responsive. This document must be completed and included as a part of the bid/Bid package along with other required documents.

[SIGNATURES ON NEXT PAGE]

Under penalty or perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this _____ day of _____, 20__

(Legal Name of Proponent) (Date)

(Signature of Authorized Representative) (Date)

(Title)

Sworn to and subscribed before me,

this _____ day of _____, 20__

(Notary Public) (Seal)

Commission Expires _____
(Date)

SECTION 6

INSURANCE AND RISK MANAGEMENT PROVISIONS

Insurance and Risk Management Provisions

The Department of Postsecondary Education may wish to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Alabama. Respondents shall submit with the bid/Bid evidence of insurability satisfactory to ACCS as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Bid number and Project Description must appear on the Certificate of Insurance).

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the Department of Postsecondary Education.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. **WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Alabama Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	\$500,000

2. **COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**

Combined Single Limits	Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles)			

4. **ELECTRONIC DATA PROCESSING LIABILITY**

(Required if computer contractor)	Limits	-	\$1,000,000
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5. **UMBRELLA LIABILITY**

(In excess of above noted coverage's)	Each Occurrence	-	\$2,000,000
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6. **PROFESSIONAL LIABILITY**

	Each Occurrence	-	\$1,000,000
(Required if respondent providing bid/quotation for professional services)			

7. **FIDELITY BOND**

(Employee Dishonesty) Each Occurrence - \$ 100,000

Owner and Contractor waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section, or other property insurance applicable to the Work, except such rights as they have to the proceeds of such insurance.

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to the Alabama Department of Postsecondary Education. Policies and Certificates of Insurance are to list the Alabama Department of Postsecondary Education as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

If the Alabama Department of Postsecondary Education shall so request, the Respondent, Contractor or Vendor will furnish the Department for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Alabama Department of Postsecondary Education
ATTN: Division of Information Technology Services
Post Office Box 302130
Montgomery, Alabama 36130-2130

It is understood that **Insurance in no way limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor shall confine its apparatus; the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of ACCS shall not unreasonably encumber the premises with its materials.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect ACCS Institution's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, ACCS employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the Alabama Department of Postsecondary Education, its Board of Education, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless the Alabama Department of Postsecondary Education its Board of Education, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

THE ALABAMA DEPARTMENT OF POSTSECONDARY EDUCATION ACKNOWLEDGES THAT ALL PROVISIONS OF THIS INDEMNITY AGREEMENT MAY NOT BE APPLICABLE TO THE CONTRACTOR/VENDOR'S BUSINESS. TO THE EXTENT THAT CONTRACTOR/VENDOR MAY DEMONSTRATE SUCH NONAPPLICABILITY, THE DEPARTMENT MAY NEGOTIATE AMENDMENTS TO THIS AGREEMENT AS THE CIRCUMSTANCES DICTATE.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____ DATE: _____

SECTION 7

SAMPLE CONTRACT

[Insert Sample Contract]

EXHIBIT A

ACCS Personnel and **Enrollment Trends**

Instructions: See Separate Spreadsheet

EXHIBIT B

Requirements Documents

Instructions: See Separate Spreadsheet.

EXHIBIT C

Cost Breakdown

Instructions: See Separate Spreadsheet.

EXHIBIT D

ITB Deliverables

EXHIBIT D

MILESTONES AND DELIVERABLES

Milestones will be used to measure progress throughout the project. Pay requests will be made only after deliverables associated with each milestone have been accepted. Due to an unprecedented down turn in the overall economic forecast, ACCS is requesting that a mutually agreed upon flexible payment plan be developed that takes into account the anticipated impact to available revenue.

Listed below are the expected milestones and associated deliverables for this project:

1. Implement and integrate selected and hosted software and hardware.
2. Prepare a System Implementation Plan consisting of the following which will be tracked as deliverables during the project:
 - Project Management Plan
 - System Implementation Schedule (Critical Path) (bi-weekly updates required)
 - Data Security Plan
 - Master Test Plan
 - Data Migration Plan
 - Change Management Procedure
 - Training/Education Plan
 - System Cut-over Plan
3. Implement the SWAERPS modules and/or systems into the ACCS operational work flow- Fully functional SWAERPS.
4. Create a relational database - Fully functional relational database
5. Provide and execute required scripts to convert historical data as specified by user departments (Need to discuss with individual Colleges and list specific data (if any) that will be migrated).
6. New database with all information converted.
7. Population of database from existing and new sources.
8. Database documentation of the data model and data logical models including entity-relationship diagrams, complete documentation for scripts or stored procedures and data directories where appropriate. The format of documentation for the logical data model should include drawings.
9. Detailed system maintenance documentation.
10. Train personnel - Certification of training completion. Along with key functional departmental staff, the Proposer will conduct application user classes and shall be responsible for the training of all functional departmental staff.

EXHIBIT E

Special Considerations

EXHIBIT E

SPECIAL CONSIDERATIONS

Although some of the items listed below are included in Exhibit B: Requirement Documents, Proposers are required to address them here as well. ACCS intent is to determine possible additional cost estimate for those items that are not included as part of the Proposer's solution.

Post Parking Tickets to Student Accounts

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

Parking Decals

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

Academic Forgiveness

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

Occasionally, during a particular semester, students encounter personal, emotional or financial circumstances so devastating that performing academically at a level approximating their usual record of achievement becomes impossible. Normally, these students realize their situations in time to take the advisable course of action and withdraw from the College. If that is not done, however, and a student's grades for the semester are decidedly below that student's normal record, the student can petition for academic forgiveness. All course work taken, even hours completed satisfactorily during the semester for which forgiveness is declared, will be disregarded in the cumulative grade point average and as hours earned toward graduation.

Special Terms (Marathon/Mini Terms)

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

A variable number of additional terms are conducted each year that do not conform to the schedules of the regular terms. These terms are referred to as "Marathon" / "Mini" terms and may start and stop at any time during the year.

Tuition Calculations

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

College Work Study

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

Student Loan System

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

The Student Loan Collection Subsystem assists personnel with the record keeping and billing functions of the student loan collection process. System highlights include:

- Provides instant access to individual loan information for inquiry and update purposes.
- Allows receipting of payments.
- Provides for the entering of special transactions.
- Displays transaction totals for a specified period of time.
- Allows the adding of new loans in batch and online.

- Generates management and financial reports.
Reports include:
 - Loan Billing Statements
 - Students with Loans
 - Loan Balances and Detail Transactions List
 - Loan Receipt Transactions
 - Graduating Students with Loans
 - Students with Loans Who are Enrolled for Less than Six Hours
 - Deferred Student Loans
 - Students with Specific Loan Status
 - Detail Transactions for a given Time Period
- Post loan transactions to the financial accounting system.
- Students have the ability to make a payment via the Internet and have the payment posted to the financial accounting system automatically.
- Produces information to be sent to the credit bureaus.
- Produces information to be sent to the Department of Postsecondary Education.
- Allows accounts to be flagged if loans are past due.
- Past due loans must place hold on transcript printing and keep students from registering.

Scholarship System

Yes ___ No ___ **Supported?**
 Yes ___ No ___ **If supported, modifications required?**
 Yes ___ No ___ **Will modifications affect future upgrades?**
 Yes ___ No ___ **Description attached?**
 \$ _____ **Cost (if modifications required)**

The Scholarship Subsystem was designed and developed to provide the online capability for inquiry and maintenance of scholarships and the Scholarship Description File. The system allows for the following functions:

- Add/Maintain Scholarships
- Display All Scholarships for a Student
- Maintain/Browse Scholarship Description File
- Enter Bookstore Charges
- Display Pre-Registered Courses
- Display Current Courses
- Display Student Selection List
- Display/Print Students with a Specific Scholarship Type
- Recover a Scholarship
- Enter Special Charges

- Enter Meal Charges

System Highlights:

1. The system checks for the availability of funds before allowing budgeted scholarships and certain funds restricted outside scholarships to be added or increased.
2. The system provides various security checks that allow only authorized operators to perform updates to various system records. As part of this feature the Primary Scholarship Administrator has the online capability of controlling which production system operators are authorized to add and maintain scholarships for a given scholarship type.
3. The system provides a file called the Scholarship Description File (maintained by a designated Primary Scholarship Administrator) which provides default values that may be used as is or modified by the individual scholarship administrators when adding scholarships.
4. The system provides a print option to allow online initiated lists of all scholarship recipients of a specified scholarship type within a given location, term and year.
5. The system allows for “positional” scholarships. In other words, the system allows awarded scholarships of a given type to be numbered. If this feature is utilized, each full scholarship is assigned a number which may be used later to audit the activity on a predetermined number of full scholarships. For each scholarship number (i.e. full scholarship) multiple students may be awarded portions of the scholarship not to exceed the full scholarship amount. This feature may or may not be used. If the feature is not used, the scholarship is simply awarded with the scholarship number of 000.
6. Allows the bookstore to charge books to scholarship and the actual charges are shown on the student’s accounts receivable. However, the bookstore is limited to the scholarship book amount entered in the scholarship system.

The current Scholarship system also provides the capability to define scholarship disbursements to cover a percentage of specific charges, a specific dollar amount, or a maximum dollar amount based on actual charges incurred.

During the fall term the student receives a scholarship disbursement to cover tuition, books, meals, etc.; however, the College splits the funds between fiscal years. Since 25% of the term occurs prior to the end of the current fiscal year (September 30) and 75% occurs after the beginning of the new fiscal year the scholarship funds are divided between years.

Blackboard Learning System

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

The *Blackboard Learning System* is a course management system used primarily for management of its distance learning program. However, future plans are to use this system to assist all courses taught. Close integration with the student information system is a must. Currently student, instructor and course data is downloaded to the Blackboard system in a batch process. The format of the download was specified by Blackboard to allow the information to be imported into the system. The College requires that the proposed system be fully integrated with the Blackboard system.

Continuing Education

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

Continuing Education provides professional development for individuals and businesses. They need a registration system to host professional development catalogs and facilitate the enrollment process, track attendance, and provide reporting. Features needed include:

- On-Line Registration (accept credit cards, originate receipts and confirmation letters) and the ability to communicate daily the numbers of students in each class and identify each student.
- Ability to send reminder letters or e-mails.
- Ability to pull reports on certificate programs, especially those with certain levels; including the ability to identify certain codes and names of individuals who were at the 40-hour level, the 80-hour level, 160, etc.
- Ability to e-mail students in specified types of classes identified by a specific code.
- Report indicating numbers of students, number of contact hours, and number of cues earned.
- Report of participants who have not paid and who need to be contacted for payment.

- Report on all individuals who took a certain type of class so that a mailing list could be generated to send brochures to past participants.
- Report that contains the names of participants who have not taken any classes in a certain period of time (such as an individual who has not taken any classes in three years might need to be left off a certain list).
- Ability to generate certificates of completion.
- Ability to generate nametags.
- Ability to create rosters.
- Ability to create rosters showing paid or unpaid students.

Additional Bursar Requirements

Yes ___ No ___ **Supported?**
 Yes ___ No ___ **If supported, modifications required?**
 Yes ___ No ___ **Will modifications affect future upgrades?**
 Yes ___ No ___ **Description attached?**
 \$ _____ **Cost (if modifications required)**

In addition to the items listed in section 5.2.8 Accounts Receivable the following items:

- Return Check Counter. The College will not accept a check for students who have two returned checks.
- Housing Deposits. The College must be able to post and remove housing deposits. We must also be able to block refunds of housing deposits if the student has a returned check at the District Attorney's office.
- Foreign Student Deposit Code. We currently have codes that we place students in.
 - 0 = Foreign student deposit not paid
 - 1 = Foreign student deposit paid
 - 2 = Resident Alien – Foreign student deposit not required for confirmation
 - 3 = Foreign student on scholarship
 - 4 = \$1000 foreign student deposit paid
 - 5 = \$1500 foreign student deposit paid
 - 6 = Foreign Crisis – Foreign student deposit not required for confirmation
 - 7 = International student financial statement on file
 - 9 = H-VISA – Work VISA

- Delays. We must be able to delay a student to register or get a transcript if applicable. We also need to be able to track who put the delay on.
- Holds on Student Accounts. We need to be able to put holds on student accounts for past due loans, bookstore holds, etc. These holds should stop registration and transcripts.
- Special tuition calculations. When a student's tuition is calculated, the system needs to indicate if the tuition calculated contains any special rate courses like Going-the-Distance, Distance Learning, etc. Reference Section 6.9 Tuition Calculations.
- Online and printed bills. Currently our printed bills show the projected financial aid and calculate the projected amount due. We have plans to include that in the online bills. The proposed software should include billing statements that integrate with the financial aid system to provide this functionality.
- Collection Agency. Currently we block credit card payments from the web and interactive voice response system for students who have been turned over to a collection agency. Transcripts and registration for housing are also blocked.
- Graduation Fees. Currently a graduation fee is placed on the student's account at the time the student is flagged as a candidate for graduation.

Additional Payroll Requirements

Yes ___ No ___ **Supported?**
 Yes ___ No ___ **If supported, modifications required?**
 Yes ___ No ___ **Will modifications affect future upgrades?**
 Yes ___ No ___ **Description attached?**
 \$ _____ **Cost (if modifications required)**

Student employees who are registered for a minimum of six hours during Fall/Spring semesters and three hours during summer semesters are allowed an exemption from FICA tax under Federal Revenue Service guidelines. International students are exempt regardless of hours registered. By default the student's payroll record is coded for no FICA to be deducted.

Prior to processing of student payroll, a FICA edit program is run by the Computer Center. The program reads the number of hours registered for the semester from the student's account. The student's payroll record is updated allowing FICA to be deducted if the student is not registered for the required hours. The new system should have a mechanism in place to allow for a similar edit to ensure IRS compliance.

Additional Accounts Payable Requirements

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

Travel reimbursements for employees are processed through the accounts payable system.

Certain per diem allowances provided to cover meals are taxable to the employee and noted as such when they are entered into the accounts payable system. This information needs to be included on the employee W-2 at year end. The taxable amount is designated by entering a numeric code (2) followed by the amount. The taxable per diem is accumulated for the current tax year in the accounts payable system.

During W-2 processing, the file containing the taxable travel data is processed and data is applied to the employee W-2. The new system should have a mechanism in place to allow for processing to insure IRS compliance.

Additional Human Resource Requirements

Yes ___ No ___ Supported?
Yes ___ No ___ If supported, modifications required?
Yes ___ No ___ Will modifications affect future upgrades?
Yes ___ No ___ Description attached?
\$ _____ Cost (if modifications required)

The system must have the ability to automatically assign a new employee id number from a specified range of numbers when the new employee is keyed onto the system.

Additional Work Flow Requirements:

The work flow would allow the routing of Request to Post, Employment Authorization, Request for Temporary Employment, Request for Personnel Action and Leave Request. These are all "activity specific" forms that should be online.

Once the work flow is completed, notify everyone in the chain once approved and the effective date.

Additional Employment and Compensation Requirements:

The system must provide the ability for an employee to be queried by current or previous name, current or previous employee identification number, *or current or previous social security number*.

The system must also provide the ability to produce Veteran 100 Reports.

Additional Benefits Requirements:

The system must automatically generate notice when employee is eligible for TIAA matching and disability.

Additional Financial Aid Requirements

Yes ____	No ____	Supported?
Yes ____	No ____	If supported, modifications required?
Yes ____	No ____	Will modifications affect future upgrades?
Yes ____	No ____	Description attached?
\$ _____		Cost (if modifications required)

In addition to the items listed in section 5.3 Financial Aid System Features need the following items:

- Require that the proposed software support Satisfactory Academic Progress requirements for all federal programs
- Require that the software support cross departmental functions such as Teacher Service Center student evaluations, online, with or without an override. (For example, graduate students taking undergraduate courses to boost their GPA are not eligible for federal aid).
- Require students be able to complete institutional financial aid forms online and have the information stored in the proposed system.
- Require that the Financial Aid Office be able to place holds on student accounts that will block students from registering for classes or getting a transcript.
- Require that scholarships can be entered from the office responsible for the scholarship (i.e. athletics, band).
- Require that each electronic form response be date and time stamped in the system.
- Require that address information be stored in the proposed system from financial aid correspondence.
- Require the calculation of Title IV funds that must be returned. After the calculation is completed, it must be available in the Bursar's Office for recovery of the appropriate funds. The ability to generate letters for students who owe Pell replacements is also needed.
- Require the ability to notify lenders of borrower's status as less than half time enrollment.

- Require the ability to maintain a “Semester Date File” which is used to store term dates that determine the disbursement schedule.
- Require the ability to stop disbursement of funds for students who do not meet Satisfactory Academic Progress.

Additional Financial System Requirements

Yes ___ No ___ **Supported?**
 Yes ___ No ___ **If supported, modifications required?**
 Yes ___ No ___ **Will modifications affect future upgrades?**
 Yes ___ No ___ **Description attached?**
 \$ _____ **Cost (if modifications required)**

In addition to the items listed in section 5.5 Finance System Features need the following items:

- Ability to scan in supporting documentation and attach to journal voucher, checks, invoices, etc.
- Ability to have journal vouchers reverse automatically and to specify which financial period for reversal.
- Ability to import bank generated file to mark checks as cleared.
- Ability to import purchasing card detail from a bank generated file and post to the appropriate accounts.
- Ability to mark certain accounts (in the chart of accounts) as inactive.
- Ability to specify box 7 (self-employment taxable) or box 3 (not self employment taxable) on form 1099 reporting.
- Ability to print reconciliation statements with W-2s.

Sending Transcripts to Other Institutions

Yes ___ No ___ **Supported?**
 Yes ___ No ___ **If supported, modifications required?**
 Yes ___ No ___ **Will modifications affect future upgrades?**
 Yes ___ No ___ **Description attached?**
 \$ _____ **Cost (if modifications required)**

EXHIBIT F

Alabama Supercomputer Authority **Network Services** **ACCS Colleges FY2010**

EXHIBIT F

Alabama Supercomputer Authority
Summary of Services Provided to ACCS Colleges FY2010
Alabama Southern Community College 20 Meg connection
Campus Lines (2 Qty) Thomasville & Gilbertown
Athens State University 20 Meg connection
Campus Line - Redstone Arsenal Continuation
Bevill State Community College 20 Meg connection
1.5Mbps Connection - Jasper Industrial Park
Bishop State Community College 20 Meg connection
Calhoun Community College 20 Meg connection
Addl 15Mbps for Total of 35Mbps (20.0Mbps State provided)
Central Alabama Community College 20 Meg connection
Chattahoochee Valley Community College 20 Meg connection
Jefferson Davis Community College 20 Meg connection
J.F. Drake State Technical College 20 Meg connection
Enterprise-Ozark Community College 20 Meg connection
1.5Mbps Campus Lines (2 Qty) Ozark & Mobile
1.5Mbps Campus Line Fort Rucker
James H. Faulkner State Community College 20 Meg connection
Gadsden State Community College 20 Meg connection
10Mbps Campus Line Centre Campus
20Mbps Campus Line Ayers Campus
J.F. Ingram State Technical College 20 Meg connection
WAN - 2 Sites (Donaldson & Kilby)
Backup 1.5Mbps Connection for Failover Redundancy
1.5Mbps Campus Line - Alabama Therapeutic Education Facility
Jefferson State Community College 20 Meg connection
T.A. Lawson State Community College 20 Meg connection
Marion Military Institute 20 Meg connection
Northeast Alabama Community College 20 Meg connection
Northwest-Shoals Community College 20 Meg connection
Reid State Technical College 30 Meg connection
Shelton State Community College 20 Meg connection
Addl 10Mbps for Total of 30Mbps (20Mbps State Provided)
10Mbps MetroE Campus Connection to Fredd Campus
Snead State Community College 20 Meg Connection
Southern Union State Community College 50Mbps eff 5/6/2009
(Addl 30Mbps for Workforce Development)
4.5Mbps Campus Line - Wadley (via 3 T1s)
1.5Mbps Campus Line - Valley Continuation
3.0Mbps Internet Access to Wadley DORM (via 2 T1s)

H. Councill Trenholm State Technical College (Patterson Campus) 20 Meg connection
George C. Wallace Community College (Dothan) 20 Meg connection
1.5Mbps Campus Line - Ft Rucker
1.5Mbps Campus Line - 231 Center
1.5Mbps Campus Line (2 Qty) - Ventress Prison & Easterling
10Mbps MetroE Campus Connection to Sparks Campus
Wallace State Community College (Hanceville) 20 Meg connection
Backup 1.5Mbps Connection for Failover Redundancy
George Corley Wallace State Community College (Selma) 20 Meg connection
Lurleen B. Wallace Community College (Andalusia) 20 Meg connection

EXHIBIT G

FY08-09 Chancellor's Report **/2010 College Directory**

Instructions: See Separate Spreadsheet.

ADDENDA

Instructions for Users: Acknowledgement(s) of any addenda should be inserted behind this cover sheet.

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