



Gila County Provisional Community College District

Request for Proposals

For

Enterprise Resource Planning System

Globe, Arizona

Issue Date May 18, 2023

Submittal Due Date July 10, 2023, at 1:00 PM local Arizona time

GILA COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT

**NOTICE OF REQUEST FOR SEALED PROPOSALS
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)**

Notice is hereby given that Gila County Provisional Community College District is requesting proposals from qualified firms for an Enterprise Resource Planning System Software Solution.

SUBMITTAL DUE DATE: July 10, 2023, at 1:00 PM

RETURN PROPOSAL TO: GILA COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT
Attention: Dr. Janice Lawhorn
8274 South Six Shooter Canyon Road
Globe, Arizona 85502

NOTICE IS HEREBY GIVEN, that sealed proposals for the material or services as specified will be received by the Gila County Provisional Community College District, until the time and date cited.

Proposals received by the correct time and date will be publicly opened and recorded thereafter in the Gila County Provisional Community College District, Gila Pueblo Campus in Globe, Arizona at the address listed above. Any proposals received later than the date and time specified above will be returned unopened. **Late proposals shall not be considered.**

Interested bidders may obtain a copy of this solicitation and any amendments at:
<https://gilacc.org/about/dgb.php>. Bidders are strongly encouraged to carefully read the entire request for qualifications proposal.

Any questions regarding this request for proposals shall be submitted in writing and directed to: Dr. Janice Lawhorn, at janice.lawhorn@gilacc.org.

The District Governing Board reserves the right to reject any or all proposals, or to accept any proposal, or to waive any informality in any proposal, or to withhold the award if deemed in the best interest of Gila County Provisional Community College District.

Dates advertised in the Arizona Silver Belt: May 24 & May 31, 2023

Dates Advertised in the Payson Roundup: May 26 & June 2, 2023

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REQUEST FOR PROPOSALS
GILA COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT
ENTERPRISE RESOURCE PLANNING SYSTEM (ERP)

Gila County Provisional Community College District is seeking a qualified firm to provide and implement an Enterprise Resource Planning System Software Solution (ERP) for the Provisional College District.

SECTION 1 – PROJECT DESCRIPTION

Gila County Provisional Community College District (GCPCCD) is seeking proposals for an Enterprise Resource Planning (ERP) system software solution. The intent of this Request for Proposal (RFP) is to acquire and implement an Enterprise Resource Planning (ERP) system that includes but not limited to all the basic functionality of an integrated Student Information System (SIS), Financial Information System (FMIS), Human Resource Information System (HRIS) and Payroll Information System (PRIS). GCPCCD will require the selected vendor to provide the FMIS, HRIS, and PRIS modules for the initial startup. Student, Financial Aid, and other modules will be required by year 3 of implementation. The integrated student system software modules must seamlessly integrate into the other modules creating a “One System” and ease of use approach. The modules listed are minimum requirements.

The procurement process for this project may consist of the following steps:

1. Evaluation of all responsive proposals.
2. Interviews and product demonstrations with at least three but no more than five of the top-ranked firms.
3. Contract recommendation to the District Governing Board.

The District will then enter into contract negotiations with the top-ranked firm. If these negotiations are not successful and do not result in a contract, the District may enter into negotiations with the next highest ranked firm and so forth.

SECTION 2 – BACKGROUND

In November of 2002, voters in Gila County approved the formation of the Gila County Provisional Community College District (GCPCCD). The District currently services over 1,300 students at the Globe, San Carlos, and Payson, Arizona campuses. It is the intent of the District to work towards independent accreditation. The underlying unifying vision for the GCPCCD ERP system is to provide reliable, accurate, and affordable access to appropriate data and information for all GCPCCD users at any time from any place. Any systems proposed should support this vision. Gila County Provisional Community College District’s goal is to implement an integrated administrative system with little or no customization. The user interface must be entirely graphical, and the vendor must have a demonstrated commitment to full Web and Mobile functionality without requiring plug-ins or downloads. The proposed solution must comply with

accessibility standards. The proposed solution should be browser and device agnostic. The Vendors must be able to demonstrate a fully integrated student, finance, human resource, and payroll solution that is currently operating in a live environment at a college of like size, integrating data across all campuses. The system provider must be an established, stable vendor with an existing installed client base including clients of the size and complexity of GCPCCD. The proposed system must be fully tested and proven to be functional and reliable; all modules must be developed and ready for deployment.

SECTION 3 – SCOPE OF WORK

GCPCCD requires a solution that provides the following minimum requirements:

The proposed infrastructure should ensure the long-term effective and efficient delivery of the vendor's integrated application software. The proposed configuration should support all GCPCCD users across a multi-campus environment. GCPCCD expects the systems architecture to be inherently scalable and capable of high performance. The application should have been developed in standard modern programming language and provide a powerful and flexible application interface. The selected vendor must have a demonstrated commitment to the higher education industry, be financially healthy, and be committed to long-term product development and maintenance through periodic technical and functional upgrades. The vendor must have a proven record for providing fully tested and stable new software releases, including well documented installation scripts and procedures. GCPCCD expects the selected vendor to provide well-designed and well- documented consulting support during the implementation stages, as well as functional and technical implementation support, and training. The vendor is also expected to provide on-going maintenance services such as priority help support, system and user documentation, Web access to product information and software upgrades, as well as other services. GCPCCD expects the selected vendor to have an active user community providing support and assistance across the vendor client base as well as informing and directing the priorities for new product development and enhancements of the vendor. The vendor must have a healthy, active, and engaged network of clients participating in user group conversations and events.

GCPCCD seeks a vendor partnership that can provide systems and services targeted to higher education best practices and to GCPCCD's service goals and academic vision. The proposed software system must be from an established vendor operating within the higher education community. GCPCCD requires a solution that provides the following minimum requirements:

- Cloud hosted SaaS solution.
- Ease of use, maintenance, and administration.
- High performance, reliability, and system scalability.
- Integration, flexibility, data integrity, and controls.
- Flexible and robust web and mobile device agnostic access to information.
- Current support for credit, non-credit, continuing education, and workforce development.
- Support for flexible terms and competency-based education.

- Powerful and flexible reporting, analysis, and decision support capabilities.
- Support for best practices and self-service features for college constituents & community members.
- Support for Financial Aid processing/FASFA/Verification.
- Support for guided pathways.
- Support for workflows (e.g. applications processing can move from department to department as part of a workflow, forms for funding requests, forms for student engagement, etc.,).
- **REQUIRED:** Student Information System, Financial Management Information System, Human Resource Information System, Payroll Information System functioning as a single software system for all academic, administrative, and functional units.
- Other Preferred Services: Identify in the Attachment “A” Matrix.

GCPCCD seeks a solution that offers the following functionalities:

- The ERP system must be able to integrate with a recognized identity provider for SSO.
- Ability to import test scores and other relevant student data and/or ability to integrate with testing systems.
- Ability to customize fields for student or administrative needs.
- Ability to process Financial Aid applications/FASFA/Verification data.
- Ability to see a comprehensive student profile, including elements such as status of admissions, testing, financial assistance, advising, and current enrollment and enrollment history.
- Ability to scan, upload, and manage documents integrated into the ERP system.

Technical Questions about System/Environment Provide post-production launch Service Level Agreement Metric and associated costs.

Provide a detailed cost analysis for initial implementation and year one operations, then provide cost of software maintenance and any other costs associated with ERP system years two through seven.

Identify in detail options for SSO integration and account provisioning including associated costs for implementation.

Detail ongoing costs for maintenance, and support, for years 1, 2, 3, 4, 5, 6, & 7 post-production go live.

Describe your support SLA including support hours and initial response time, as well as support tiers and examples of covered/not covered incidents if support is not all-inclusive.

Describe reporting and data analytics functionality.

Describe standard data export functionality.

Describe the types of data collected by your application, how that data is stored, and how that data can be purged if required. Specifically, does your application collect any data that might be considered protected under federal or international law (e.g. HIPPA, FERPA, GLBA, GDPR)?

Describe which signature products your solution integrates with (e.g. Adobe sign, DocuSign, etc.)

A hosted solution is the only solution that will be considered. Provide responses in your proposal to the questions below:

Indicate contracted uptime SLA and SLA violation credit amounts and process around your routine maintenance schedule.

Describe your Business Continuity Plan to respond to major outages or disaster(s) and ensure continuity of operations.

Do you undergo third-party audits? Can you provide a SOC report for audit purposes? A SOC report for your environment must be provided if you are the selected vendor.

SECTION 4 – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held via Zoom link and will be conducted on June 26, 2023, at 10:00 AM.

Join Zoom Meeting

<https://us06web.zoom.us/j/85402408150>

Meeting ID: 854 0240 8150

One tap mobile

+16694449171,,85402408150# US

+16699006833,,85402408150# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 564 217 2000 US

+1 646 876 9923 US (New York)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

Meeting ID: 854 0240 8150

At this meeting, the project team will discuss the scope of work, selection timing, and respond to questions from attendees. **The District staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested Vendors attend the pre-submittal conference.**

SECTION 5 – REQUEST FOR PROPOSALS EVALUATION CRITERIA

Proposals will be reviewed and ranked based on the following criteria:

A. General Information (15 Points)

1. Provide a general description of the company including the legal organization of the proposed company, years in business. Include the same information if your proposal includes any third-party software applications. Provide the physical location of the company's principal location. Indicate how many current clients are using your proposed solution.
2. Provide the following information about the proposed company:
 - a. Identify any contract or subcontract held by the company which has been terminated within the last three years. Provide an explanation for the termination. Identify any claims (public or private, including third party claims) arising from a contract, which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and outcomes.

B. Experience and Qualifications of the company (15 points)

1. Identify three ERP software implementation projects within the past three years that were of comparable character, size, budget, and complexity as requested in this RFP. For each reference project, provide the following information:
 - a. Description of the project, including date of implementation, project name, and location.
 - b. Project's original contracted cost and final cost. Explain if there is a difference.
 - c. Implementation dates and if project was completed on time or delayed. If the project was delayed explain why.
 - d. Reference information (two contacts per project, including roles on the projects, current telephone numbers, and correct email addresses)
2. Overall evaluation of the company and its perceived ability to provide the required services will be considered along with the evaluator's perception of the clarity, completeness, and presentation of the response to the Request for Proposal. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Request for Proposal submittal and from any other reliable source may be used in the evaluation and selection process.

C. Understanding of the project and approach to performing the required services (20 Points)

1. Discuss the major issues your company has identified on this project and how your company intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing work. Also, discuss the particular expertise your company offers and how you propose to use that expertise to benefit the District and add value to the project.
2. Discuss your implementation process.

D. Evaluation of proposed implementation timetable. (25 Points)

Provide a table or list that summarizes anticipated project start and completion date and include major project milestones. Also include a statement as to when the company would be available to start work on this project.

E. Proposal Pricing. (20 Points)

Provide a pricing proposal based on the company’s understanding of the requirements identified herein.

F. Why is your firm the best fit for this project (5 Points)

Discuss why your company is the best selection for the project. Identify what sets you apart from your competition and how this factor will translate to successful project execution.

G. Fill out the Matrix (Attachment “A”) (50 Points)

SECTION 6 – SUBMITTAL REQUIREMENTS

The Request for Proposal submittal shall include a one-page cover letter, plus a maximum of twelve (12) pages to address the RFP evaluation criteria. Minimum font size shall be 12pt. Please provide four (4) hard copies and one (1) electronic copy (USB drive) of the RFP submittal by JULY 10, 2023, at 1:00 PM local Arizona time. The District reserves the right to accept or reject any and all proposals.

RFP submittals must be delivered Gila County Provisional Community College District on or before the date and time specified in the Request for Proposals. Late submittals will not be considered and will be rejected. It is the responsibility of the company to ensure that the proposal is complete, identified as a sealed bid RFP, addressed to:

All submittals shall be sent or delivered to:

Gila County Provisional Community College District
8274 South Six Shooter Canyon Road
Globe, Arizona 85502
Attention: DR. Janice Lawhorn

CONFIDENTIAL – TO BE OPENED BY ADDRESSEE ONLY displayed on the submittal.

Please be advised that failure to comply with the following criteria may be grounds for deeming your submittal non-responsive and rejected:

- Receipt of RFP at the place and deadline indicated in the RFP.
- Receipt of the number of copies and electronic copy specified.
- Adherence to the page number limit requirement
- Delivery in a sealed package with the project name for which your firm is submitting.
- Providing a signed copy of any addenda issued. It is the firm’s responsibility to check for any updates to this solicitation and ensure they are included in the submittal package.

SECTION 7 – SELECTION PROCESS AND SCHEDULE

A selection committee will evaluate each RFP in accordance with the criteria set forth in section 5 above. References may be a factor in determining the final rank-order list; ensure the references provided are accurate. The Selection Committee will produce a rank-ordered list of the submitting firms and interviews may be conducted as part of the selection process with the top ranked firms/teams (minimum of three, maximum of five).

If interviews are not held, GCPCCD will enter negotiations with the top ranked firm and execute a contract upon completion of successful negotiations. If GCPCCD is unsuccessful in negotiating a contract with the top ranked firm/team, GCPCCD may then negotiate with the next lower ranked firm/team until a contract is executed. GCPCCD may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to five (5) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter via email giving the criteria to be addressed in the interview and detailed scoring that will be applied during the interview process. GCPCCD will enter negotiations with the top ranked firm and execute a contract upon completion of negotiations. If GCPCCD is unsuccessful in negotiating a contract with the top ranked firm/team, GCPCCD may then negotiate with the next lower ranked firm/team until a contract is executed. GCPCCD may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this project:

Pre-submittal Conference A pre-submittal conference will be held via Zoom link and will be conducted on June 26, 2023, at 10:00 AM.

Join Zoom Meeting
<https://us06web.zoom.us/j/85402408150>

RFP’s Due by 1:00 PM	July 10, 2023, at 1:00 PM
Shortlist Finalized (week of)	July 17, 2023
Interviews if necessary (week of)	July 20, 2023

SECTION 8 – GENERAL INFORMATION

Instructions. GCPCCD will not be held responsible for any oral instructions. Any changes to this Request for Proposals will be in the form of a written addendum. Interested firms are urged to inquire prior to submitting their proposal by sending an email to Dr. Janice Lawhorn, janice.lawhorn@gilccc.org to ensure that any addenda are signed and included in the RFP submittal.

District Rights - GCPCCD reserves the right to reject any or all Request for Proposals, to waive any informality or irregularity in any Request for Proposals received, and to be the sole judge of the merits of the respective Request for Proposals received. No binding contract will exist between the company and the District until the District executes a written contract awarded by the District Governing Board.

Only the names of the submitting firms shall be publicly announced at the proposal opening. No other information will be released until the time of the award. Proposal results will not be given in response to telephone inquiries.

Effective Period of Proposals - In order to allow for an adequate time for evaluation, approval, and award of a contract, the District requires a proposal in response to this RFP to be valid and irrevocable for ninety (90) days after the proposal due date and time.

Withdrawal - Proposals may be withdrawn until the date and time of proposal opening.

Cancellation - The District may cancel an RFP in whole or in part if it is determined to be in the best interest of the District.

Acceptance or Rejection of Proposals - The District reserves the right to waive any formalities and to reject any or all proposals or any part(s) thereof, and/or to accept any proposal or any part thereof and/or to cancel the request for proposal.

All vendor information regarding the proposal may become public information. All copies and contents of any proposal, attachment and explanations submitted in response to this RFP shall become the property of the District, except any materials that both the vendor and District agree to classify as confidential, proprietary, or trade secrets. These materials must be clearly marked by the vendor and may be returned to the vendor after the award upon request.

Proprietary Information - If the vendor includes in the proposal any information deemed confidential, proprietary, or protected, such information must be packaged separately from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any and all information included in the proposals submitted unless the firm expressly

restricts the information. If such a restriction impedes the consideration of the firm's proposal, the CFO may disqualify the proposal.

Right to Use District Name - The firm is specifically denied the right of using in any form or media the name of the District for public advertising unless express permission is granted in writing by the District.

SECTION 9 – GENERAL PROVISIONS

Offer and Acceptance - A response to the RFP is an offer to contract with the District based on the provisions contained in the RFP. An authorized signature on the cover letter accompanying the proposal documents shall constitute an irrevocable offer to sell goods or services specified and accept the terms of the subsequent contract, which shall incorporate this RFP.

Cost of Preparation - Any and all costs associated with the preparation, presentation, demonstration, or submission of responses to this Request for Proposal shall be entirely the responsibility of the contractor and does not commit Gila County Provisional Community College District to pay or reimburse any costs in any manner. These costs may include but are not limited to time for interviewing or selecting any contractor(s) who responds, site visits, presentations, return of proposal, proposal materials, reproductions, copyright infringements and any other costs.

Accuracy - It is the responsibility of all firms to examine the entire RFP document and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after the due date and time. Firms are responsible for errors and omissions in their proposals. Failure to include all requested information will have a negative impact on the evaluation of the firm's proposal and may result in rejection.

Waiver of Damage Claim - Each firm, in submitting a proposal, is deemed to have waived any claims for damages by reason of the selection of another proposal and/or the rejection of his/her proposal.

Responsibility for Compliance with Legal Requirements - The contractor shall comply with all state and federal laws applicable to its operations.

Governing Law - A contract resulting from this RFP shall be governed, and the District and contractor shall have all remedies afforded to each, by the law of the State of Arizona. State law claims shall be brought only in Gila County Superior Court.

Non-discrimination - During performance of a contract, the vendor will comply with provisions of the Civil Rights Act of 1964, Executive Order No. 11246 of September 24, 1965, rules, regulations and relevant orders of the Secretary of Labor and all applicable Municipal, County and State laws.

Americans with Disabilities Act - The contractor shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101, et seq.) and applicable Federal regulations under the Act.

Confidentiality - The contractor shall keep the information related to all contracts and subcontracts in strict confidence. Other than the reports submitted to the District, the contractor shall not publish, reproduce or otherwise divulge such information in whole, or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, to those employees on staff who must have the information on a "need-to-know" basis, and the contractor agrees to immediately notify the District, in writing, in the event it is determined, or there is reason to suspect, a breach of confidence has occurred. Execution of a confidentiality agreement will be required of the successful contractor.

Non-Collusion - GCPCCD requires free and open competition. Whenever possible, specifications, proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy GCPCCD's needs and the accomplishment of a sound economical operation. The Proposer's signature on its proposal guarantees that any prices offered have been established without collusion with other eligible Proposers and without effort to preclude GCPCCD from obtaining the lowest possible competitive price.

Indemnification - Indemnification to the fullest extent permitted by law, the contractor shall defend, indemnify and hold harmless the District, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the contractor, its employees, agents, or any tier of subcontractors in the performance of the contract. The contractor's duty to defend, hold harmless and indemnify the District, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting there from, caused by any acts, errors, mistakes, omissions, work or services in the performance of this contract including any employee of the contractor or any tier of subcontractor or any other person for whose acts, errors, mistakes, omissions, work or services the contractor be legally liable. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph. The contractor shall hold the District, its officers and employees, harmless from liability of any nature or kind on account of use of any copyrighted or non-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this request.

Protest Policy- Refer to the District's Procurement Policy for Protest notification and procedures. Contact Janice Lawhorn at Janice.lawhorn@gilaccc.org for a copy of the Procurement Policy and Protest Procedure.

Contact with District Employees - All firms interested in this project (including firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a role in the selection process. This requirement is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process must be addressed to the authorized representative identified in this solicitation.

- **No Boycott of Israel Certification** Contractor hereby certifies that it is not currently engaged in and will not for the duration of this agreement engage in a boycott of Israel as required by A.R.S. § 35-393.01 A. Violation of this certification by Contractor may result in action by GCPCCD up to and including termination of any awarded Agreement.

NO FORCED LABOR - The company does not currently, and agrees for the duration of this Agreement that the company will not use:

1. The forced labor of Ethnic Uyghurs in the People's Republic of China.
2. Any goods or services produced by the forced labor of Ethnic Uyghurs in the People's Republic of China; and,
3. Any contractors, subcontracts, or suppliers that use the forced labor or any goods or services produced by the forced labor of Ethnic Uyghurs in the People's Republic of China.

Questions - Questions pertaining to the Request for Proposals selection process or contract issues shall be submitted in writing and directed to: Dr. Janice Lawhorn, janice.lawhorn@gilaccc.org

SECTION 10 – CONTRACT TERMS AND CONDITIONS

The term of the Contract (to be prepared by the District and signed by the District CFO and the selected vendor) will be for approximately seven (7) years, August 9, 2023 and ending August 8, 2030. The contract shall be renewable at the end of the initial seven years for two (2) addition one-year renewals, unless the District provides the contractor with ninety (90) days written notice of non-renewal prior to the expiration of the term or renewal term.

The contractor shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices for implementation and on-going ERP software solution maintenance for Gila County Provisional Community College District. If the contractor shall fail to fulfill or perform any material obligation of the contractor under the contract (to be established upon the District's selection of a contractor) and such failure shall continue for sixty (60) days following written notice (the "Default Notice") from the District to the contractor informing the contractor of its failure to fulfill or perform said material obligation, then the District may terminate the contract by providing the contractor with written notice (the "Termination Notice").

The College may terminate the contract at any time by providing the contractor with ninety (90) days' written notice.

Contract Administrator - The District's Chief Financial Officer or designee will be the Contract Administrator for any Agreement that results from this Request for Proposal. The CFO will be the point of contact at Gila County Provisional Community College District for day-to-day operations.

Assignment of Contract -The contractor will not be permitted to assign the contract, in whole or in part, or enter into any subcontract for the performance of any work contracted for, without first obtaining the written consent of the District, and then only subject to such conditions as the District may prescribe.

Compliance with All Laws - The contractor shall comply with all laws, ordinances, rules, orders, and regulations of federal, state and municipal governments and of any and all of their departments, divisions, bureaus and subdivisions, applicable to the implementation and on-going maintenance of the ERP software solution.

SECTION 11 – COMPLETION CHECKLIST

This checklist is a summary of some of the required components of the RFP. *It is provided as a convenience to vendors but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use.* It is the responsibility of the vendor to submit complete and compliant proposals. Vendor shall submit four (4) hard copy and one (1) electronic copy of the proposal.

Cover Letter – Signed by authorized Officer of the Company

Qualifications

Technical Question Responses

Evaluation Criteria Responses

Cost Proposal

Non-collusion Affidavit

Conflict of Interest Disclosure

Attachment “A” ERP Module Matrix

Non-collusion Affidavit
(Must be completed by contractor)

STATE OF:)
)
COUNTY OF:) ss.
)

(Name of Individual)
being first duly sworn upon oath deposes
and says: That he/she is

(Title)

Of (Name of Company, Firm or Corporation)
that, pursuant to Subsection 112(c) of Title 23, United States Code, he certifies that neither he nor anyone associated with the company, firm, or corporation mentioned above has, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of full competitive bidding in connection with the associated project:

Subscribed and sworn to before me this day of _____ 20____

(Signature)

If a Corporation (Seal)

Notary Public

My Commission Expires

Conflict of Interest Disclosure

All vendors must disclose with their proposals the name of any officer, director, or agent who is also an employee of the District or any of its agencies. Further, all vendors must disclose the name of any District employee who owns, directly or indirectly, an interest in the vendor or any of its campuses.

EMPLOYEE NAME	DESCRIPTION OF CONFLICT

Attachment A - ERP Solution Modules	Check if your proposed ERP solution includes the modules listed in the matrix	Check if the module is included in your primary ERP Solution	Check if your ERP Solution uses a third-party ERP Integration
Finance			
1. Accounts Payable			
2. Accounts Receivable			
3. General Ledger			
4. Bank Reconciliation			
5. Budgeting			
6. Purchasing			
7. Fixed Assets			
8. Tax forms management			
9. Employee pay portal*			
10. Credit card payment processing/integration*			
11. Student debit card integration*			
12. Debt Collection*			
13. Payment plan management or integration*			
14. Transparency financial upload and management			
15. Financial aid integration			
16. Workflow integration			
Human Resources			
1. Employee contract management			
2. Employee credentialing			
3. Employee leave management			
4. Org chart management			
5. Position management			
6. Hiring workflow (open/filled positions, classifications, application tracking, etc.)			
7. Training/compliance tracking			
8. Benefits			
9. Payroll			

Financial Aid			
1. FAFSA management			
2. Disbursements management			
3. Gainful employment disclosure management			
4. Work study management*			
Course/Curricula/Student Management			
1. Department management			
2. Instructor management			
3. Term management			
4. Instructor load calculation and management			
5. Program/division management			
6. Manage curricula and advisors			
7. Program learning outcomes management			
8. Course management			
9. Prerequisite management			
10. Class proposal and approval			
11. Class scheduling (conflict management)			
12. Class search			
13. Class rolls			
14. Occupancy reporting and analysis			
15. Textbook management (proposal and approval, integration with courses)			
16. Distance learning state authorization management*			
17. SUN number management*			
18. LMS or integration			
19. Audit student progress towards degree			
20. Financial aid integration			
21. Grade change request management			
22. Major management			
23. Report card generation			
24. Retention reporting system			
25. Class/student notifications			
26. Attendance management			
27. Instructor evaluation management			

28. Learning evaluation management			
29. Personal information management			
30. Enrollment and registration management			
31. Transcript management			
32. Petition management			
33. Graduation management, degrees and certs			
34. Prospective student and recruiting CRM			
Student Portal			
1. Account management			
2. Advising			
3. Registration			
4. Scholarship applications			
5. Net cost attendance calculator			
6. Payment system			
7. Payment plan integration*			
8. Student schedule			
9. Campus/class maps			
10. Financials			
11. Transcripts (upload, official/unofficial request)			
12. Document management			
13. Petitions			
14. Course evals			
Other system applications			
1. Reporting/Analytics			
2. Inventory Management			
3. Knowledge Base			
4. Student ID card			
5. Event calendaring			
6. Student life			
7. Library integration			
8. Bookstore integration			
9. Wellness center*			
10. Help desk			
11. Survey integration			
12. Public website integration			

Other applications not otherwise listed			
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Items marked with * are considered options, not required but preferred if available.