

**REQUEST FOR PROPOSAL**  
**Accounting and Finance and Human Capital Management Application Software/Service/Management**  
**Specification & Contract Number Q00955**

**Non-Mandatory  
Pre-Submission Meeting:**

February 13, 2019  
2:00 p.m. Local Time, Bldg, 'W' Room W-219  
1200 W. Algonquin Road  
Palatine, IL. 60067-7398

**Deadline for any questions  
Regarding this project:**

**February 14, 2019 at 2:00 p.m.**

**Proposal Deadline:**

**March 4, 2019 at 2:00 p.m. Local Time**

**Number of Copies:**

Submit (9) Hard Copies of Proposals  
One marked "**Original**"  
One additional copy the Proposal & Pricing on a flash drive

**PLEASE MARK N ENVELOPES:  
RETURN ENVELOPES:**

1. Title
2. March 4, 2019
3. Q009555

**RETURN PROPOSALS TO:**

Harper College Purchasing Department  
"A" Building, Room A217  
1200 W. Algonquin Road  
Palatine, IL. 60067

**ISSUED BY:**

Jewell Jackson  
Manager of Purchasing

*PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED*

## LEGAL NOTICE

Harper College will accept Proposals for **Accounting and Finance and Human Capital Management Application Software/Service/Management** Q00955 until 2:00 P.M. Local Time on March 4, 2019.

Proposals shall be submitted to: Harper College Purchasing Department  
"A" Building, Room A217  
1200 W. Algonquin Road  
Palatine, IL. 60067-7398

Interested parties may contact the Purchasing Department for the Request for Proposals documents. A non-mandatory pre-submission meeting for any questions regarding this project will be held February 13, 2019 at 2:00 p.m. Local Time in "W" Building, Room W-219. Questions should be addressed to Jewell Jackson at [purchasing@harpercollege.edu](mailto:purchasing@harpercollege.edu). The last day to submit questions is February 14, 2019 at 2:00 p.m. Questions received after this time may not receive a written response.

Offers may not be withdrawn for a period of 180 days after closing date without the consent of the Board of Trustees.

Any responses submitted unsealed, unsigned, fax transmissions or received after the deadline to submit proposals, may be disqualified and returned to the submitter.

Bidders shall comply with Business Enterprise Program: Participation and Utilization Plan developed by Harper College. There is a 20 percent aspirational goal on this contract.

Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.

Jewell Jackson  
Manager of Purchasing

## REQUEST FOR PROPOSALS (RFP)

### GENERAL PROCESSING AND SELECTION PROCEDURES

The committee prepares a project description, criteria for selection and requirements for the specific contract. A Request for Proposals package is e-mailed to interested parties and a legal notice of the intent to contract for services is published.

1. The committee receives written RFP responses. The RFP responses should include a resume of the firm, references from past and present clients, similar experience, the names and background of project implementation personnel, a narrative or work plan describing their approach to the specific project, a project task schedule (as applicable), and any other submittals requested within the document.
2. Proposals submitted should meet William Rainey Harper College's requirements, as listed in the RFP "Important Criteria for Proposed Software" section of this RFP and should focus on products and services that best satisfy William Rainey Harper College's needs, as presented in this RFP. No cost information is desired from vendors in the first part of the procurement process.
3. William Rainey Harper College's selection committee will evaluate vendors' written responses with respect to William Rainey Harper College's needs and important criteria, as presented in this RFP. Shortlisted vendors will be invited to continue in the procurement process.
4. Shortlisted vendors will be asked to perform in-depth product demonstrations. Such demonstrations will be based upon William Rainey Harper College's specific functional needs and requirements. Vendors responding to just the implementation services aspect of the RFP will be invited to deliver a presentation after the software evaluation is completed and a software provider is identified as the preferred vendor.
5. After a thorough evaluation of vendors' proposals and on-site demonstrations, William Rainey Harper College will solicit proposed pricing from shortlisted vendors. Furthermore, William Rainey Harper College may ask shortlisted vendors to refine their proposals for various products and services. At the conclusion of this process, William Rainey Harper College will make a final recommendation to William Rainey Harper College's Governing Board to authorize a contract.
6. Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures; to negotiate with any of the shortlisted vendors and to award the contract in a manner best serving the interest of the College.

## GENERAL INFORMATION

### REQUEST FOR PROPOSALS (RFPs)

---

#### A. REQUEST FOR PROPOSALS

##### A.01 General:

###### A.01.1 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible Respondents and revisions to responses prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

###### A.01.2 Familiarity with Conditions:

Respondents are advised to become familiar with all conditions, instructions and specifications governing this RFP. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Request for Proposals, and any subsequent contract, shall not be cause to alter the original Project or request additional compensation.

##### A.02 Discussion of Proposals:

A.02.1 All Respondents are advised that in the event of receipt of an adequate number of RFPs, which in the opinion of the Selection Committee requires no clarification and/or supplementary information, such RFPs responses may be evaluated without discussion. Hence, Proposals should be initially submitted on the most complete and favorable terms which Respondents are capable of offering to the College.

A.02.2 The Selection Committee may conduct discussions with any Respondent who submits acceptable or potentially acceptable Proposals. Respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of responses. During the course of such discussions, the Selection Committee shall not disclose any information derived from one Qualification response to any other Respondent. The Selection Committee reserves the right to request the Respondent to provide additional information during this process. Neither the Selection Committee nor any other member of Harper's staff will conduct debriefings regarding the RFP process.

A.02.3 During discussions, the Respondent shall be prepared to cover the following topics:

A.02.3.1 The specific services to be provided;

A.02.3.2 Proposals of the Respondent, including work on similar projects, experience of personnel, etc.;

A.02.3.3 The working relationship to be established between the College and the Respondent, including, but not limited to, what each party should expect from the other.

- A.03 Negotiations:  
Harper College reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The College may require the RFP and the Respondent's entire response be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the Respondent during discussions or negotiations will be held by Harper College as contractually binding on the successful Respondent.
- A.04 Notice of Unacceptable Responses:  
When the Selection Committee determines a firm's RFP response to be unacceptable, such Respondent shall not be afforded an additional opportunity to supplement its RFP Response.
- A.05 Confidentiality:  
The Purchasing Department shall examine the Proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Purchasing Department. All data, documentation and innovations developed as a result of these contractual services shall become the property of the College. Based upon the public nature of these RFP's, a Respondent must inform the College, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.
- A.06 Proposed Timeline:
- |  |                                    |
|--|------------------------------------|
| RFP Issued.....                                    | February 4, 2019                   |
| Pre-proposal Conference.....                       | February 13, 2019                  |
| Last day to submit questions for a response .....  | February 14, 2019                  |
| Final Addendum Issued .....                        | March 20, 2019                     |
| RFP Deadline .....                                 | February 4, 2019                   |
| On-Site Demonstrations* .....                      | March 25, 2019 thru April 19, 2019 |
| Request for Pricing Proposals Issued.....          | April 19, 2019                     |
| Vendor Pricing Proposal Deadline.....              | May 3, 2019                        |
| Implementation Vendor Presentations.....           | May 20, 2019                       |
| Approval by Harper College Board of Trustees ..... | June 19, 2019                      |

\*The College plans to invite two or three shortlisted vendors for in-depth demonstrations for 3-½ days. Should the College elect to invite only two vendors for in-depth demonstrations, pricing proposal deadlines and implementation vendor presentations will occur up to three weeks sooner than outlined above. Implementation vendors are to ensure that their project teams are available for on-site presentations when requested. Failure to attend an on-site presentation when requested is cause for being disqualified from continuing in the process at the discretion of the College.

## TERMS AND CONDITIONS

- B.01 Authority:  
This Request for Proposals is issued pursuant to applicable provisions of Harper College's Purchasing Policy.
- B.02 Errors in Proposals:  
Respondents are cautioned to verify their RFP response prior to submission. Negligence on the part of the Respondent in preparing the RFP response confers no right for withdrawal or modification of the RFP response.
- B.03 Reserved Rights:  
Harper College reserves the right at any time and for any reason to cancel this Request for Proposals process or any portion thereof, to reject any or all submittals, or to accept alternate submittals. The College reserves the right to waive any immaterial defect in any RFP response. Unless otherwise specified by the Respondent, the College has ninety (180) days to accept. The College may seek clarification from a Respondent at any time and failure to respond promptly is cause for rejection. The College may require submission of best and final offers.
- B.04 Incurred Costs:  
Harper College will not be liable in any way for any costs incurred by Respondents in replying to this RFP.
- B.05 Award:  
Award shall be made by the Harper College Board of Trustees to the responsible Respondent whose Proposals are determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein. Harper College reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.
- B.06 Evaluation Considerations:  
Evaluation Criteria are shown below. The Selection Committee shall consider the following when judging the ability of Respondents to meet the requirements of this Request for Proposals.
- B.06.1 Software Vendor Evaluation
- B.06.1.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.
- B.06.1.2 Quality of Response
- B.06.1.2.1 Ability of Respondent to meet the "Critical Criteria for Proposed Software"
- B.06.1.2.2 Completeness and quality of Respondent's answers to the "Supplemental Questions and General Technical Requirements".
- B.06.1.2.3 Completeness of Respondent's answers to the "Detailed System Requirements and Availability Checklist".

B.06.1.3 Strong User Community Support

B.06.1.4 Software Demonstrations

B.06.1.4.1 Demonstrated ability to meet the functional requirements outlined in the RFP and Demonstration Script.

B.06.1.4.2 Demonstrated ability to meet the technical requirements outlined in the RFP and Demonstration Script.

B.06.1.4.3 User Interface – Modern look and feel, Mobile – responsive design

B.06.1.4.4 Software Ease of Use - System is easy to navigate and intuitive

B.06.1.5 Cost

B.06.2 Implementation Services Vendor Evaluation

B.06.2.1 Compliance with Request for Proposals [Mandatory]. This refers to the adherence to all conditions and requirements of the Request for Proposals.

B.06.2.2 Quality of Response

B.06.2.2.1 Clearly demonstrated understanding of the work to be performed.

B.06.2.2.2 Completeness and reasonableness of the Respondent's plan/Proposals for accomplishing the tasks.

B.06.2.2.3 Level of creativity demonstrated by the Respondent's proposed methodologies for meeting the requirements of this Request for Proposals.

B.06.2.3 Services to be Provided. This refers to the exact type and nature of the Respondent's proposed services and how they accomplish the objectives of the project, as well as the ability to rapidly respond to the College's needs, as defined in the Evaluation Criteria set forth herein.

B.06.2.4 Schedule. This refers to the Respondent's proposed delivery schedule. The schedule shall be a critical element of this contract.

B.06.2.5 Proposals of the Consultant. Respondent's capability in all respects to perform fully the Contract requirements, and the tenacity, perseverance, experience, integrity, and reliability which will assure good faith performance, as well as satisfactory reference verification. This criterion includes:

B.06.2.5.1 The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other Colleges or organizations.

B.06.2.5.2 Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and

B.06.2.5.3 Other areas addressed in the Statement of Work herein.

B.06.3 Costs (Price). This refers to the proposed Contract fee. (Please note that price is only one factor for consideration of award). **Pricing will be submitted after software and implementations services presentations are completed.**

B.06.4 Acceptability of Proposals:

The Offer shall be evaluated solely in accordance with the criteria set forth herein. The Proposals shall be categorized as follows:

- A. Acceptable;
- B. Potentially Acceptable; that is reasonably susceptible of being made acceptable; or
- C. Unacceptable.

B.07 Budget:

B.07.1 When requested, Respondent shall propose a not-to-exceed amount for complete execution of this project as detailed in the Specifications or Statement of Work herein.

B.07.2 If proposing costs which may include alternate programs or services not covered in the base bid pricing, the Respondent, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

B.08 Contract Period:

As required in the specifications shown herein.

B.09 Taxes:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax. Tax Exempt letter will be provided upon request.

B.10 Hold Harmless Clause:

The Respondent agrees to indemnify, save harmless and defend Harper College, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the negligent conduct of Harper College, its agents, servants, or employees or any other person indemnified hereunder.

B.11 Insurance Requirements:

Respondents shall maintain for the duration of this contract and any extensions thereof insurance issued by a company or companies qualified to do business in the State of Illinois, as enumerated in Harper College's insurance requirements. **Please state your professional liability coverage if applicable.**

Upon notice of acceptance of proposal, the successful bidder shall, within ten (10) calendar days of said notice, furnish to the College a certificate of insurance evidencing coverage by the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the College, licensed to do business in the State of Illinois, and with a minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing Harper College at least thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect until such time as the subject equipment has been approved and accepted by the College.

MINIMUM INSURANCE REQUIREMENTS:

General Liability	General Aggregate	\$2,000,000
	Products-Comp/Op Agg	2,000,000
	Personal Injury	1,000,000
	Each Occurrence	1,000,000
Excess Liability	Each Occurrence	1,000,000
	Aggregate	1,000,000
Automobile Liability	Bodily injury (each acc)	1,000,000
	Property damage (each acc)	1,000,000
Worker's Compensation	Statutory Limits	
	Each accident	500,000
	Disease-Policy limit	500,000
	Disease-Each employee	500,000

Contractor shall cause each subcontractor employed by contractor to purchase and maintain insurance of the type specified above. When requested by the College, contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor. William Rainey Harper College shall be named as an additional insured.

B.12 Meetings:  
Respondent may be required to meet with various College and outside officials as required, throughout the project.

B.13 Equal Employment Opportunity:  
Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the Respondent shall comply with Public Act 98-107 which requires nearly any party that contracts with a community college to post employment of vacancies with the state's job board IllinoisJobLink.com. Additionally, the Respondent shall comply with the Harper College Fair Employment Ordinance.

- B.14 Responsibility & Default:  
B.14.1 The awarded Respondent shall be required to assume responsibility for all items listed in this Request for Proposals. The successful Respondent shall be considered the sole point of contact for purposes of this contract.
- B.14.2 Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the College reserves the right, without liability, in addition to its other rights and remedies, to terminate the Contract by written notice effective when received by the Respondent, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such a manner as the Purchasing Department may deem appropriate, and charge the Respondent with any or all losses incurred. The College shall be entitled to recover its attorney's fees and expenses in any successful action by the College to enforce this contract.
- B.15 Payments:  
B.15.1 The Respondent shall furnish the College with itemized invoices as required as determined through negotiations with the Selection Committee.
- B.15.2 All payments to be made in accordance with applicable provisions of the "Local Government Prompt Payment Act." 50 ILCS 505/1, *et seq.*
- B.15.3 Milestone Payments can be negotiated as a term and condition of the final contract.
- B.16 Consultant Responsibilities:  
The selected Respondent will be required to assume responsibility for all services offered in this Request for Proposals. The College will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Sub-contracts will be permitted only upon specific, written permission of the College.
- B.17 Interpretation or Correction of Request for Proposals:  
B.17.1 Respondents shall promptly notify the Purchasing Department of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be made in writing and directed to the Purchasing Department. All such requests must be delivered in a timely fashion.
- B.17.2 Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.
- B.18 Law Governing:  
Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.
- B.19 Compliance with Laws:  
The Respondent shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and College policy, which may in any manner affect the contract.

- B.20 Termination for Lack of Funding:  
The College reserves the right to terminate the whole or any part of this contract, upon written notice to the Respondent in the event that sufficient funds to complete the contract are not appropriated by the Harper Board of Trustees; provided that in the event of such termination, the Respondent shall be paid promptly for all services rendered by the Respondent through the effective date of termination.
- B.21 Addenda:
- B.21.1 Addenda are written instruments issued by the Purchasing Department prior to the date of receipt of Proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections.
- B.21.2 Prior to the receipt of Proposals, addenda shall be distributed to all who are known to have received a complete RFP if required.
- B.21.3 After receipt of Proposals, addenda shall be distributed only to applicants who submitted Proposals and those Respondents shall be permitted to submit new or amended Proposals as detailed within the addenda.
- B.21.4 Each Respondent shall ascertain, prior to submitting a Proposal that all addenda issued have been received and, by submission of a Proposal, such act shall be taken to mean that such Respondent has received all addenda and that the Respondent is familiar with the terms thereof and understands fully the contents of the addenda.
- B.21.5 Respondents shall acknowledge receipt and understanding of the addenda in their response.
- B.22 Regulatory Compliance:  
When applicable Respondent represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Respondent shall furnish applicable "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure Act and shall otherwise comply with the requirements of said act for materials and supplies covered by the act.
- B.23 Guarantees and Warranties:  
All guarantees and warranties required shall be furnished by the Respondent and shall be delivered to the Purchasing Department before final voucher on the Contract is issued.
- B.24 Right to Protest  
Any bidder wishing to file a protest regarding the RFP process may do so by giving written notice to the Manager of Purchasing within seven calendar days of the closing time and date. This notice should include the title of the requirement, the closing date, and the nature of the protest. Any disputes concerning a question of fact under this RFP which is not disposed of by agreement shall be decided by the College. The decision of the College for the determination of such appeals shall be final and conclusive.
- B.25 Contracting with Minority Firms and Women Business Enterprise  
Respondents should solicit and utilize minority firms to complete the accomplishment of this project where practicable.

## C. PROPOSALS (RFP Response)-FORM AND CONTENT

### C.01 Submission of Proposals:

C.01.1 To be considered, Proposals must be delivered directly to the Harper College Purchasing Department on or before the date and time specified in the Request for Proposals. Delivery methods are solely the responsibility of the respondent.

C.01.2 Each Respondent shall submit the number of Proposals as enumerated on the cover page herein, one of which shall be the original.

C.01.3 Proposals (RFP Response) shall be submitted in a sealed envelope, addressed as follows:

William Rainey Harper College  
Purchasing Department  
1200 W. Algonquin Road  
Palatine, Illinois 60067

Late Proposals (RFP Responses) are grounds for rejection at the owner's discretion.

### C.02 CHANGES and INVOICING

#### C.02.1 Changes in Scope

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, any change in scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in an amount in excess of \$25,000 must be approved by the Board of Trustees. Any change in the scope of services that increase the agreed contract price for professional services and/or for costs to be expended by the professional in the amount of \$25,000 or less, may be approved by the College President or his designee.

#### C.02.2 Invoicing Requirements

Unless otherwise agreed by the Board of Trustees in the original contract for professional services, all invoices for professional services rendered must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual broken down into 10ths of an hour, with a description of the work. In addition, all costs must be itemized with a description of the purpose for which the cost was incurred. Unless otherwise agreed by the Board of Trustees in the original contract for professional services, fee and cost invoices must be provided to the College on a monthly basis.

#### C.02.3 Termination for Default

The College reserves the right to terminate the whole or any part of this contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure by the bidder to perform any provisions of this Projector failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the College may procure, upon such terms and in a manner as the Purchasing Department may

deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the Purchasing Department that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

C.02.4 Termination for Convenience

The College may terminate this contract at any time upon a written notice to the bidder, should it be determined that these services are no longer required, or if sufficient funds are not available to cover the estimated requirement, or for any other reason in the College's sole and exclusive discretion. Payment for work performed prior to the effective date of termination shall be based upon an estimate of the services actually performed and shall be mutually agreed upon by the College and the bidder. Such payment so made to the bidder shall be in full settlement for services rendered under this contract.

C.02.5 Conflict of Interest

It shall be a breach of ethical standards for any employee of the College to participate directly or indirectly in procurement when the employee knows that:

- The employee has financial interest pertaining to the procurement.
- A business or organization in which the employee has a financial interest pertaining to the procurement is involved in the procurement.
- Any other person, business, or organization with which the employee is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

*Employees who violate this standard will be subject to discipline in accordance with applicable State, County and local codes. Upon discovery of an actual or potential conflict of interest, an employee shall promptly disqualify themselves and withdraw from further participation in the transaction involved.*

### C.03 Form of Proposals:

All Vendors are required to follow the format as specified below. The proposal should be concise, well-organized and clearly demonstrate the Vendor's qualifications and experience as described below.

#### **Section 1: Executive Summary**

Provide an executive summary that summarizes the proposal.

#### **Section 2: Vendor Profile**

Provide the following information:

- Name of vendor
- Vendor's mailing address, telephone number, FAX number, and web site address
- Vendor's primary contact person
- Primary contact person's title, mailing address, telephone number(s), FAX number, and email address
- Brief overview of the vendor's company, products, and services

#### **Section 3: Vendor's Understanding of the RFP**

- Provide a statement that acknowledges the vendor's understanding of the "Procurement Process," as presented in the RFP.
- Provide a statement that acknowledges the vendor's understanding of the "RFP Instructions and Requirements," as presented in the RFP.

#### **Section 4: Critical Criteria for Proposed Software**

Provide responses to each of the items within the "Critical Criteria for Proposed Software" section of the RFP.

#### **Section 5: Proposed Software Products**

- Identify all application software that is proposed or required.
- Identify all database technologies and/or file management systems that are proposed or required
- Identify all required ancillary software (e.g., middleware, compilers, and report writers) that William Rainey Harper College should consider.
- Identify all optional ancillary software (e.g., middleware, compilers, and report writers) that William Rainey Harper College should consider.
- Summarize the features, functionality, and characteristics associated with each software product.

#### **Section 6: Supplementary and General Technical Questions**

Provide a response to each of the items within the "Supplementary Questions" section of the RFP.

### Section 7: Detailed System Requirements and Availability Checklist

Provide a response to each of the items within the “Detailed System Requirements and Availability Checklist” section of the RFP.

### Section 8: Implementation Services

Provide a response to each of the items within the “Implementation Services” section of the RFP.

### Section 9: Additional Services

- Describe all additional services (e.g., remote technical support) that are required, recommended, and available or provided for each proposed product.
- Provide information about the internal staffing requirements that William Rainey Harper College will encounter with the proposed system.
- Provide information about national, regional, and state specific Users Groups that are supported by your company. Include contact information for Officers of those Users Groups.

### Section 10: Data Conversion and System Interfaces

- Describe the products, utilities, processes, and services that are recommended or needed for the conversion of William Rainey Harper College’s existing data.
- Identify a means of developing and maintaining interfaces between William Rainey Harper College’s existing enterprise systems and William Rainey Harper College’s future enterprise systems during the implementation process.
- Identify a means of developing and maintaining interfaces between the proposed AIS applications and William Rainey Harper College’s existing ancillary systems (e.g., Student Information System, Financial Aid System, document imaging, and library), some of which are web-enabled.

### Section 11: Software Maintenance and Enhancements

- Describe the benefits, impacts, and schedules of new releases and modules. State the circumstances under which such releases are mandatory or optional.
- Describe the procedures, both during and after the warranty period, for obtaining product support.
- Describe, in detail, how gaps between the vendor’s baseline product and William Rainey Harper College’s functional needs will be identified, analyzed, and resolved. Given William Rainey Harper College’s requirement to preserve existing functionality (but not necessarily present business processes), it is important for vendors to present a strategy that enables William Rainey Harper College to maintain the capabilities that are inherent within its existing enterprise solutions.
- Explain how custom modifications can be made by the vendor and/or William Rainey Harper College. In addition, describe the alternative mechanisms for maintaining such modifications over time.

### Section 12: Vendor’s Corporate Strength

Describe the vendor’s corporate history, market segment(s), client base, employee base, research and development programs, and financial well-being.

### **Section 13: Optional Products and Services**

Describe, in detail, all optional products and services. Vendors are hereby advised that William Rainey Harper College may want to procure an optional item but might not be able to do so if it is not formally declared in this section. Optional products might include query tools, workflow systems, IVR solutions, utilities, documentation, training materials, data warehouses, database technologies, security mechanisms, etc.

### **Section 14: Client References**

Provide a response to each of the items within the "References for Harper College" section of the RFP.

### **Section 15: Additional Information**

Provide any additional information that William Rainey Harper College should consider in its evaluation of proposals. This would include a list of whether your company is currently involved in litigation with any of your clients. Do not provide marketing brochures or generic information that does not meet your specific solution to this Request for Proposal.

### **Section 16: Acknowledgement of Addenda**

Provide attached proposal form that acknowledges understanding and compliance with RFP conditions and acknowledges the issuance and receipt of any RFP addenda, if applicable.

### **Section 17: Contact Information Page**

Provide the following contact information

- a) Company Name
- b) Mailing Address
- c) Telephone Number
- d) Fax Number
- e) Authorizing Signatory Information
  1. Individual:  
Name & Title
  2. Partnership:  
Name, Title
  3. Corporation:  
Name, Title, Position, Corporate Seal

## STATEMENT OF WORK

### College Background

Harper College (College) is a comprehensive community college, which offers transfer curriculum, occupational training, adult enrichment classes, and a variety of other community services. The College offers certificates and associate degrees in a wide range of program areas.

The College district is located in the northwest suburbs of Chicago. The 200-acre campus is located in Palatine, with extension facilities at the Learning and Career Center in Prospect Heights and the Harper Professional Center in Schaumburg. Further information about Harper College is available on the website.

### Important Facts

Web Sites	<a href="https://www.harpercollege.edu">https://www.harpercollege.edu</a>
Number of Full-Time Faculty	219
Number of Part-Time Faculty	1045 – Adjunct & CE Instructors
Number of Administrators and Supervisory Managers	145
All other employees including Student Aides	995
Major Sites	3
Accreditation	Higher Learning Commission (HLC)
Fall 2018 Enrollment (Headcount) (FTES)	13,530

### SCOPE OF WORK

The College is seeking vendor proposals for the acquisition of the implementation and ongoing success of enterprise Accounting and Finance and Human Capital Management application software. In addition, the College seeks professional services for implementation and project management from the vendor and/or other vendor.

The College is eager to enhance its efforts in the following areas:

- Streamlined business processes
- Improved services for students, faculty, staff and vendors
- Greater access to important resources
- Improved productivity through the use of web-enabled applications
- Responsiveness to state/federal/internal reporting requirements
- Efficient access to data, information and transaction processing by business areas (non-IT). Improved analytical and statistical analysis of data over time
- Improved data reporting capabilities to facilitate the college's goal of embracing and fostering diversity

It is the College's intent to purchase a solution which will include an Accounting and Finance information system and Human Capital Management system. This proposed solution can be on-prem, cloud based or SaaS. In the event that a single vendor solution cannot meet the requirements of both the Accounting and Finance and Human Capital Management areas of the College, the College reserves the right to procure solutions from multiple vendors.

The College will procure as-needed services for implementation from the software vendor or certified partner. Services that must also be provided are implementation, training, functional consulting, project management, data conversion, software customization, software integration and maintenance, etc.

If an implementation partner is utilized, it is the responsibility of the software vendor to clearly and precisely provide the partner with all the agreed upon software configurations and processing rules that the College requires for a successful implementation. Failure to do so can result in the termination of any agreement. It is also the partner's responsibility to verify functionality of the software and the configured rules and workflows as promised by the software vendor. Failure to agree to these terms may exclude vendors from consideration. This RFP includes a presentation of general system requirements and technical requirements. Vendors are encouraged to be as responsive as possible to each item within this document.

## Exhibit B Software Vendors

### Instructions for Software Proposal

Vendors may submit proposals on Software and/or Software services stand-alone or Implementation solution

### Current Application Software Supported

If your response requires clarification, provide details. Use additional sheets if needed. Compliance to this section represents a significant portion of the evaluation and the ability to integrate your product with the following software.

Systems Name	Areas Directly Supported	Functional Description
Student Information System (SIS) Ellucian Banner	Students, Faculty, Staff	Comprehensive software application which automates many functions in Student Services and Instruction at the colleges. Services are provided to students, faculty, and staff through a common portal.
Cognos	Faculty, Staff	Main reporting tool for operational data
Nelnet	Students, Staff	Payment processing
Destiny	Faculty, Staff	Continuing Education ERP (SaaS Student ERP)
PageUp People	Staff (HR)	HR Recruiting
Silkroad	Staff (HR)	HR Onboarding
Microsoft Active Directory	Faculty, Staff	Authentication and Authorization management system
Chase Banking System	Staff	Banking
Stratus	Staff	Time Clock/Time Recording
Blackbaud	College Foundation Offices	Fundraising Management solution for nonprofits which includes a database of donor and contribution records. It also includes modules for Alumni Tracking and Events Management.
Sharepoint (Portal System)	Faculty, Staff, Students	Enterprise information portal for employees and students
Ellucian ODS	Administrators, Faculty, Staff	A general-purpose data warehouse containing student staff, and financial data, along with research tools and reports. Also used for state reporting.

## **Critical Criteria for Proposed Software**

The vendor's proposed software *should* meet all of the following critical criteria:

1. Include modules for Accounting and Finance, Budget Management, Requisitioning, Purchasing, Accounts Payable, Accounts Receivable, Fixed Assets, Human Capital Management, Benefits Position Control, Position Budgeting, Payroll Processing included in Higher Education Institutions and able to integrate all areas of the College Accounting and Financial, Human Capital Management operations including all of the existing systems currently in place (see Table Exhibit B). Vendors should demonstrate that their systems reduce/eliminate redundant entry of data.
2. Be mobile and web-enabled and include web-based self-service applications for faculty and staff as appropriate.
3. Demonstrate the ability of the systems to provide for multiple levels of data security, including field level security and demonstrate how the system insures the integrity of the data being entered.
4. Describe how your systems provide for the automation of business processes through the use of a workflow engine, workflow modeling and workflow definition tool that will allow the College to automate many multi-step processes.
5. Describe the various levels of reporting capabilities and demonstrate that they are able to easily access data for daily transaction reporting as well as complex multi-level reporting in support of executive decision making and institutional research type of objectives. Demonstrate how the business areas can self-service their reporting needs. Demonstrate integration with Cognos or other reporting tools.
6. Describe your solutions support of technologies that will allow for tighter, seamless, real-time integration of data between the SIS Higher Ed ERP (Ellucian Banner), enterprise Accounting and Finance and Human Capital Management solutions and necessary third-party applications.
7. Of particular interest is the vendor's commitment to the standards and requirements of the College reporting for ICCB, ACA, SURS, etc., requirements. Please describe how, as a vendor, you will provide support for other state and federal mandated requirements.
8. Provide information regarding future development of your proposed and future products for the next three (3) to five (5) years and beyond.
9. Provide details on the authentication methods available and single-sign-on capabilities and if your solution allows for multi-factor authentication. Must integrate with Active Directory /ADFS.
10. Provide an overview of how data from the legacy Higher Ed ERP system Oracle EBS V12.1.3 will be migrated into the new offering.

## Supplementary and General Technical Questions

### Supplementary Questions

The following items are important with respect to the evaluation of proposals. Vendors should provide clear and detailed responses to each item.

1. Please indicate whether the proposed software includes the following applications/modules:
  - a. Accounting and Finance (including General Ledger, Public Sector Budgeting, Requisitioning/Purchasing, Accounts Payable/Receivable, Fixed Assets)
  - b. Travel and Expense
  - c. Grant Accounting
  - d. Human Capital Management - Benefits
  - e. Payroll including Position Control and Position Budgeting
2. Please provide detailed information about reference sites. We are specifically interested in your most recent 3-5 implementations. Please include the following:
  - a. Names of institutions
  - b. Contact names, titles, telephone numbers, and email addresses
  - c. The production status of each, when they were implemented and which release.
3. Please organize the information about reference sites with respect to the following categories:
  - a. Illinois Community College(s)
  - b. Community college's outside Illinois
4. Please provide details on required secondary environments for test, development, training, etc.
5. Please indicate whether the proposed software is web-enabled.
6. Please describe how your solution meets Section 508 accessibility requirements.
7. Please describe how your solution meets Illinois law related to PII.
8. Please describe all available tools to extract and import data from Spreadsheet, CSV.
9. Please describe any training materials that the College should consider.
10. Please describe data migration and integration API's or Web Services available within your solution.
11. The College anticipates that a number of ancillary systems will need to be integrated with the new Accounting and Finance and Human Capital Management solutions. Refer to Exhibit B for software table.

Please answer the following questions for each of the applications listed.

- a. Does your solution provide the function of any of the ancillary software vendor listed?
- b. Does the vendor have a formal business relationship or partnership with the ancillary software vendors listed?
- c. Does the vendor provide a standard interface for this ancillary software product?
- d. Is the software integration for this ancillary product provided by the ancillary product vendor?

- e. If the vendor does not provide a standard interface, has the vendor worked with other customers to build a custom interface for this software? integration? If yes, please provide two (2) or three (3) client references.
- f. Does the vendor know customers who have done their own integration with this product and would they be willing to share their solution? Please provide the names of two (2) or three (3) clients who would be willing to share the solution.

12. Can your application be easily branded with the organization's colors and logos?

### General Technical Questions

Please provide the following technical information with respect to the proposed system:

#### **If proposing on-premise solution:**

1. Describe in detail the underlying technology that supports your software, Operating System, Browser supported, Database platform, third party tools or software required to fully implement the solution.
2. Identify the platforms (e.g., application servers, mass storage devices) that are being used to support the proposed system and how the platforms are sized.

What are the minimum requirements (OS, CPU, Memory, Disk) for installing and running the program on the server?

- a. What are the minimum operating system requirements for the workstations?
  - b. Please describe your system expansion methodology.
  - c. Does the installation or access to the software require little, or a great deal of IT resources to install? To maintain? Are these requirements clearly defined?
  - d. Does your application require a database? If yes, specify brand and version (i.e Oracle, SQL Server)
  - e. Please describe your installation process and requirements.
3. Please present a physical topology and logical topology (both in graphical form) that describe an appropriate hardware and software environment that provides your solution.
  4. Identify the programming languages inherent within the proposed system and the compilers, tools, APIs are provided?
  5. Describe middleware, if any, that is recommended or required?
  6. Identify the devices that your application runs on for self-service (PC's, Mac's, mobile devices)? Is your solution device responsive?
  7. Identify if your solution supports a **completely** browser-based work environment? What is type of browser and version are certified to run with your software?
  8. Please describe a typical technical and support staff structure to maintain and support your solution for a college of our size (e.g., database administrators, analyst, system administration, programmers, help desk, etc.)

9. Are security events logged? (e.g. log-on, log-off, timeout, switching privileges, repeated authentication attempts, attempts to use unauthorized privileges, application software modification, system software, modification changes to user privileges, read/update of Confidential data.)
10. If third-party software is required or optional for use with your system, please describe the name, cost and function.
11. Do you support automated user provisioning on-boarding, off-boarding?
12. Does the system use encryption for access?
13. How often is your software updated?
14. How do you communicate new releases/bug fixes/patches with customer?
15. What training do you provide/include for major releases?
16. Do you provide detailed release notes of bug fixes or patches?
17. Is there a plan of action designed to correct deficiencies and reduce or eliminate vulnerabilities?
18. What methodologies/processes do you use for security testing of your products?
19. What kind of tech support will Harper receive for the purchase price of the software?
20. Please describe your support response or resolution SLA.
21. Please describe off-hours escalation process.
22. What is the average turnaround time to 1) acknowledge receipt of a ticket, 2) complete a ticket with your Helpdesk, 3) to resolve issues presented that are caused by a problem with your product?
23. What are the hours of the help desk (In Central Time Zone hours)?
24. Do you maintain an online automated support system (real-time ticket updates, place to leave and retrieve support/case files, etc.)?
25. Is there a Web site I can visit for troubleshooting tips, lessons, or tech support?
26. How many standard reports are available?
27. Does the software have job scheduling capabilities?
28. Is there online documentation?
29. How often is your documentation updated?
30. Is there an active support community or forum?

31. Does the vendor offer customized or generic training?
32. Is there an on-site training option available?
33. How many clients do you have using your solution?

**If proposing a cloud or SaaS solution**

1. What options do you support for authentication, SSO and user provisioning? (LDAP, AD, CAS, OATH, SAML, Shibboleth, proprietary API, etc.)
2. Does the application support Android and iOS operating systems? Is it responsively designed for use with the mobile web?
3. Indicate contracted uptime SLA and SLA violation credit amounts and process around your routine maintenance schedule.
4. Does your business have a plan in place to respond to major outages or disaster(s); and ensure continuity of operations? If so, please describe.
5. Does your organization have a plan in place to address breaches? In the event of a data breach, describe your notification/escalation procedure.
6. Are security events logged? (e.g. log-on, log-off, timeout, switching privileges, repeated authentication attempts, attempts to use unauthorized privileges, application software, modification, changes to user privileges, read/update of Confidential data.)
7. Describe post subscription data retrieval and disposal processes.
8. What methodologies/processes do you use for security testing your products, systems, and network?
9. What is the average turnaround time to 1) acknowledge receipt of a ticket, 2) complete a ticket with your Helpdesk, 3) resolve issues presented that are caused by a problem with your product?

## Detailed System Requirements and Availability Checklist

NOTE: All questions require a yes or no response in the “Available” column. In the “Approach” column, enter the appropriate code:

**B** Required functionality is met by the base package software

**M** Required functionality is met by modifying the base package software

**C** Required functionality is met through custom development

**T** Required functionality cannot be met by the Vendor’s application, but a third-party vendor has provided the requirement in the past. Identify the third-party vendor in the Comments column.

If your response requires clarification, provide details in the “Comments” column. Use additional sheets if needed. Compliance to this section represents a significant portion of the evaluation.

Item #	Required Functionality	Available (Yes/No)	Approach (B/M/C/T)	Comments (Attach sheet if needed)
<b>General Ledger</b>				
1	Support Public Sector / Grant / Fund accounting			
2	Support cross-validation rules - certain segment values only be valid with specific other segment values based on business rules.			
3	Support the import of journals from interfacing applications (either in detail or summary) Banner, Excel, Destiny and budgets from an external system			
4	General Ledger users must be able to adjust imported journal entries from feeder or sub-ledger applications such as Accounts Payable, Accounts Receivable, etc.			
5	Support automatic reversing journal entries			
6	Create journal entries with multiple lines Transaction Adjustment Process			
7	Prevent posting of unbalanced journal entries			
8	Use Journal approval workflow to route journal entries to "approvers" based on various criteria including creator, account and dollar value			
9	Ability to restrict access to post to prior periods and reopen periods if the user has appropriate security			
10	Budget by position and generate multiple hierarchies			
11	Support different accounting calendars by sub-ledger			
12	Ability to use last period for adjustment or set up a 13th period for adjustments			

Item #	Required Functionality	Available (Yes/No)	Approach (B/M/C/T)	Comments (Attach sheet if needed)
13	Ability to Reconcile to GL after all sub-ledgers have been closed e.g. Accounts Receivable to General Ledger			
14	Provide an audit trail of transactions posted to a prior period after a specified date			
15	Ability to post sub-ledgers to the GL in Summary or in Detail			
16	Ability to generate government specific reports such as SEFA			
17	Ability for end users to initiate through workflow a request transfer of expenses to another expense account for both actual and budget			
<b>Accounts Payable</b>				
1	Integrate with Purchasing to support matching, drill-back to the PO, supplier master sharing, etc.			
2	Ability to automate the process for check requisitions that are not on a purchase order through a workflow			
3	Process PO to Invoice matching criteria (two or three-way matching)			
4	Generate and report on 1099 suppliers			
5	Run a preliminary/preview payment register			
6	Route check printing to a specified, dedicated printer			
7	Electronically attach supporting documents to transactions (invoices and payments) e.g. invoice image			
8	Ability to flag duplicate invoices			
9	Enter batches of manual invoices			
10	Multiple Suppliers with same name (student refunds with the name Patel, need additional variable)			
<b>Account Receivables</b>				
1	Support customer master maintenance requirements (inquiry or updates to addresses, marketing information, contacts, telephone numbers, maintain bank account information, customer relationships, tax exemptions)			
2	Assess sales tax systematically			
3	Create multiple, user-define payment terms			

Item #	Required Functionality	Available (Yes/No)	Approach (B/M/C/T)	Comments (Attach sheet if needed)
4	Create/generate recurring invoices			
5	Create aging reports using various criteria and aging buckets			
6	Generate, print and electronically distribute multiple invoice formats			
7	Route invoice adjustments via workflow for approval			
8	Satisfy audit compliance and security requirements			
9	Ability to create invoice lines			
10	AR reports to view to aid in AR to GL Reconciliation			
<b>Cash Management</b>				
1	Reconcile payment - check payments			
2	Reconcile payment - wire payments			
3	Reconcile receipts - cash or check receipts (receipt = customer payment to us)			
4	Perform auto reconciliation			
5	Reconcile manual payments (payments made outside of the system)			
6	Reconcile payments - ACH payments			
7	Import a reconciliation file (BAI2) from JP Morgan Chase			
8	Execute an un-cleared transactions report			
9	Execute a cleared transactions report			
10	Satisfy audit compliance and security requirements			
<b>Assets</b>				
1	Create user-defined asset categories and sub-categories in the asset system and/or General Ledger			
2	Define asset groups are available for on-line searches and reporting			
3	Track construction in progress			
4	Create cost and depreciation allocations between companies, departments, business units, and projects			
5	Retire depreciated assets			

Item #	Required Functionality	Available (Yes/No)	Approach (B/M/C/T)	Comments (Attach sheet if needed)
6	Drilldown from assets to requisitions, purchase orders, and accounts payable vouchers			
7	Calculate gain/loss on disposition of the asset			
8	Display current and prior accumulated depreciation as well as the depreciation for a given period			
9	Post depreciation to the General Ledger at period end			
10	Provide standard fixed asset reports			
<b>Purchasing</b>				
1	Provide vendor suite to maintain potential bidders; submit vendor registration and respond to request for quotes;			
2	Create and administer Request for Quotes, Request for Bids, Request for proposals, and manage the milestones throughout the solicitation process			
3	Ability to load vendor price catalogs and utilize punch outs			
4	Ability to email/notify requester when POs and contracts are reaching certain amounts expended			
5	Allow for multiple PO types - annual, blanket, multi-department, etc.; With ability to mass close blanket POs at year end and keep other POs open for multiple years?			
6	Integrate with Accounts Payable, General Ledger, Fixed Assets, Receiving and Vendor History			
7	Track and report and inquire on information for the entire life-cycle of the procurement (i.e. requisition through payment)			
8	Provide a robust workflow for the approval of requisitions and purchase orders based on user defined, pre-established criteria. Limit which users are authorized to override PO limits established; Workflow should include ability to reject purchase requisitions; purchase orders and request additional information.			
9	Ability to attach files to requisition, purchase order – e.g. quotes, notes to buyer, packing slips, etc.			
10	Address need to have a single PO associated with multiple departments and/or funding sources (Cross Department PO's)			
<b>Payroll</b>				
1	Manage pay types - Salaried, Hourly, Stipends, severance, car allowance, cell phone allowance, housing, compensation additional, moving expenses			

Item #	Required Functionality	Available (Yes/No)	Approach (B/M/C/T)	Comments (Attach sheet if needed)
2	Define pay frequency - Bi-weekly			
3	Process direct deposits to multiple accounts using flat amounts and percentages			
4	Process different shifts. Shift differentials. Police x 3, Facilities x4, I.e., Standard Day, Overnight, Hybrid			
5	Process Retro pay			
6	Process overtime - Sunday 2x, Holiday depends on if it is your shift, outside shift is 2.5x. Approval for all time. OT is calculated on the week 37.5 hours			
7	Process complex earning types			
8	Process Benefits feeds for deductions			
9	Process costing at the person level			
<b>Human Resources</b>				
1	Process all employment functions (additions/changes/transfers/promotions/terminations, etc.)			
2	Design and process various levels of employees based on organizational hierarchy			
3	Utilize position management and manager hierarchy reporting structure. Example structure may include position, grade, full/part-time status, hours, FTE, department, division, etc.			
4	User-friendly, self-service employee and manager workflow capability. Ability to design self-service workflow capabilities for custom requirements.			
5	Capability for extensive tracking and reporting of system data (i.e., assignment data, demographic, retiree, grievance, disciplinary, professional development, dependent, previous employment, qualifications/degrees, etc.)			
6	Provide ability to capture and track compensation data such as job descriptions, job family, grade, base salary, cash compensation, bonus plan, commission, allowances, salary, etc.			
7	Ability to define real time reports and dashboards throughout all modules of HR; ability to track metrics and export data for ad hoc reporting.			

Item #	Required Functionality	Available (Yes/No)	Approach (B/M/C/T)	Comments (Attach sheet if needed)
8	Projection reporting capabilities (if/then projections)			
9	Capability of various HR functionality: applicant tracking, onboarding, performance evaluations, professional development, succession planning, off-boarding, etc.			
10	Extensive interface capabilities with other systems, financial institutions, vendors, government required reporting systems, etc.			
<b>Benefits</b>				
1	Manage all lines of insurance and plans to auto-define, apply and manage eligibility rules for multiple employee groups			
2	Manage all lines of insurance and plans to auto-define, apply and manage benefit deductions to integrate seamlessly with payroll and accounting			
3	Manage multiple leave accrual plans including accruals, usage and reporting with seamless integration to payroll, accounting and outside vendors			
4	Manage vendor integration of all plans			
5	Provide robust self-service workflows for HR and employees to include Open Enrollment, New Hires, mid-year changes, etc.			
6	Full complement of Ad Hoc reporting tools			
7	Design and management of employee compensation plans across multiple employee groups, divisions, account numbers, etc. including compensation modeling functionality and ability to link compensation on an aggregate basis, or single employee basis with performance, institutional objectives			

## **Implementation Services**

### **Instructions for Implementation Quotes**

**Vendors may propose implementation services stand-alone of software solution.**

### **All implementation vendors must:**

- a. have a proven record of successful Higher Ed implementations for selected ERP solution
- b. have an understanding of the configuration options, scope of the project and any integration that may be required so that they can provide an initial quote. The College will expect quotes with a Statement of Work (SOW) describing in detail the approach and recommendations for a successful implementation.

The College will enter into separate negotiations to select an appropriate partner that best suits the College's needs based on the responses and interviews. Questions from implementation partners are bound to the same deadlines listed in this RFP.

If the software vendor does provide implementation services, then the vendor must provide a separate cost estimate and SOW for implementation. The College reserves the right to negotiate scope and pricing prior awarding a contract.

### **Implementation Services**

Each implementation partner that will be considered by the college must provide a detailed Statement of Work (SOW) describing their approach and a timeline for completion of the HCM/Payroll and Finance implementation for software solutions that you support. It is the implementation vendor's responsibility to clearly communicate to the College their approach to implementing a solution of this nature.

After review of the initial SOW from each vendor, it is understood that further negotiations may take place that could alter the SOW and pricing for the implementation services.

Please provide the listed information which will assist the college in evaluating your company for implementation services. This information should be included with your SOW or as an appendix.

1. Executive Summary / Overview
2. Description your company's experience
3. Provide three Higher Ed references
4. Number employees in your company are dedicated to Higher Ed ERP implementations
5. Number of Higher Ed ERP deployments have you done?
6. Number of Higher Ed ERP deployments are in progress?
7. Provide case studies for engagements of similar scope and complexity
8. Description of the tools, templates and accelerators that you believe are unique to your Higher Ed ERP practice
9. Description of your approach, including the methodology of data conversion.
10. Describe your tools and integration methodology.
11. Describe your expertise as it relates to knowledge of working with 3<sup>rd</sup> party systems.

12. Post go live, what is the transition plan of moving the support from your firm to our institution? How is production support provided in a phased deployment? Does the project team provide production support for the duration of the project on phased deployments?
13. Does your firm provide any ongoing post-go live deployment services? Please describe.
14. Provide a description of your general implementation methodology including specific milestones and deliverables by each phase.
15. Describe your engagement governance approach for this project.
16. Describe your escalation approach – what is the process, how are issues and actions logged, how these are reported?
17. Identify metrics used to measure project progress and measure success.
18. How many of your projects have failed the Delivery Assurance review? How do you ensure success?
19. What is your approach for assisting client with decision making?
20. What documentation and training do you provide? Please provide samples as well as a detailed list.
21. In your experience, what are the biggest challenges our institution will experience on this project?
22. Please provide an estimate by Role for your resources by stage.
23. Describe what role our institution will have in screening proposed team members, identifying resource/role misalignments and approving staff transitions.
24. Please describe your space requirements needed when onsite
25. What are your expectations for our institution project team staffing, roles, and responsibilities?
26. Please provide a description of your typical deployment project team structure.
27. Please provide a timeline for completion of each module.
28. In the event there are any cost overruns, please describe an hourly rate for each type of service and role.
29. Please provide your process for change management.

## REFERENCES FOR HARPER COLLEGE

Per C.03.1 of General Information, list below current business references for whom you have performed work similar to that required by this RFP. *Please provide this information for each partner in a Joint Venture, and for all Sub-Respondents:*

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Complete this form and submit it with Form of Proposals.

Respondent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**AUTHORIZED NEGOTIATORS:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

In submitting these Proposals, it is understood that Harper College reserves the right to reject any or all Proposals, to accept an alternate Proposals, and to waive any informalities in any Proposals.

In addition to this document, Respondents shall furnish, with the Proposals, all submittals as required herein.

**BUSINESS ORGANIZATION:**

\_\_\_\_\_ Sole Proprietor: An individual whose signature is affixed.  
\_\_\_\_\_ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.  
\_\_\_\_\_ Corporation: State of Incorporation: \_\_\_\_\_

Please provide your Federal Employer Identification Number (F.E.I.N.): \_\_\_\_\_  
Seal (affix seal below if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(List Name of Officers)  
President  
Vice-President  
Secretary  
Treasurer

Attest:  
\_\_\_\_\_  
Signature of Secretary

**CERTIFICATION OF COMPLIANCE**

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

\_\_\_\_\_  
Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain bidders, which are contained on the following pages of the bid documents.
3. That the undersigned knows of his own knowledge that the bidder is not disqualified from bidding under the aforesaid sections.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

SEAL

**Instructions: This is to be completely filled out and executed by the Chief Executive Officer or the bidder authorized to submit the certification.**

## DISQUALIFICATION OF CERTAIN BIDDERS

### PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a Contractor subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or bid rotating, or attempting to rig or rotate bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Antitrust Act and Clayton Act 15 U.S.C. Sec. 1 et seq.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

**HARPER COLLEGE, ILLINOIS  
TAX COMPLIANCE AFFIDAVIT**

\_\_\_\_\_, being first duly sworn,

deposes and says: that he is \_\_\_\_\_  
(Partner, Officer, Owner, Etc.)

of \_\_\_\_\_.  
(Consultant)

The individual or entity making the foregoing Proposals or bid certifies that he is not barred from contracting with Harper College because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting such taxes, in accordance with the procedures established by the appropriate revenue act, The individual or entity making the Proposals or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, may have other serious legal consequences.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL

\_\_\_\_\_

**Failure to complete and return this form may be considered sufficient reason for rejection of the bid**

**HARPER COLLEGE, ILLINOIS  
ANTI-COLLUSION AFFIDAVIT AND CONSULTANT'S CERTIFICATION**

\_\_\_\_\_, being first duly sworn,

deposes and says: that he is \_\_\_\_\_  
(Partner, Officer, Owner, Etc.)

of \_\_\_\_\_.  
(Consultant)

The party making the foregoing Proposals or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid-rotating.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL

**Failure to complete and return this form may be considered sufficient reason for rejection of the bid.**

**CONFLICT OF INTEREST FORM**

\_\_\_\_\_, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the proposer, its owners and employees, and any official or employee of William Rainey Harper College.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Proposer has not disclosed any actual or potential conflict of interest, William Rainey Harper College may disqualify the proposal.

\_\_\_\_\_  
(Name of Proposer if the Proposer is an Individual)  
(Name of Partner if the Proposer is a Partnership)  
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public

***Failure to complete and return this form may be considered sufficient reason for rejection of the proposal.***

**STATE OF ILLINOIS  
BUSINESS ENTERPRISE PROGRAM  
MINORITIES, FEMALES, PERSONS WITH DISABILITY  
PARTICIPATION AND UTILIZATION PLAN**

The Business Enterprise for Minorities, Females and Persons with Disabilities Act (BEP) establishes a goal for community colleges contracting with businesses that have been certified as owned and controlled by persons who are minorities (MBE), female (FBE/ also referred to as WBE), or persons with disabilities (DBE) (collectively, BEP certified vendor(s)). 30 ILCS 575

**Contract Goal to be Achieved by Vendor:** This solicitation includes a specific **BEP** participation goal of 20% of the total dollar amount awarded to MBEs and FBEs, with at least 50% of the total dollar amount awarded to FBEs.

**The BEP participation goal is applicable to all bids or offers.** In addition to the award criteria established for this solicitation, the College will award this Contract to a Vendor that meets the goal or demonstrates good faith efforts to meet the goal. This goal is applicable to change orders and allowances within the scope of work provided by the BEP certified vendors. If Vendor is an MBE and FBE certified vendor, the entire goal is met and no subcontracting with a BEP certified vendors is required; however, **Vendor must submit a Utilization Plan indicating that the goal will be met by self-performance.**

Following are guidelines for Vendor's completion of the Utilization Plan. The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; or (2) made good faith efforts towards meeting the goal.

At the time of bid or offer, Vendor, or Vendor's proposed Subcontractor, must be certified with the Illinois Department of Central Management Services as a BEP certified vendor.

Failure to complete a Utilization Plan or provide Good Faith Effort documentation shall render the bid or offer non-responsive; and subject to rejection and/or disqualification in the College's sole discretion.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Joint Venture Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Joint Venture Agreement must clearly evidence that the BEP certified vendor will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital, and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel, and equipment and share of the costs of insurance and other items; the scopes to be performed by the BEP certified vendor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the BEP certified vendor to be dedicated to the performance of the contract. Established Joint Venture Agreements will only be credited toward BEP goal achievements for specific work performed by the BEP certified vendor. **Each party to the Joint Venture Agreement must execute the bid or offer prior to submission of the bid or offer to the College.**
2. An agreement between a vendor and a BEP certified vendor in which a BEP certified vendor promises not to provide subcontracting or pricing quotations to other vendors is prohibited. The College may request additional information to demonstrate compliance. Vendor agrees to cooperate promptly with the College in submitting to interviews, allowing entry to places of business, providing further documentation, and to soliciting the cooperation of a proposed BEP certified vendor. Failure to cooperate by Vendor and BEP certified vendor may render the bidder or offeror non-responsive or not responsible. **The contract not be awarded to Vendor unless Vendor's Utilization Plan is approved by the College.**

3. **BEP Certified Vendor Locator References:** Vendor may consult CMS' BEP Vendor Directory at [www.sell2.illinois.gov/cms/business](http://www.sell2.illinois.gov/cms/business), as well as the directories of other certifying agencies, but firms **must be certified with CMS as BEP certified vendors at the time of bid or offer.**
4. **Vendor Assurance:** Vendor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this Project or such other remedy, as the College deems appropriate. This assurance must be included in each subcontract that Vendor signs with a subcontractor or supplier.
5. **Calculating BEP Certified Vendor Participation:** The Utilization Plan documents work anticipated to be performed, or goods/equipment provided by all BEP certified vendors and paid for upon satisfactory completion/delivery. Only the value of payments made for the work actually performed by BEP certified vendors, by subcontractors or suppliers to such vendors, is counted toward the contract goal. Applicable guidelines for counting payments attributable to contract goals are summarized below:
  - 5.1 The value of the work actually performed, or goods/equipment provided by the BEP certified vendor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the BEP certified vendor, including supplies purchased or equipment leased by the BEP certified vendor shall be counted, except supplies purchased and equipment rented from the Prime Vendor submitting this bid or offer.
  - 5.2 A vendor shall count the portion of the total dollar value of the BEP contract equal to the distinct, clearly defined portion of the work of the contract that the BEP certified vendor performs toward the goal. A vendor shall also count the dollar value of work subcontracted to other BEP certified vendor. Work performed by the non- BEP certified party shall not be counted toward the goal. **Work that a BEP certified vendor subcontracts to a non-BEP certified vendor will not count towards the goal.**
  - 5.3 A Vendor shall count toward the goal 100% of its expenditures for materials and supplies required under the contract and obtained from a BEP certified vendor manufacturer, BEP certified regular dealer, or BEP certified supplier. A Vendor shall count toward the goal the following expenditures to BEP certified vendors that are not manufacturers, regular dealers, or suppliers:
    - 5.3.1 The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by College to be reasonable and not excessive as compared with fees customarily allowed for similar services.
    - 5.3.2 The fees charged for delivery of materials and supplies required by the Project (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer or a supplier of the materials and supplies being procured, provided that the fee is determined by the College to be reasonable and not excessive as compared with fees customarily allowed for similar services. The BEP certified vendor's trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on the contract and must itself own and operate at least one fully licensed, insured and operational truck used on the contract.
    - 5.3.3 The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by

the College to be reasonable and not excessive as compared with fees customarily allowed for similar services.

- 5.4 BEP certified vendors who are performing on contract as second tier subcontractors may be counted in meeting the established BEP goal for this contract as long as the Prime Vendor can provide documentation indicating the utilization of these vendors.
- 5.5 A Vendor shall count towards the goal only expenditures to firms that perform a commercially useful function in the work of the contract.
  - 5.5.1 A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. The BEP certified vendor must also be responsible, with respect to materials or supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials or supplies, and installing the materials (where applicable) and paying for the material or supplies. To determine whether a firm is performing a commercially useful function, the College shall evaluate the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing, and the credit claimed for its performance of the work, industry practices, and other relevant factors.
  - 5.5.2 A BEP certified vendor does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed through in order to obtain BEP certified vendor participation. In determining whether a BEP certified vendor is such an extra participant, the College shall examine similar transactions, particularly those in which BEP certified vendors do not participate, and industry practices.
- 5.6 A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.
6. **Good Faith Effort Procedures:** Vendor must submit Utilization Plans, subcontract documents, and/or Letters of Intent that meet or exceed the published goal. If Vendor cannot meet the stated goal, Vendor must document and explain within the Utilization Plan the good faith efforts it undertook to meet the goal. Utilization Plans are due at the time of and must be enclosed and sealed with the bid or offer submission. Copies of subcontract documents and/or Letters of Intent shall be due upon request.
7. **Contract Compliance:** Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern Vendor's compliance with the contractual obligations established by the Utilization Plan. **After approval of the Plan and award of the contract, the Utilization Plan becomes part of the contract.** If Vendor did not succeed in obtaining BEP certified vendor participation to achieve the goal and the Utilization Plan was approved and contract awarded based upon a determination of good faith, the total dollar value of BEP certified vendor work calculated in the approved Utilization Plan as a percentage of the awarded contract value shall become the contract goal.
  - 7.1. The Utilization Plan may not be amended after contract execution without the College's prior written approval.
  - 7.2. **Vendor may not make changes to its contractual BEP certified vendor commitments or substitute BEP certified vendors without the prior written approval of the College.**

Unauthorized changes or substitutions, including performing the work designated for a BEP certified vendor with Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be cause to terminate the contract, and/or seek other contract remedies or sanctions.

- 7.3.** If it becomes necessary to substitute a BEP certified vendor or otherwise change the Utilization Plan, Vendor must notify the College in writing of the request to substitute a BEP certified vendor or otherwise change the Utilization Plan. The request must state specific reasons for the substitution or change. The College shall notify the Council or its delegate of the request to substitute a BEP certified vendor or change the Utilization Plan. The College reserves the right to approve or deny a request for substitution or other change in the Utilization Plan.
- 7.4.** Where Vendor has established the basis for the substitution to the College's satisfaction, it must make good faith efforts to meet the contract goal by substituting a BEP certified vendor. Documentation of a replacement BEP certified vendor, or of good faith efforts to replace the BEP certified vendor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Vendor may substitute with a non- BEP certified vendor or Vendor may perform the work.
- 7.5.** If a Vendor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Utilization Plan, Vendor must obtain the approval of the College to modify the Utilization Plan and must make good faith efforts to ensure that BEP certified vendors have a fair opportunity to submit a bid or offer on the new scope of work.
- 7.6.** A new BEP certified vendor agreement must be executed and submitted to the College within five business days of Vendor's receipt of the College's approval for the substitution or other change.
- 7.7.** Vendor shall maintain a record of all relevant data with respect to the utilization of BEP certified vendors, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least three years after the completion of the contract. Full access to these records shall be granted by Vendor upon 48 hours written demand by the College to any duly authorized representative thereof, or to any municipal, state or federal authorities. The College shall have the right to obtain from Vendor any additional data reasonably related or necessary to verify any representations by Vendor. After the performance of the final item of work or delivery of material by the BEP certified vendor and final payment to the BEP certified vendor by Vendor, but not later than 30 calendar days after such payment, Vendor shall submit a statement confirming the final payment and the total payments made to the BEP certified vendor under the contract.
- 7.8.** The College will periodically review Vendor's compliance with these provisions and the terms of its contract. Without limitation, Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of the BEP certified vendor, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the College to declare a default, terminate the contract, or exercise those remedies provided for in the Project or at law or in equity.
- 7.9.** The College reserves the right to withhold payment to Vendor to enforce these provisions and Vendor's contractual commitments. Final payment shall not be made pursuant to the contract until Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.

## UTILIZATION PLAN

**The Utilization Plan and Letter of Intent must be sealed and submitted with bid.**

(Vendor) submits the following Utilization Plan as part of our bid or offer in accordance with the requirements of the BEP Program Status and Participation section of the solicitation for \_\_\_\_\_, Illinois

Reference Number Q\_\_\_\_\_. We understand that all subcontractors must be certified with the CMS BEP Program at the time of submission of all bids and offers. **We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded.**

Vendor submits the following statement:

- Vendor is a BEP certified firm and plans to fully meet the goal through self-performance.
- Vendor has identified BEP certified subcontractor(s) to fully meet the established goal and submits the attached executed Letter(s) of Intent; or
- Vendor has made good faith efforts towards meeting the entire goal as indicated on the attached Utilization Plan, or a portion of the goal, and hereby requests a waiver (complete checklist below).

Vendor's person responsible for compliance with this BEP goal:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of authorized representative of bidder:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Notary: \_\_\_\_\_

## DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE GOAL AND REQUEST FOR WAIVER

If the BEP participation goal was not achieved, the vendor must provide documented evidence of good faith efforts to achieve the goal.

Below is a checklist of actions that will be used to evaluate a Vendor's Demonstration of Good Faith Efforts and Request for Waiver. **Please check the actions which you completed.** If any other efforts were made to obtain BEP participation in addition to the items listed below, attach a detailed description of such efforts. The College reserves the right to review and audit the results of the vendor's efforts as described below.

- Utilize the Sell2Illinois website: [www2.illinois.gov/cms/business](http://www2.illinois.gov/cms/business) to identify BEP certified vendors within the respective commodity/service codes denoted above and at a minimum email all listed vendors and solicit quotes from all vendors who express an interest via follow-up emails or telephone calls.
- Solicit through all reasonable and available means (e.g., attendance at a vendor conference, advertising and/or written notices) the interest of BEP certified vendors that have the capability to perform the work of the contract. Vendor must solicit this interest within sufficient time to allow the BEP certified vendors to respond to the solicitation. Vendor must determine with certainty if the BEP certified vendors are interested by taking appropriate steps to follow up initial solicitations and encourage them to submit a bid or proposal. Vendor must provide interested BEP certified vendors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding promptly to the solicitation.
- Select portions of the work to be performed by BEP certified vendors in order to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate BEP certified vendor participation, even when Vendor might otherwise prefer to perform these work items with its own forces.
- Make a portion of the work available to BEP certified vendors and selecting those portions of the work or material needs consistent with their availability, so as to facilitate BEP certified vendor participation.
- Negotiate in good faith with interested BEP certified vendors. Evidence of such negotiation must include the names, addresses, email addresses, and telephone numbers of BEP certified vendors that were considered and an explanation as to why an agreement could not be reached.
- Thoroughly investigate the capabilities of BEP certified vendors and not reject them as unqualified without sound reasons.
- Make efforts to assist interested BEP certified vendors in obtaining lines of credit or insurance as required by the College.
- Make efforts to assist interested BEP certified vendors in obtaining necessary equipment, supplies, materials, or related assistance or services.

### BEP Utilization Plan

The following firms will be utilized to meet the goals of the BEP Program

Name of Firm	Contract Value	Description of Work	% of Goal
Total			