

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

eProcurement System for College of DuPage

2. **REASON FOR CONSIDERATION**

Contracts exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

The College of DuPage purchased in 2008, and installed in 2010, ESM Solutions' Mercury Commerce purchasing application to achieve the conversion of a paper-based processing method to a computer-based approval routing approach to purchasing requisition submissions. The Board of Trustees approved the initial implementation, hosting, and licensing fees of \$58,625. Today, this application is supported under annual agreement renewals, at a cost of \$37,371 for FY19, paid to ESM Solutions from the IT budget.

The College's purchasing requirements continue to evolve requiring significant documentation and compliance with state and local regulations, and College policies and procedures. These complexities require the College to move from a transaction based procurement process to a strategic process for compliance and spend management. However, the Mercury Commerce application is considered obsolete, and the support offered by ESM Solutions (ESM) is limited. The current purchasing application can no longer provide the level of support, streamlined processes, nor analytics that are required for efficient and effective compliance.

As a result, the College of DuPage issued a Request for Proposals (RFP) for an eProcurement solution with the following goals:

- Improve transparency, accountability, oversight; and standardization in procurement processes
- Transition, where appropriate, from transactional purchasing to strategic purchasing for efficient and effective spend management savings throughout procurement process;

- Centralize and streamline the administration of contracts over all aspects of the contract lifecycle and support a diverse range of contracts and agreements;
- Streamline the processing of all procurement transactions; and
- Encourage fair and equitable competition for vendors and vendor diversity participation.

The eProcurement system is a software system used to manage and process all phases of the procurement activities, including requisitions, purchase orders, invoices, reporting, and administrative management functions. Additionally, a robust system will include integrated applications for vendor management, solicitation management, contract management, and spend analytics. The objective is for the selected vendor to implement an end-to-end eProcurement solution to improve management and automation of contract lifecycles, manage spend by streamlining routine processes, and offer a user-friendly platform for users of all technical skill levels. In addition, two key requirements included in the RFP were: 1) a robust spend analytics process which provides data collection, visibility, and analysis of spend from all financial data sources, and 2) strong integration capabilities and experience with our current systems (e.g., Colleague, Concur) to allow system users to access comprehensive procurement-related data and documents within one system.

A legal notice for a Request for Proposal (RFP # 2018-R0010) was published on January 26, 2018, in the Daily Herald; the RFP was also posted to the College of DuPage Purchasing website and distributed to in-district Chambers of Commerce. Forty (42) vendors were directly solicited. Sixty-seven (67) vendors downloaded the RFP documents. A pre-proposal conference meeting was held on February 7, 2018, at 2:00 p.m. at the College of DuPage in the Berg Instructional Center, Room 2451. A public opening was held on February 27, 2018, at 11:00 a.m. in the College of DuPage Purchasing Department Conference Room (BIC 1B03A). The following individuals attended John McGarry, (COD Buyer/Facilitator), Philip Gieschen (COD Coordinator, Risk Management/Recorder), John Gandor (COD Manager, Facilities-Construction Accountant/Agent of the Board), Jacoby Radford (COD Purchasing Manager), Ellen Roberts (COD Director, Business Affairs), Jordan Towne (COD Purchasing Expeditor), Scott Brady (COD Controller), Susan Castellanos, (COD Buyer), and a representative from one vendor. Three (3) proposals were received. No women/minority-owned businesses submitted proposals.

Proposals were received from the following vendors: Cobblestone Systems Corp., ESM Solutions, and SciQuest, Inc. dba Jaggaer. An evaluation committee consisting of the following twelve (12) employees assessed the submitted proposals:

Donna Berliner, Information Technology	Scott Brady, Financial Affairs
Michael Cicero, Information Technology	Eugene Refakes, Financial Affairs
Joe Miragliotta, Information Technology	Robert Hayley, Budget Office
Ellen Roberts, Business Affairs	Jill Mosher, Financial Affairs
Susan Castellanos, Purchasing	Beth Cernick, Purchasing
Jacoby Radford, Purchasing	Jordan Towne, Purchasing

The proposals were evaluated based on the criteria set forth in the RFP, which included the vendor's project understanding, qualifications and experience, proposed solution, functional requirements, technical requirements, implementation approach, support services, and total cost. All weights, scoring guides and scoring criteria were established prior to the review of any submittals. The scoring for each criteria requirement was completed based on the proposal responses received.

The initial review of the responsive proposals included the evaluation of each vendors understanding of the RFP project goals and objective and the vendor's qualifications, experience, and references to related projects of similar sizes. After consideration of each vendor's qualifications, experience, and references, it was determined that the response from Cobblestone would be eliminated from further evaluation. While Cobblestone offered a robust contract management solution, the Evaluation Committee agreed that the response focused primarily on implementing a contract management system and lacked the capacity to demonstrate a clear fit to address the needs of the remaining eProcurement system objects. The Evaluation Committee also considered that there was a lack of evidence of Cobblestone having worked or partnered with Ellucian Colleague on past technical integration projects.

Jaggaer and ESM moved to the second phase of the evaluation, and were invited to conduct oral presentations and system demonstrations of their proposed solutions at the College of DuPage. The Evaluation Committee met after presentations were complete and identified functionality needing further clarification. Both vendors were invited to the College a second time to present responses and demonstrate additional system features in response to clarification questions.

The Evaluation Committee's assessments of the proposed solutions are quantified below:

RFP EPROCUREMENTSYSTEM RFP #. 2018-R0010 EVALUATION SCORE SHEET	Criteria Weight	ESM SOLUTIONS				JAGGAER		
		Total Score	Avg. Score	Weighted Score		Total Score	Avg. Score	Weighted Score
1. Quality Completeness of Proposal, Understanding of Requirements	5%	44.00	3.67	0.18		44.00	3.67	0.18
2. Company Information, Qualifications and Experience	5%	43.50	3.63	0.18		45.50	3.79	0.19
3. Solution, Functional, Technical Requirements								
3a. Proposed System Solution	15%	39.50	3.29	0.49		47.00	3.92	0.59
3b. Functional Requirements	20%	37.00	3.08	0.62		48.00	4.00	0.80
3c. Technical Requirements	20%	46.00	3.83	0.77		36.50	3.04	0.61
4. Implementation Approach, Support and Services	20%	43.00	3.58	0.72		40.00	3.33	0.67
5. Pricing/Cost Schedule	15%	49.00	4.08	0.61		23.50	1.96	0.29
Total		302.00		3.57		284.50		3.33

Proposed Fees

	ESM Solutions	JAGGAER
Year 1	\$97,931.00	\$395,000.00
Year 2	\$64,681.00	\$295,000.00
Year 3	\$64,681.00	\$335,000.00
Total	\$227,293.00	\$1,025,000.00

Year 1 includes Implementation Costs and Annual License Fees

The total scores represent the sum of the weighted average of each criteria specified in the RFP.

ESM received the highest weighted score; specifically, for its capacity to meet the technical requirement, implementation approach, and the total cost of ownership due to the current system infrastructure and implementation requirements with Ellucian Colleague. While Jaggaer received higher scores for its proposed solution, systems

functionality, and company qualification, the Evaluation Committee felt the significant total cost of ownership could not be reasonably justified.

Budget Status

GL Account	FY2018	FY2019		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-90-90111-5805501	\$ -	\$ 1,530,500	\$ -	\$ 1,530,500
<i>IT Plan : Capital Equip-Technology</i>				
FY2019 Request				\$ 97,931
Future Commitments (FY2020-2021)				\$ 129,362
Total Request				<u>\$ 227,293</u>

**YTD Spend equals actuals plus committed as of 07/02/2018.*

This contract supports Goal #1 Accountability of the Strategic Long Range Plan: Being transparent, answerable and responsible to all stakeholders. Strategic Objective 1.3: Ensure accuracy, integrity and reliability of data and of the data management system. Strategic Objective 1.4: Integrate institutional data sources in order to track daily operations and overall organizational performance, including progress on achieving strategic objectives and annual targets. Strategic Objective 1.5: Improve internal controls that create an auditable trail of evidence in order to promote efficiency and effectiveness of operations, ensure the safeguarding of assets, and to enhance fraud prevention and detection. Strategic Objective 1.6: Ensure compliant and transparent processes that will promote stakeholder confidence and trust.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. RECOMMENDATION

That the Board of Trustees approves a three-year contract, with two (2) one-year renewal options, for an eProcurement system with ESM Solutions Corporation, 1501 Main Street, Building 500, Unit 210, Warrington, PA 18976; the initial 3-year term will have a not to exceed cost of \$227,293.00.

Staff Contact: Brian Caputo, Vice President, Administrative Affairs
Ellen Roberts, Director, Business Affairs
Donna Berliner, Director, Information Technology
Jacoby Radford, Manager, Purchasing


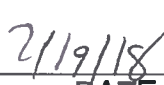


BOARD APPROVAL

SIGNATURE PAGE FOR

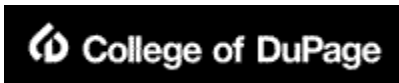
EPROCUREMENT SYSTEM FOR COLLEGE OF DUPAGE

ITEM(S) ON REQUEST

That the Board of Trustees approves a three-year contract, with two (2) one-year renewal options, for an eProcurement system with ESM Solutions Corporation, 1501 Main Street, Building 500, Unit 210, Warrington, PA 18976; the initial 3-year term will have a not to exceed cost of \$227,293.00.

	
BOARD CHAIR	DATE
	
BOARD SECRETARY	DATE

2018-R0010 eProcurement System Vendor Download List				
CompanyName	StreetAddress	City	State	ZipCode
ACCT	1101 17th St. NW Suite 300	Washington	DC	20036
Advent Business Company Inc.	3023 Rollingridge Rd	NAPERVILLE	IL	60564
Aquiire	10290 ALLIANCE RD,	CINCINNATI	OH	45242-4710
Bank of America	540 W Madison	Chicago	IL	60661
Bentley Systems	911 Hildebrand Lane NE, Suite 201	Bainbridge Island	WA	98110
BidNet	h American Boulevard,, 15 British American B	Latham	NY	12110
Bidocean	PO Box 40445	Grand Junction	CO	81504
Bob eProcure Solution Pvt. Ltd	Maruthi Towers, Hosur Main Road, Madiwala	bangaluru	Karnataka	
Bonfire Sourcing Enablement	121 Charles St. W	Kitchener	Ontario, Canada	N2G 1H6
CDW-G	25 Tri State International	Lincolnshire	IL	60069
Cerenimbus Inc.	1175 N 910 E	Orem	UT	84097
CJIS GROUP	124 Marriot Drive, Suite 201	Tallahassee	FL	32301
CobbleStone Systems	918 S White Horse Pike	Somerdale	NJ	8083
EduServe	PO Box 308	New Lenox	IL	60451
Equilibrium IT Solutions	5559 N Elston Avenue	Chicago	IL	60630
ESM	1501 Main Street Building 500, Unit 210	Warrington	PA	18976
eSolutionsGroup	651 Colby Drive	Waterloo	Ontario, Canada	N2V 1C2
European Dynamics luxembourg SA	12, rue Jean Engling	Luxembourg		L-1466
Evolution Services, Inc.	2029 Ogden Ave, 2nd Floor	Lisle	IL	60532
GEP	100 Walnut Ave	Clark	NJ	7066
Info Tech, Inc.	2970 SW 50th Terrace	Gainesville	FL	32608
JAGGAER	3020 Carrington Mill Rd	Morrisville	NC	27560
Kariba Systems Inc.	1 Boston Place	Boston	MA	2108
Mirage Software Inc. DBA Bourntec S	1701 E Woodfield Road Suite 200,	Schaumburg,	IL	60173
Onvia	509 Olive Way	Seattle	WA	98101
Perfect Commerce LLC	One Compass Way	Newport News	VA	23606
Periscope Intermediate Corp.	816 Congress Ave, Suite 1400	Austin	TX	78701
PNC Bank	1 N. Franklin St	Chicago	IL	60606
Prime Vendor	4622 Cedar Ave	Wilmington	NC	28403
Proactis	1 BayPort Way	Newport News	VA	23606
Shay Enterprise	1789 Tavern Ln	Tacoma	WA	98402
Soft	Americ	HONDA		50000
SourceSuite by BidNet	15 British American Boulevard	Latham	NY	12110
Technology Evaluation Centers	740 Rue Saint-Maurice Suite 400	Montreal	QC	H3C1L5
The William Everett Group	35 E Wacker Drive, Suite 3900	Chicago	IL	60601
Unimarket	111 Cathedral St.	Annapolis	MD	21401
Visual Informedia	VCS NAGAR	Coimbatore	TN	64112



Purchasing Department

425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
PHONE (630) 942-2355
FAX (630) 942-4322

2018-R0010 eProcurement System for the College of DuPage

ADDENDUM # 2

February 21, 2018

.....

This addendum is being issued to update the specifications and provide additional information.

This information becomes part of the Bid/RFP Documents upon receipt. Please review and incorporate into your Bid/Proposal accordingly.

For which Proposals are scheduled to be received on February 27, 2018 no later than 11:00 a.m., Central Time.

Proposals will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, **Room 1B03**, 425 Fawell Blvd., Glen Ellyn, IL 60137.

The signed Addendum acknowledgment is required to be returned with your Proposal no later than the due date set forth for this Request for Proposal.

Below are clarifications to this proposal:

Section I. Request for Exception:

A. 1.14 LIABILITY INSURANCE

A request for an exception to provide a Waiver of Subrogation on Worker's compensation has been submitted.

Response: The request for an exception to provide a Waiver of Subrogation on Worker's compensation has been granted.

B. Exhibit 1, Excel Worksheet Template *Functional Objectives and System Requirements*

The following cells of the excel sheet (2018-r0010eprocurement-exhibit1.xls) were inadvertently locked from inputting responses.

- Worksheet Tab "Requisition Purchase"
 - A.31
 - A.39
 - A.46

Replace original Excel Worksheet Template with the updated Excel Worksheet Template entitled "**2018-r0010eprocurement-exhibit1-addendum2.xlsx**" which is included in this addendum.

2018-R0010 eProcurement System for the College of DuPage

ADDENDUM # 2

February 21, 2018

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This signed Addendum is required to be returned with your Proposal no later than the due date set forth for this Invitation for Request for Proposal. If you have already submitted your Proposal, please submit this signed form via email to purchasing@cod.edu.

You can submit this completed addendum to the Purchasing Office by one of the means below:

All issued addenda must be signed and returned to the College as per the instructions in the addenda or proposal will not be accepted.

ACKNOWLEDGMENT

You can submit this completed addendum to the Purchasing Office by one of the means below:

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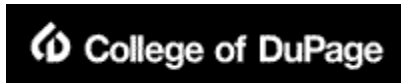
ACKNOWLEDGEMENT:

I HAVE RECEIVED THIS ADDENDUM # _____

Company Name: _____

Address: _____

Authorized Signature: _____



Purchasing Department

425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
PHONE (630) 942-2355
FAX (630) 942-4322

2018-R0010 eProcurement System for the College of DuPage

ADDENDUM # 1

February 16, 2018

.....

This addendum is being issued to update the specifications and provide additional information.

This information becomes part of the Bid/RFP Documents upon receipt. Please review and incorporate into your Bid/Proposal accordingly.

For which Proposals are scheduled to be received on February 27, 2018 no later than 11:00 a.m., Central Time.

Proposals will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, **Room 1B03**, 425 Fawell Blvd., Glen Ellyn, IL 60137.

The signed Addendum acknowledgment is required to be returned with your Proposal no later than the due date set forth for this Invitation for Request for Proposal.

Below are clarifications to this proposal:

Section I. Clarifications:

Questions	Response
1. What is your vision to use the eProcurement connector going forward?	The Proposer should be able to deliver the same functionality that the College has with our current data bridge / eProcurement connector. Going forward, any additional functionality would a benefit.
2. Do you currently have/use the data bridge?	The College is currently using the Ellucian provided data bridge
3. Are you planning to continue to use the same data bridge (eProcurement connector) from Colleague?	Proposers should include an integration method that will best deliver an optimal solution with flexibility capable of including the functionality described in section 3.3 of the RFP.

Questions	Response
4. Are you expecting a single or a role of modules?	The College seeks a system that will provide an end-to-end procurement solution with functionality to facilitate vendor (supplier) management, solicitation management, contract management operations, and enhanced reporting capabilities.
5. Is the IT Dept. working with Ethos Solutions currently?	See response to Question 8.
6. Since Ethos is rolling out, what is the implementation plan? What will the timing be?	See response to Question 3.
7. How will Ethos not being available impact the RFP?	See response to Question 3.
8. Are you aware that Ethos is being rolled out?	Yes.
9. Is it the intent of the College of DuPage to integrate a new eProcurement Solution via the Ellucian Ethos Method?	See response to Question 3.
10. Is the College of DuPage open to integration via other methods (flat file via automated import into Colleague DB)?	See response to Question 3.
11. Please elaborate on “communication needs to be better with public and being more transparent”.	An objective of this RFP is to improve transparency, accountability and oversight of the procurement process.
12. Is Concur being used actively?	Concur is used for employee travel and reimbursement.
13. Exhibit 1 section: What is your vision for A/P? Will it be a separate module for A/P?	<p>The College plans to continue its current process for invoicing at this time. The Colleges Accounts Payable module is fully integrated with the General Ledger, Accounts Receivable, Purchasing, Projects, Fixed Assets, and Payroll modules.</p> <p>It is not known if it will be a separate module for Accounts Payable at this time. Proposer should include modules that best address the questions identified in Exhibit 1 of the RFP.</p>
14. Do you route invoices for approval?	Invoices received for services are routed for approval using Perceptive Software ImageNow.
15. Do you have to have images of the invoices?	Yes, they are required to be linked to the voucher records.
16. Do you want to continue to store images of invoices in ImageNow?	Yes. Perceptive Software is the College’s enterprise imaging platform.
17. Do you have any issues with doing payable in Colleague?	Generally no. With the exception of being able to receive against blanket purchase order releases.
18. Will the College of DuPage share notes or minutes from the 2/7/18 Vendor Workshop?	Yes, questions received during the Pre-proposal Conference will be answered in an addendum.
19. How much of the operating budget is for Purchasing?	Approximately 30%

Questions	Response
20. What is the breakdown of P-card vs blanket orders vs purchase orders?	P-card = 0; See response to Question 38. Blanket Order = 253 Purchase Orders = 5495
21. What is the percentage of blanket orders and purchase orders?	In FY 2017, 4% of requisitions were processed into Blanket Purchase Orders. 96% of requisitions were processed into Purchase Order.
22. Are you doing a lot of BO's for goods and services?	The College uses Blanket Purchase Orders for both goods and services, primarily for services related purchases.
23. Are BO's quite a bit of your spent?	Blanket Purchase Orders make up approximately 24% of services and goods spend.
24. What issues are you having specifically around BO's?	The current Purchasing System cannot send a requisition for a Blanket Purchase Order to Colleague. The Purchasing staff must cancel the requisition and manually create a Blanket Purchase Order in Colleague by reentering the data. Also, we would like for blanket purchase orders to be able to allow for releases that can be handled like Purchase Orders in terms of being able to enter electronic receipts.
25. When are you looking for approval?	The College expects to present a recommendation for award to the Board of Trustees in April 2018.
26. Exhibit 1, question E6: Why is Concur mentioned. Are you referring to direct pay?	The reference to Concur is intended as an example. The college would like to understand if your system has functionality to receive information from other third party systems for consolidated reporting.
27. Exhibit 1, question B11: Clarify question	This is intended for Proposers to illustrate how the system provides summary and/or profile information of a sealed bid.
28. Do you track line items? (BO)	Yes. The College tracks Blanket Order line items.
29. Colleague: Do you have BO's set ups as a database method or do you add a line and pay against the dollar base?	Blanket Purchase Orders are paid against the amount limit of the Blanket Purchase Order.
30. Are you going to continue to pay invoices against the dollar amount or line item?	As related to Blanket Purchase Orders, invoices are paid against the dollar amount limit of the Blanket Purchase Order.
31. Contract Manager: Do you do electronic signatures?	Not at this time.
32. Do you need to attach contracts to requisitions?	In the current purchasing system, Contracts are attached to the requisition.
33. Who views the contracts?	Department Users, Administrative Executives, Purchasing and Vice President of Finance and Treasury. The College has a single authorized signature.
34. When is the need to access contracts?	Users may need to access contracts for routing and approval, audits, research.
35. In the function objectives and System requirements section of the RFP, invoice payment is listed under item A. In exhibit 1, there are no questions regarding eInvoicing functionality. What is the intent of the College of DuPage around invoicing?	The College plans to continue its current process for invoicing at this time. However, the College will review its invoice, receipt, payment processes to determine if an electronic process can be implemented at future time.

Questions	Response
36. Are you looking to change the invoice receipt, match and payment process that is currently being done via Colleague and ImageNow?	Not at this time, however the College will review its invoice, receipt, payment process to determine if an electronic process can be implemented at future time.
37. Will the College of DuPage require that the eProcurement system integrate with any other third party system besides Ellucian Colleague (i.e. Facilities management, Data Warehouse, Asset Management, Student Management, Food Services Management, etc.)?	It is not known at this time. However, integration with Perceptive Content (ImageNow) may be required.
38. On page 15 of the RFP, the document states “p-card transactions = n/a. Does this suggest that the College of DuPage does not currently use/allow pCards or that there are pCards, but not run through any system?	The College currently does not use nor allow pCards, however, the College intends to implement a p-card program in the near future.
39. If the College of DuPage currently allows for the use of pCards or Ghost cards, how does that process work?	See question 38.
40. How much spend currently goes through pCards?	See question 38.
41. How is the pCard data reconciled and tracked?	See question 38.
42. Does the College of DuPage have a preferred consultant for change management, implementation support or rollout?	No, Proposer should identify its complete solution team in their proposal.
43. When is the desired Go-Live date for eProcurement solution?	The College anticipates presenting a recommendation of award to the Board of Trustees in April 2018. Shortly thereafter, the College will seek to complete contract negotiations and begin the discussion for implementation.
44. My company works with subcontractors which are identified as SBE, but not MBE, WBE or disability-owned businesses. Will the College of DuPage accept SBE-designated subcontractors as meeting the BEP requirement? If so, we will ask them to register on the Sell2Illinois website.	The College encourages Proposers to review, complete, and submit with their Proposal a BEP Utilization Plan as outlined Section 5 of the RFP. The State of Illinois requires firms be certified with CMS (Illinois Department of Central Management Services) as BEP certified vendors at the time of bid or offer in order to receive recognition towards meeting the participation goal. The College will accept Utilization plans (see page 31 of the RFP) as meeting the BEP requirements.

2018-R0010 eProcurement System for the College of DuPage

ADDENDUM # 1

February 16, 2018

.....

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You also have the option of withdrawing your proposal, if necessary.

ACKNOWLEDGEMENT:

I HAVE RECEIVED THIS ADDENDUM # _____

Company Name: _____

Address: _____

Authorized Signature: _____

RESPONDENT: _____



COMMUNITY COLLEGE DISTRICT NO. 502

Request for Proposal

**eProcurement System for the College of DuPage
RFP Number 2018-R0010**

PROPOSALS DUE: Tuesday, February 27, 2018 at 11:00 a.m. Central Time
In the event of College closure due to inclement weather, RFP
deadline will be extended to the next business day at the same
time.

**SEND RESPONSES TO: COLLEGE OF DUPAGE
PURCHASING DEPARTMENT
BIC BUILDING, ROOM 1B03
425 FAWELL BLVD.
GLEN ELLYN, ILLINOIS 60137**

Issue Date:

January 26, 2018

ISSUED BY THE COLLEGE OF DUPAGE PURCHASING DEPARTMENT



Purchasing Department

425 Fawell Boulevard
Glen Ellyn, Illinois 60137-6599
<http://www.cod.edu>

PHONE (630) 942-2217
FAX (630) 942-3750

January 26, 2018

REQUEST FOR PROPOSAL

Proposals for **eProcurement System for the College of DuPage, RFP Number 2018-R0010**, will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, Room 1B03, 425 Fawell Blvd., Glen Ellyn, IL 60137, until **11:00 a.m. Central Time, Tuesday, February 27, 2018**, at which time the respondents names will be read publicly.

In the event of office closure due to inclement weather, RFP deadline will be extended to the next business day at the same time.

Any response received after the date and time stated above will be returned unopened. College of DuPage shall not be responsible for responses that are not received at the specific office location indicated above by the stated deadline. Failure by a delivery service company or person to meet the deadline will not excuse the Respondent from the deadline requirement. It is solely the Respondent's responsibility to ensure that adequate time is allowed for timely, accurate delivery and that the Proposal is received as required.

No response shall be withdrawn for a period of ninety (90) days after the advertised close date without the consent of the College.

Respondents may download the RFP in addition and any future addenda from the College's Purchasing website at the following URL address: <http://cod.edu/about/purchasing/requests/index.aspx>

Under no circumstances shall failure to obtain clarifications and/or addenda relieve a Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a Proposal. Furthermore, failure to obtain any clarification and/or addendum shall not be valid grounds for a protest against award(s) made under this RFP.

LEGAL NOTICE

RFP NOTICE

No. 2018-R0010

The College of DuPage is accepting Proposals for **eProcurement System for the College of DuPage**. The RFP documents may be downloaded from the Purchasing Website at: www.cod.edu/about/purchasing/requests/ by clicking on the link for this RFP and following the instructions.

Proposals are due to the Purchasing Department no later than **11:00 a.m. Central Time, Tuesday, February 27, 2018** at which time the Respondents names will be read publicly.

A pre-proposal conference is scheduled for Wednesday, February 7, 2108 at 2:00 p.m. in the Berg Instructional Center (BIC) Room 2451 at 425 Fawell Blvd, Glen Ellyn IL 60137. The pre-proposal conference is not mandatory, but highly recommended.

College of DuPage Board of Trustees Reserves the right to reject any and all responses. This invitation is issued in the name of the Board of Trustees of College of DuPage, Community College District 502, Glen Ellyn, Illinois.

Table of Contents

RFP SUBMISSION CHECKLIST	5
1.0 GENERAL INFORMATION.....	6
1.1. DEFINITIONS	6
1.2. REGULATIONS	6
1.3. COMPLIANCE WITH LAWS - PUBLIC CONTRACTS	6
1.4. PROPOSAL MODIFICATIONS.....	6
1.5. AWARD OF CONTRACT.....	6
1.6. COMPETENCY OF RESPONDENT.....	7
1.7. ACCEPTANCE OF PROPOSALS	7
1.8. PAYMENT TERMS	7
1.9. PAYMENT REMITTANCE	7
1.10. TAX EXEMPTION.....	7
1.11. CASH BILLING DISCOUNTS	7
1.12. EQUAL EMPLOYMENT OPPORTUNITY.....	7
1.13. HOLD HARMLESS CLAUSE	8
1.14. LIABILITY INSURANCE	8
1.15. BUSINESS ENTERPRISE PROGRAM	8
2.0 INSTRUCTIONS TO RESPONDENTS.....	10
2.1. OUTSIDE DOCUMENT DISCLAIMER	10
2.2. BLACKOUT PERIOD	10
2.3. REQUESTS FOR INFORMATION/CLARIFICATION.....	10
2.4. PRE-PROPOSAL CONFERENCE	10
2.5. PROPOSAL DEADLINE AND SUBMISSION	11
2.6. EXCEPTIONS	11
2.7. ERROR IN PROPOSAL.....	12
2.8. WITHDRAWAL OF PROPOSALS	12
2.9. NOTICES	12
2.10. CONFIDENTIALITY	12
2.11. RESPONDENT WARRANTIES	12
2.12. CONSIDERATION OF RESPONSES.....	13
3.0 SCOPE OF SERVICE – eProcurement System	14
3.1. Background and Overview.....	14
3.2. Term of Services	17
3.3. Scope of Services	17
3.3.1. Product Overview.....	17
3.3.2. Functional Objectives and System Requirement.....	18
3.3.3. Implementation Services.....	18
3.3.4. Training	19
3.3.5. Maintenance and Support.....	19
3.3.6. Pricing/Cost Schedule.....	19
4.0 PROPOSAL SUBMISSION AND PROPOSAL EVALUATION	20
4.1. Proposal Requirement, Content and Format	20
4.2. Proposal Evaluation	23
4.3. Evaluation Criteria.....	23
4.4. Selection of Award	24
5.0 BUSINESS ENTERPRISE PROGRAM	26
6.0 CERTIFICATIONS	33
7.0 SIGNATURE PAGE	34
8.0 CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM	35
EXHIBIT 1 – FUNCTIONAL OBJECTIVES AND SYSTEM REQUIREMENTS.....	36

RFP SUBMISSION CHECKLIST

Things to Remember When Submitting a Proposal to the College of DuPage

1. ☐ **Read the *entire* document.** In your review, note critical items such as: blackout period, required goods and services; submittal dates, submission requirements, etc.
2. ☐ **Note the contact information provided.** The Purchasing Office at purchasing@cod.edu is the single point of contact for this RFP and is the only contact with whom you are allowed to communicate regarding this RFP. This person is an excellent source of information for any questions you may have.
3. ☐ **Take advantage of the “question and answer” period.** Submit your questions to the Purchasing Department by the deadline noted in the RFP and view the answers given in the formal addenda issued for this RFP. All addenda issued for an RFP will be emailed to each company that downloaded the RFP documents from the College website, and will include all questions asked and answered concerning the RFP. Please ensure when downloading the RFP documents, you use a valid email address.
4. ☐ **Do not alter, add to, or delete any part of the RFP documents without prior approval.** Please refer to the section titled *Exceptions* for instruction on how to request a deviation to the original RFP.
5. ☐ **Ensure all addenda are signed.** Before submitting your response, check the College Purchasing website at <http://www.cod.edu/about/purchasing/requests/index.aspx> to see whether any addenda were issued for this RFP. If so, you must submit a signed copy of the addenda along with your Proposal response.
6. ☐ **Review and read the RFP document again to make sure you have addressed all requirements.** Your original response and the requested electronic copy must be identical and be complete. The copies are provided to an Evaluation Committee and will be used to score your response. Proposals will not be accepted if Sections 5, 6, 7, and 8, are not completed. (Please note there are two (2) signature lines in Section 8 that must be signed.)
7. ☐ **Submit your response on time.** Note the date and time listed on the front page of the RFP and be sure to submit all required items on time. Late responses will not be accepted and will be returned, unopened. Ensure the envelope/box(es) containing your proposal is appropriately labeled. Please allow adequate time for delivery to the Purchasing Department.
8. ☐ **Important dates to know:**
 - RFP Publication Date – 1/26/2018
 - Pre-Submittal Conference – 2/07/2018 by 2:00 p.m. Central Time
 - Questions Due – 2/08/2018 by 2:00 p.m. Central Time
 - Proposals Due – 2/27/2018 at 11:00 a.m. Central Time
 - Target Board Approval Date – 4/19/2018

1.0 GENERAL INFORMATION

1.1. DEFINITIONS

- A. RESPONDENT** shall mean the individual or business entity submitting Proposal to supply any or all of the services or goods required by the Contract Documents.
- B. RESPONSE** shall mean the RFP Documents as completed by the Respondent which constitutes the Respondent's proposal.
- C. CONTRACT** shall mean the agreement between the College and Contractor as set forth in the resulting Contract Documents and as awarded by the College of DuPage Board of Trustees.
- D. CONTRACTOR** shall mean the individual or business entity submitting a response and to whom the College of DuPage Board of Trustees awards the resulting Contract.
- E. COLLEGE** shall mean the College of DuPage, Community College District No. 502, a body politic and corporate of the State of Illinois.
- F. PURCHASING MANAGER** shall mean the Purchasing Manager of the College of DuPage.
- G. SPECIFICATIONS** shall mean the description of the required services, Contract Goods, equipment, personnel, volume and use statistics and all requirements for the scope of work set forth in the Contract Documents.

1.2. REGULATIONS

The Contractor, or Subcontractor, warrants that they are familiar with and they shall comply with all Federal, State, and Local Laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the resulting Contract, including, without limitation, Workmen's Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours and regulations with respect to use of explosives. No plea of misunderstanding or ignorance thereof will be considered. Whenever required, the Contractor, or Subcontractor, shall furnish the college with satisfactory proof of compliance with said Federal, State and Local Laws, statutes, ordinances, rules, regulations, orders, and decrees.

1.3. COMPLIANCE WITH LAWS - PUBLIC CONTRACTS

This project will result in a contract, subject to laws and ordinances governing public contracts. The winning Respondent(s) shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State and other local government agencies which may in any manner affect the preparation of the response or the performance of the resulting Contract. If the winning Respondent(s) observes that any of the Contract documents are at variance therewith, it shall promptly notify the Purchasing Manager in writing and necessary changes shall be effected by appropriate modification.

1.4. PROPOSAL MODIFICATIONS

Unless indicated, it is understood that Proposals are in strict accordance with specification requirements. Proposals shall be deemed final, conclusive, and irrevocable. No Proposal shall be subject to correction or amendment for any error or miscalculation. Proposal prices shall include cost of materials as specified, any applicable discounts and shipping.

1.5. AWARD OF CONTRACT

The award of the contract will be made within ninety (90) calendar days after the opening of proposals to one or more Respondent's based on recommendation by an Evaluation Committee and pre-determined evaluation criteria and weighting, and is subject to Board of Trustee approval. The successful

Respondent(s) will be notified by electronic mail that their Proposal has been accepted and that they have been awarded the contract. Notification will also be posted on the College's Purchasing website at <http://www.cod.edu/about/purchasing/>. Failure to execute performance as per accepted Proposal may result in legal action by the College of DuPage to recover damages.

If a contract is not awarded within ninety (90) days after the opening of proposals, a Respondent may file a written request with the Purchasing Manager on the withdrawal of their Proposal and the Purchasing Manager will permit such withdrawal.

1.6. COMPETENCY OF RESPONDENT

No response will be accepted from or Contract awarded to a Respondent that is in arrears or is in default to the College upon any debt or Contract, or that is a defaulter, as surety or otherwise upon any obligation to said College, or has failed to perform faithfully any previous contract with the College.

1.7. ACCEPTANCE OF PROPOSALS

The Purchasing Manager shall notify the successful Respondent(s), in writing, of the award of the Contract by the College within ninety (90) days from the Proposal Opening date. Upon receipt of the Notice of Award, the Contractor shall promptly secure, execute and deliver to the Purchasing Manager any documents required herein.

1.8. PAYMENT TERMS

All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.

1.9. PAYMENT REMITTANCE

All College vendors are required to receive payment from the College via an Automated Clearing House (ACH) transfer. Instructions to register for ACH payments will be sent, upon request, to successful Respondents. Failure to comply with the ACH requirements may result in termination of the contract or purchase order. College ACH transfers typically occur the third week of each month. Invoices must be received at least 3 weeks prior to each ACH payment release. You are strongly encouraged to set up your account upon notice of award to avoid a delayed payment.

1.10. TAX EXEMPTION

College of DuPage District #502 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.

1.11. CASH BILLING DISCOUNTS

Cash billing or percentage discounts for payment will not be considered in evaluating Proposals.

1.12. EQUAL EMPLOYMENT OPPORTUNITY

In the hiring of employees for the performance of work under the resulting Contract and any subcontract thereunder, no Contractor or Subcontractor shall, by reason of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation discriminate against any citizen of the United States, in the employment of Labor or workers, who are qualified and available to perform work to which the employment is related. Neither shall any Contractor or Subcontractor, or any person on behalf of either, discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation.

1.13. HOLD HARMLESS CLAUSE

Contractor shall indemnify, hold harmless and defend the College of DuPage, its officers, agents, servants, and employees, from and against any and all claims, lawsuits, demands, liabilities, and losses whatsoever occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with contractor's performance of this agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the College of DuPage.

"Contractors performance" includes Contractor's action or inaction and the action or inaction of Contractor's officers, employees, agents and Subcontractors.

1.14. LIABILITY INSURANCE

The Respondent shall not commence work under this contract until all insurance required herein is obtained and approved by the Owner. Nor shall the Respondent allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Respondent shall furnish the College of DuPage with a Certificate of Insurance, with College of DuPage, its trustees, officers, agents, employees, and any other parties designated by COD named as an additional insured for Commercial General and Automobile Liability, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Worker's compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. An endorsement page showing coverage must accompany the certificate of insurance. The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

TYPE OF INSURANCE

MINIMUM INSURANCE COVERAGE

Combined Single Limit Per Occurrence/Aggregate

Commercial General Liability including:

1. Premises – Operations
2. Explosion, Underground and Collapse Hazard
3. Products/Completed Operations
4. Contractual Insurance
5. Broad Form Property Damage
6. Independent Contractors
7. Bodily Injury

\$1,000,000 / \$2,000,000

Automobile Liability

Owned, Non-owned, or Rented

\$1,000,000 / \$2,000,000

Workers' Compensation and Employer's Liability

As Required by Applicable Laws.

Professional Liability

If Performance Specifications are Required by the Contract

1.15. BUSINESS ENTERPRISE PROGRAM

The College of DuPage encourages the participation of qualified minorities, females, and persons with disabilities owned businesses in public contracts. It is the practice of the College to ensure full and equitable economic opportunities to persons and businesses that compete for business with the College of DuPage, including minorities, females, and persons with disabilities owned business enterprises. The College is committed to the economic development of disadvantaged business enterprises and the award of contracts

to businesses owned by minorities, females, and persons with disabilities for services to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575.

This solicitation contains a goal of 20% to include businesses owned and controlled by minorities, females and persons with disabilities in the procurement and contracting/subcontracting processes.

END OF SECTION

2.0 INSTRUCTIONS TO RESPONDENTS

2.1. OUTSIDE DOCUMENT DISCLAIMER

The College of DuPage cannot warrant, represent, or guarantee the accuracy or completeness of documents which have not been obtained directly from the College. If you have obtained these documents from a third party source, the College is not responsible for any loss or damage including, but not limited to, time, money, or goodwill arising from errors, inaccuracies or omissions in any third party documents.

To obtain official documents, please visit: <https://www.cod.edu/about/purchasing/requests/index.aspx>. Click on the link for this project, and follow the prompts to enter your information onto our vendor list and download the original documents. This will ensure your contact information is registered on our vendor list, and we can send you any addenda that may be issued. This website is the only official website for prospective Respondents to obtain digital copies of RFP documents. It is the responsibility of each prospective Respondent to verify the completeness of their printed RFP documents before submitting a response and accompanying executed addenda acknowledgement, and other required forms.

2.2. BLACKOUT PERIOD

Under no circumstances are respondents to contact or discuss this Request for Proposal, or any of the information contained herein or about this project in general, with any College of DuPage trustee, employee, vendor, contractor or subcontractor, other than using the methods outlined in this RFP. Respondents are strictly forbidden from visiting the College's locations or approaching any College trustee, employee, vendor, contractor or subcontractor for any information related to this RFP or this project without the direct knowledge and authorization in writing in advance from the Purchasing Manager or Buyer. Violation of these provisions may subject the respondent to immediate disqualification.

Initial understanding of this requirement:

2.3. REQUESTS FOR INFORMATION/CLARIFICATION

Respondents must communicate only with the Purchasing Department. If any firm submitting a response for this project is in doubt as to the true meaning of the specifications or other documents or any part thereof, Respondent shall request clarification from the Purchasing Department. Questions must be submitted in writing and be directed via email to the Purchasing Department at purchasing@cod.edu no later than **Thursday, February 8, 2018 at 2:00 p.m. Central Time**. Questions for which answers are provided will be communicated to all registered recipients of RFP documents via addendum.

2.4. PRE-PROPOSAL CONFERENCE

The College will hold a Pre-Proposal Conference at the College of DuPage, Glen Ellyn Campus, 425 Fawell Blvd, Berg Instructional Center, Room 2451, Glen Ellyn, IL at 2:00 p.m. on February 7, 2018. All parties interested in responding to the RFP are urged to attend in person. The College will clarify the objectives of the RFP and answer questions during the Pre-Proposal Conference.

2.5. PROPOSAL DEADLINE AND SUBMISSION

To be assured of consideration, **Proposals must be received by the College of DuPage in the College's in Purchasing Department, BIC-1B03, no later than 11:00 a.m. Central Time on Tuesday, February 27, 2018.** Failure by a delivery service company or person to meet the deadline will not excuse the Respondent from the deadline requirement. It is solely the Respondent's responsibility to ensure that adequate time is allowed for timely, accurate delivery and that the Proposal is received as required.

- A. The outside of each sealed envelope or package must be labeled as follows and must be delivered to the following address:

Purchasing Manager
Attn: 2018-R0010
College of DuPage
425 Fawell Blvd
BIC Building - Room 1B03
Glen Ellyn, Illinois 60137

- B. Respondents must submit the following Proposal items in a sealed envelope or box:

<u>Proposal Item</u>	<u>Quantity</u>
• Original Copy – Paper	1
• Duplicate Copy – Paper.....	2
• Electronic Copy - USB Flash drive containing all documents in searchable PDF format. Additionally, Respondent must also include completed version of <u>Exhibit 1</u> , in Excel (".XLSX") file format.	11

The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

- C. The sealed envelope and/or boxes submitted by the Respondent **MUST** carry the following information on the face of the envelope:

Proposal Enclosed
Request for Proposals (RFP) for eProcurement System for the College of DuPage
2018-R0010
Due: February 27, 2018 at 11:00 a.m.
Submitted by: (Name of Respondent, Address, Contact Person)

Unless otherwise stated, all blank spaces on the forms shall be fully completed. Respondent bears all responsibility for error or omissions in their submission.

2.6. EXCEPTIONS

If any Respondent intends to take any deviations or exceptions from the Specifications or other RFP Documents, Respondent shall submit to the Buyer a written request for a deviation or exception. If the Purchasing Manager considers such deviation or exception acceptable, the Buyer shall issue an Addendum setting forth such deviation or exception from the Specifications or other which shall be applicable to all Respondents submitting a response.

If no Addendum is issued by the Buyer, then such deviation or exception shall be deemed rejected. The College may reject any response containing deviations or exceptions not previously accepted through a written Addendum.

A copy of such Addendum will be e-mailed or delivered to each Respondent receiving a set of such RFP Documents. Respondent shall acknowledge receipt of each Addendum issued in the space provided on

the RFP form or via a signed addendum. Failure to acknowledge receipt of addenda will result in disqualification of the Proposal.

All requests for deviations or exceptions must be sent in writing to purchasing@cod.edu at least five (5) days prior to the date and time set forth as the RFP Due Date. The College shall not be responsible for nor bound by any oral instructions, interpretations, or explanations issued by the College or any of its representatives.

Initial understanding of this requirement: _____

2.7. ERROR IN PROPOSAL

Where a Respondent claims to have made a mistake, such mistake must be called to the attention of the Purchasing Manager within twenty-four (24) hours after the opening of responses. Within forty-eight (48) hours of the advertised RFP deadline, Respondent shall submit to the College's designated contracting officer original documentary evidence and a detailed explanation of how the mistake was made. Failure to conform to this requirement precludes the Respondent from withdrawing its response based upon a mistake. If such notice, proof and explanations have been tendered, and the contracting officer is convinced that a bona fide mistake has been made, the contracting officer may recommend to the Board of Trustees that the Respondent be allowed to withdraw its response and recommend that the contract be awarded to the next responsible, responsive Respondent. If the Board determines by majority vote, that the Respondent has made a bona fide error, no award will be made upon such response.

2.8. WITHDRAWAL OF PROPOSALS

Respondents may withdraw their responses at any time prior to the time specified in the legal advertisement as the date and hour set for the RFP Opening. However, no Respondent shall withdraw, cancel or modify its response for a period of ninety (90) calendar days after said advertised RFP Opening.

2.9. NOTICES

All communications and notices between the College and Respondents regarding the RFP Documents shall be in writing and hand delivered or delivered via United States mail, postage prepaid, or via email. Notices to the Respondents shall be addressed to the name and address or email address provided by the Respondents; notices to the Purchasing Manager shall be addressed to Purchasing Department, College of DuPage, BIC Building - Room 1B03, 425 Fawell Blvd., Glen Ellyn, Illinois 60137, or purchasing@cod.edu.

2.10. CONFIDENTIALITY

The Purchasing Department shall examine the responses 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 RFPs, 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. It is not acceptable for a proposal to be marked "proprietary" in its entirety.

2.11. RESPONDENT WARRANTIES

The submission of a Proposal shall constitute a warranty that: (i) Respondent has carefully and thoroughly reviewed the RFP Documents and has found them complete and free from ambiguities and sufficient to describe the Contract work; (ii) Respondent and all workmen and/or employees it intends to use in the performance of this Contract are skilled and experienced in the type of work or services called for by the RFP Documents; and (iii) neither the Respondent nor any of its employees, agents, suppliers or subcontractors have relied on any verbal representations from the College, or any of the College's employees, agents, or consultants, in preparing the Proposal.

2.12. CONSIDERATION OF RESPONSES

The College reserves the right to reject or accept any or all Proposals, to extend the response period, to waive technicalities in the RFP Documents and/or to direct that the project be abandoned or re-issued prior to award of the Contract.

The Respondent acknowledges the right of the College to reject any or all Proposals and to waive any informality or irregularity in any Proposal received. In addition, the Respondent recognizes the right of the College to reject a Proposal if the Respondent failed to submit the data required by the Request for Proposal documents, or if the Proposal is in any way incomplete or irregular.

END OF SECTION

3.0 SCOPE OF SERVICE – eProcurement System

The Community College District 502, College of DuPage (“College”), invites sealed proposals from qualified firms to provide an eProcurement software system (“System”). The College’s objective is to acquire an eProcurement system that is the center of all procurement activities and information for all College departments.

The College of DuPage seeks to acquire an eProcurement system that will be used to manage and process all phases of the procurement activities and achieve the following:

- Improve transparency, accountability and oversight;
- Savings from better spend management through contractual and purchase order controls and aggregate spending;
- Increase consistency and standardization in procurement processes;
- Streamline the processing of all procurement transactions
- Centralize and streamline the administration of contracts over all aspects of the contract lifecycle and support a diverse range of contracts and agreements
- Encourage fair and equitable competition for vendors and vendor diversity participation;

The successful solution will need to demonstrate efficiency by enabling the management and automation of contract lifecycles, manage spend by streamlining routine processes, offer a user friendly platform for users of all technical skill levels, and require minimal maintenance once the solution has been implemented.

Opportunity Overview

It is believed that considerable opportunity exists in the College to improve the effectiveness and efficiency of procurement processes. The areas highlighted by the College include: end to end purchasing solution, technology to allow automated functions to reduce manual transactions, enhance notification capabilities for end user’s and procurement staff, expand reporting and analytics, improve contract and vendor management, enhance catalog capabilities and implement strategic purchasing activities.

3.1. Background and Overview

Established in 1965, the College of DuPage has aimed to be a center for excellence in teaching, learning, and cultural experiences by providing accessible, affordable, and comprehensive education. Under this mission, the College has grown in breadth and stature to take its place as one of the nation’s finest community colleges and amongst the State of Illinois’ public colleges and universities. The College of DuPage, with more than 28,000 students, encompassing 5 campuses within DuPage County, is the second largest provider of undergraduate education in the State of Illinois, after University of Illinois at Urbana-Champaign. The College offers 9 Associate Degrees and over 170 certification programs in more than 50 areas of study, and employs 2,174 Faculty, staff and administrators.

The College’s Enterprise Resource Planning (ERP) system is Ellucian Colleague (Colleague) which includes the Colleague Purchasing module. The Purchasing module records all purchase order and receiving transactions and interfaces with Colleague Accounts Payable and General Ledger. Colleague Purchasing passes budget encumbrance journal entries to General Ledger when purchase orders are created and Accounts Payable passes reversing budget encumbrance journal entries to General Ledger when purchase order related invoices are paid. For completed requisitions, a real-time requisition encumbrance “hold” is created against available budget funds for the related cost account(s) until either the requisition is approved and turned into a purchase or it is rejected. The Purchasing Department currently uses Mercury Commerce by ESM Solutions as an integrated front end to Colleague Purchasing primarily to facilitate requisition approval workflow, but Mercury Commerce also serves as a supplementary repository for requisition, purchase order, and receiving data as well. The following is a general snapshot of the College’s Purchasing environment.

Purchasing

- 257 Purchasing Requestors
- 73 Mercury Requisition Approvers

- Purchasing Department: 2 Purchasing Buyers; 1 Purchasing Expeditor; 1 Purchasing Assistant
- 5,845 requisitions posted in FY17 (P-card transactions - N/A)
- \$319,829,018 annual budget (FY18)
- Ellucian Colleague ERP since 2010

Definitions

End user	Department Requisitioner or Requester initiating a request within the purchasing system
Approver	Department Budget Manager/Dean/Vice President and other authorized designated College employees
Buyer	Centralized Purchasing Staff Member
Requisition	A request for goods and/or services forwarded to the Purchasing Department by the originating End User
PO	Purchase Order – Document issued by the Purchasing Department to vendor, following the approval of a purchase requisition, for goods/services
BPO	Blanket Purchase Order an annual purchase order to accommodate multiple related purchases/invoices from a single vendor
Purchasing System	Current system: Mercury Commerce Platform by ESM Solutions
eProcurement System	System being proposed by RFP respondent
Colleague	College of DuPage ERP System by Ellucian
GL	General Ledger account number
Vendor or Supplier	Provider of goods or services

Current Environment

The College's procurement environment is predominantly centralized with the majority of college-wide procurement activity taking place in the Purchasing Department. Final authorization of all purchase orders is the responsibility of the Purchasing Department. The Board of Trustees has delegated the Purchasing Department authority to enter into all contracts, in accordance with administrative procedures, that do not exceed the statutory \$25,000 bid limit. All purchases greater than \$25,000 must be approved by the Board of Trustees.

The College utilizes an electronic purchasing system (Mercury Commerce by ESM solutions) for purchasing (requisitions and purchase orders only, not including sourcing or solicitation management) and receiving. Mercury Commerce is integrated with Colleague Purchasing. Solicitation, sourcing, vendor management and spend analysis are conducted primarily without the use of any enabling technology (other than basic PC productivity software like MS Word and Excel).

i. Requisition Creation

The current purchasing methods permit a Requester (End-User) to create a purchase requisition by selecting a vendor, entering an item description, quantity, and cost details. Before a requisition can be moved forward for approval, it must pass a cost account validation and budget funds check which Mercury Commerce performs through an electronic authentication against Colleague General Ledger. Once the requisition is complete, a real-time requisition encumbrance "hold" is created against available budget funds for the related cost account(s). Once the requisition passes these validations the requisition is transmitted into an approval queue and the approver is notified via email of the pending requisition. Once approved, the requisition is transmitted into a centralized purchasing approval queue, for Purchase Order (PO)/Blanket Purchase Order (BPO) final approval and processing.

The Mercury Commerce purchasing system is integrated with Ellucian Colleague, the College's ERP System of record. An end user is assigned one or more General Ledger (GL) account permissions to their record in Colleague. The end user's assigned information in Colleague is manually entered into the purchasing system.

ii. Requisition to Purchase Order Conversion

The Purchasing Department reviews the requisition for conformance with purchasing policies and procedures, and submits the requisition for approval within the purchasing system. The purchasing system then completes budget verification prior to converting and transmitting the requisition to purchase order classification. Once the purchase order has been established, the purchasing system assigns a purchase order number, and an integration program with Colleague begins. This integration involves the purchasing system transferring the purchase order details (PO Number, requisition number, vendor name and ID, requester, buyer, general ledger account, line items, creation date and comments) into Colleague. Colleague then deletes the associated requisition and assigns the encumbered funds to the PO.

Upon release of the purchase order, the purchasing staff generates a copy of the PO and independent of the purchasing system, emails a copy of the PO to the appropriate vendor for order processing and fulfillment.

iii. Requisition to Blanket Purchase Order Conversion

The Purchasing Department reviews the requisition for conformance with purchasing policy and procedures, and submits the requisition for approval within the purchasing system. The requisition must be manually flagged to bypass the system integration program between Mercury and Colleague. Next, the purchasing system performs a budget verification prior to converting and transmitting the requisition to a purchase order classification. Once the purchase order has been established, the purchasing system assigns a purchase order number and the Purchasing staff manually enters the purchase order details into Colleague. This involves manually creating a blanket purchase order, using the same PO number that was issued in the purchasing system, and using the requisition details (PO Number, requisition number, vendor name and ID, requester, buyer, general ledger account, line items, creation date and comments) to complete the BPO in Colleague.

iv. Receiving

Currently, goods are received in the College's centralized Warehouse Department and are checked against the purchase order and packing slip, and are then received through the purchasing system. The purchasing system transmits a status of acceptance in Colleague. Warehouse staff has access to receiving functions in the purchasing system and can view and receive all PO's in the system. An order can be partially received or completely received. The purchase orders can be searched by vendor name, requisition #, PO# and/or ship to location.

v. Invoice:

The College practices the three-way match policy for paying against purchase orders. Purchase order related invoices are either mailed electronically to a general AP email address or through the mail system in paper format. For non-blanket purchase order related invoices the invoice is scanned (either automatically if received via e-mail or manually if received in paper format) and a voucher is manually entered into the Colleague AP system. An electronic three-way match process then validates the voucher to determine if the purchase order and receipt are complete. A final automatic budget funds check is also performed by the system. If the validation passes, the voucher is paid. For blanket purchase order related invoices neither Colleague or Mercury Commerce systems provide a receiving capability. These invoices after being scanned are routed for approval through our Perceptive Content (ImageNow) Invoice Approval system. The approval of the invoice acts as the affirmation of receipt to complete a quasi-three-way match.

vi. Reports:

The College has access to standard reports for requisition, purchase order, vendor, location, user profile, and workflow route assignments. Custom reporting capability exists for Colleague Purchasing through our SAP Business Objects reporting software. To view all data regarding a purchase, the requester needs to access Mercury Commerce for PO/BPO information, including attachments, and access Colleague for payment information.

vii. Solicitation / Supplier Management / Contracts

- Solicitation: The College does not have integrated solicitation nor supplier management functionality within the purchasing system. Solicitations are developed and posted to the Purchasing Departments website.
- Supplier Management: The purchasing department manually enters vendor registration requests in Colleague. Colleague will then assign vendor its own unique vendor number. A system vendor report request is generated daily in Colleague. The report is sent to IT support for synchronization of vendor identification with the purchasing system platform.
- Contracts: The College utilizes Perceptive Content Software to store copies of vendor records and contract management. This system is used for the storage of vendor records (such as vendor intake request, W9, and supporting documentation), executed copies of contracts, and certified legal advertisements.

Contracts are electronically filed in Perceptive Content and are also attached to the requisition before processing in our purchasing system. The end user retains the original contract for their files.

3.2. Term of Services

The initial contract(s) will be effective upon approval by the College's Board of Trustees for five (5) years with five 1-year extension options. Renewals will be at the sole discretion of the College, contingent upon contractual requirements being satisfied and funds being appropriated, budgeted, and otherwise made available.

3.3. Scope of Services

The eProcurement System Project encompasses eProcurement system, software, implementation and training services to deliver a transformative procurement solution for the College. This section details the objectives of the project including functional system and implementation services. The specific submittal requirements to demonstrate the Respondent's ability to meet these expectations are contained in Section 4, Proposal Submission and Proposal Evaluation.

The College wants the Selected Respondent to not only implement the eProcurement System, but more importantly to deliver a suite of comprehensive services that align with the College's vision, as outline in the Opportunity Overview, of providing a robust procurement solution for the College. The functional system requirements and the implementation related services are detailed in this Section 3.3 below.

3.3.1. Product Overview

Give a detailed overview of each module's functions, it's strengths and what differentiates it in the industry. Describe the system's security management capabilities. Provide a list of current browser compatibility. Provide a systems architecture overview.

3.3.2. Functional Objectives and System Requirement

The College has identified a list of functional categories for the desired eProcurement systems that encompasses the following requirements:

- A. Requisition, Purchase Order, Blanket Order, Supplier Catalog Management, Receiving and Invoice Payment
- B. Solicitation Management (Bids, RFP, RFQ, and Reverse Auction)
- C. Vendor Management
- D. Contract Management
- E. Reporting and Analytics
- F. System Integration (Software/Hardware)

Exhibit 1 - Functional Objectives and System Requirements contains questions related to the specifications and scope of work for this project. Please provide your answers in a separate document. Be specific in your responses. “Yes” and “No” answers will be considered non-responsive. Each response should accurately and concisely describe the Respondent’s approach and ability to satisfy the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

Respondents may reference external documentation in responses if that documentation is clearly identified and the cross-reference is specific, not vague such as references to marketing materials.

Respondents must describe the functionality of currently available and installed products and only products that are quoted as part of the system cost except as specifically noted as future functionality. Future functionality must be identified with planned release dates, costs, and any necessary requirements need for up-grading. Features or functions that will not be available one year from the date of this RFP may not be referenced, except as specifically requested in this RFP. The College does not expect or require that a single solution meet all of the requirements; however, Respondent is required to indicate whether their solution meets each requirement “out of the box,” meets a requirement with customization, is capable of meeting the requirements with third-party integration, or does not meet the requirement.

All proposals must include responses to each question and all pricing information shall be provided.

In addition, Respondent shall provide additional information on the functional and system features of their eProcurement solution. Respondent must complete the matrix of requirements and answer the open-ended questions in Exhibit 1. Proposals that do not meet this requirement will be deemed incomplete and will not be considered for evaluation.

3.3.3. Implementation Services

Respondents must utilize a comprehensive implementation methodology indicating tasks, milestones, timelines, deliverable, and resources that includes as a minimum:

- a. Program management plan that identifies governance structures, executive sponsors and issue resolution procedures
- b. Project plan detailing how the solution will be installed and implemented. The plan should include management and facilitation of the following types of activities: preliminary analysis, systems analysis, requirements definition, system design, development, integration and testing, acceptance, system documentation, installation and deployment, training, maintenance, etc.
- c. Performance management plan that defines and tracks pre-agreed metrics across value, quality, cost, service, lead time, etc. (e.g. number of catalogs enabled by a certain date, spend through systems, etc.)

3.3.4. Training

Respondent must provide comprehensive training of all system functionality and explain your approach to training all user roles (e.g. vendors, end users, purchasing staff, administrators, etc.), upon initial implementation and any new software versions or upgrades, with periodic training opportunities for new users. Respondent shall provide, and update as necessary, all training documentation in the form of an online user guide. The user guide shall be role-specific, e.g., System administrator, System users (buyers, customers, suppliers), etc. The College welcomes additional training tools (e.g. online tutorials, periodic webinars, etc.) that help ensure users' understanding of the system.

Onsite training will be required. During implementation, the College will determine, in consultation with selected Respondent, which training sessions will need to be conducted onsite. For onsite training, the College will provide training facilities, audio/visual equipment, internet access, and related infrastructure needs.

3.3.5. Maintenance and Support

Deliver a comprehensive plan detailing ongoing maintenance and upgrade processes and schedules. Respondents are requested to provide samples of service and support requirements and corresponding SLA metrics that they have utilized with other clients. Include the following customer support services as a minimum:

- The College is seeking 8x5 support.
- Dedicated account manager
- Live Help Desk support to be available, as a minimum, for the complete business work day
- Intuitive, easy-to-use online help should be available for all implemented functionality, including online tutorials and online user manuals
- Service Level Agreements (SLA's) that define minimum levels of performance in areas that may include but not necessarily be limited to # customer issues handled, # customer issues resolved, average help desk response time, average issue resolution time, customer satisfaction score, etc.

3.3.6. Pricing/Cost Schedule

Respondent must provide a detailed explanation of the pricing structure for the proposed solution. The pricing must include Implementation costs, licensing fees, any discount offered for multi-year agreements or bundled solutions and all set up, implementation and training fees as well as any fees not listed here.

- A. Detailed fee pricing is required for setup, implementation, training and solution launch.
- B. Annual System maintenance and upgrades
- C. Travel fees/expenses

END OF SECTION

4.0 PROPOSAL SUBMISSION AND PROPOSAL EVALUATION

4.1. Proposal Requirement, Content and Format

Proposals must be prepared on 8 ½" X 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The College encourages using reusable, recycled, recyclable and chlorine free printed materials for bids, proposal, reports and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Respondent must submit one (1) hardcopy original Proposal with all exhibits in sealed envelope. The original documents must be clearly marked as "ORIGINAL," and must bear the original signature of Respondent's authorized signatory that can bind their organization to all commitments outlined in the Proposal on all documents requiring a signature. The Respondent must submit:

- one (1) original of the completed RFP
- two (2) duplicate copies of the completed RFP, and
- eleven (11) flash drive containing all documents in a searchable format. Additionally, Respondent must also include completed versions of Exhibit 1, in Excel (".XLSX") file format,

Respondent must enclose all documents in a sealed envelope or box and shall deliver them to Purchasing Manager, Attn: 2018-R0001, College of DuPage, BIC Building - Room 1B03, 425 Fawell Blvd., Glen Ellyn, Illinois 60137 by the date and hour of the RFP deadline as shown in the legal advertisement.

The sections should be tabbed or clearly labeled in the order shown below:

Section 1: Required forms- Complete

- a. Documentation needing initialing per Section 2.0
- b. Section 6.0 BEP Utilization
- c. Section 7.0 Certifications
- d. Section 8.0 Signature Page
- e. Section 9.0 Conflict of Interest Disclosure and Non-Collusion Form
- f. Any issued addenda, signed (if applicable)

Section 2: Summary

- a. Cover Letter
Submit a cover letter signed by an authorized representative of Respondent committing Respondent to provide the software and services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process.
- b. Executive Summary
Provide an executive summary that addresses the various categories outlined in this subsection. Please note that these are meant to be summaries of the more detailed responses:
 - i. Outline the number of years Respondent has been in business and identify Respondent's legal name:
 - (a) its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, partnership)
 - (b) the names of its principals or partners, and whether Respondent is authorized to do business in the State of Illinois.
 - ii. Indicate the name, address, email address, and telephone number(s) of the principal contact for oral presentation, or negotiations;
 - iii. Explain its understanding of the College's intent and objectives and its approach to achieving those objectives; and
 - iv. Provide a brief summary of the qualifications, experience, and background of the team and its Key Personnel (as herein defined) in performing the Services as detailed in Section 3.

Section 3: Company Profile

- a. Provide a brief, but informative overview of your company, including number of employees, annual sales volumes, current technological capabilities associated with eProcurement solutions, as well as planned technological developments.
- b. Provide the most recent annual financial report for your company.
- c. Provide five references, specify date of implementation and duration of engagement; identify any Ellucian Colleague clients, as applicable. Provide complete reference contact information (name, title, phone, address, and email). Reference contacts must be aware that they are being used and agreeable to College interview and follow-up.

Section 4: Qualifications

Respondent must provide a staffing plan and organizational chart that identifies team members (including subcontractors, suppliers and service providers), their relationship among each other, their roles and responsibilities, and the key individuals with primary responsibility for each area of the overall project. Respondent must also include College resources in the organizational chart.

Respondent must provide a summary of the key personnel who will be dedicated to provide the services described in this RFP. At a minimum, Respondent must identify the project manager, lead business analysts, training manager, and integration lead. For each person identified, describe their title and reporting responsibility and provide resumes.

Section 5: Proposed Solution, Functional and Technical Services

Respondents must provide detailed answers to your firms' solutions (system and features) describe its proposed solution, and explain how the Respondent's proposed solution achieves those objectives to the following objective and requirements. If any illustrations, diagrams, and/or samples will be included in the proposal, the Respondent must add them in a separate appendix as needed.

- a. Provide a system overview per Section 3.3.1
Present the specific products and versions that it is proposing. The response to this section must also outline the high level features and capabilities of the proposed system, module, and/or application and indicate whether the proposed functionality is native to the product, a custom feature, or requires an integration with a third-party software product.
- b. Responses to the objectives and requirements as outlined in Exhibit 1 and 3.3.2.

Section 6: Proposed Implementation Services

Respondents must provide a comprehensive plan to your firm's implementation solutions to the following objective and requirements.

- a. Provide an Implementation plan as outlined in section 3.3.3.
 - Plan for implementing and supporting the proposed eProcurement system
 - Proposed project timeline including milestones
 - Approach to project management
 - Strategies, tools and safeguards for ensuring project success
 - Hardware and software considerations
 - Training and knowledge transfer
 - Ongoing maintenance and support
 - Plan for transition upon expiration/termination of services
 - Additional factors for the College's consideration
- b. Provide a comprehensive Training plan as outlined in section 3.3.4.

Section 7: Maintenance and Support Services

a. Maintenance and Support Services

Respondent shall submit its maintenance and support plan as outlined in section 3.3.5., which must include the following components:

- Procedures to resolve critical system issues
- Emergency and 12/5 support options available
- Policy regarding future enhancements and upgrades
- Frequency of software updates and new software releases (i.e., patches and major revision levels) for the solution
- Anticipated life cycle of the software / system being proposed
- Availability of tiered support options to handle potential escalations
- A description of extended agreements if they are available
- Description of periods of scheduled maintenance and system availability during such scheduled maintenance periods

The Respondent must include a copy of its annual maintenance agreement terms in the Proposal and provide guaranteed annual pricing for the services for five (5) years.

If the Respondent offers multiple maintenance and support options, please describe the details involved with these options and identify which option you recommend for the College.

b. Service Level Agreements

Respondent must provide documentation of proposed service levels and performance standards. This should include 24/7, 99.9% system availability and all other standard SLAs provided for the proposed solution and any and all help desk and support services proposed. For each SLA, Respondent must identify how it triages and include response times.

Section 8. Pricing / Cost Schedule

Respondent shall submit a detailed outline of all project costs, including software licensing and maintenance, subscription services, implementation services, training, and any and all other costs described in section 3.3.6. Respondent shall provide additional details as necessary to fully explain the cost proposal.

The College reserves the right to request revised pricing from all Respondents. The College reserves the right to negotiate a final fixed price and all terms and conditions with one (1) or more Respondents.

All costs must be fixed and in writing. Costs must reflect all discounts and cost reductions based on multiple users/sites or other considerations. Respondents must provide a detailed cost breakdown of all fee rates, costs, and expenses computed in the firm, fixed price to be charged to the College under Respondent's proposal.

Respondent shall also submit a detailed cost breakdown over a period of five (5) years. Respondent should document all assumptions used to calculate costs that would not be included in the contract between the Selected Respondent and the College resulting from this RFP.

Section 9. Business Enterprise Program (BEP)

The College of DuPage encourages the participation of qualified minorities, females, and persons with disabilities owned businesses in public contracts and commits to the economic development of disadvantaged business enterprises and the award of contracts to businesses owned by minorities, females, and persons with disabilities for services to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575.

4.2. Proposal Evaluation

An Evaluation Committee (“Evaluation Committee” or “EC”), which will include representatives of the Information and Technology Department, Finance Department, and Purchasing Department, and may include representatives from various other College departments who will review and evaluate the Proposals, as described below.

The RFP proposal evaluation process is organized into:

- i) a Preliminary Proposal Assessment and Proposal Evaluation and
- ii) a Product/System Demonstrations, Site Visit, and/or Oral Presentations

The Evaluation Committee will evaluate the extent to which a Respondent’s proposal meets the project requirements set forth in the RFP and will include a detailed analysis of the Respondent’s proposed solution, qualifications, experience, approach and methods, pricing/cost schedules, and other factors based on the evaluation criteria outlined in Section 4.3 - Evaluation Criteria.

As part of the evaluation process, the Evaluation Committee will review the information required by Section 4 - Proposal Requirements for each Proposal received. The Evaluation Committee may also review any other information that is available to it, including, but not limited to, information gained by checking references and by investigating the Respondent’s financial condition.

The College reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The College reserve the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

After the Evaluation Committee completes its review of Proposals, it may make a recommendation to select a Respondent or invite multiple Respondents to participate in System Demonstration /Oral Presentation, and/or recommend to reject any or all Proposals.

Following oral presentation(s) and demonstration(s), the Evaluation Committee will make a final evaluation of the Respondent(s) and submit its recommendation to the Board of Trustees for contract award and enter into negotiations with the selected Respondent.

4.3. Evaluation Criteria

The College will appoint an Evaluation Committee whose responsibility will be to review all responses to this RFP. The College will consider the information provided in the response and the quality of that information when evaluating the Proposal. The selection process may include a request for additional data or oral presentations as deemed necessary by the College. The following criteria will be used in the evaluation of all proposals (not necessarily listed in order of importance).

1. Quality and Completeness of Proposal, Understanding of College’s Requirements
The Evaluation Committee will consider the quality, completeness, and feasibility of the proposed approach. The Evaluation Committee will review each proposal for the Respondent’s understanding of the objectives and requirements in the Scope of Services
2. Proposed Solution, Functional Requirements, Technical Requirements
The Evaluation Committee will consider Respondent’s proposed solution, functional requirements and technical requirements and the responses to the proposal including any proposed exceptions. The EC will consider the following:
 - Degree to which Respondent’s proposed solution meets College’s business and technical objective and requirements.
 - Added value of any particular component(s) of the proposed solution.

- Capabilities of the technology aspects of the proposed solution, including communications, programmability, report generation, and interfaces.
 - Impact of the proposed solution on the operations of the functional groups, and the demonstrated ability of the solution to enhance operational efficiency and effectiveness.
3. Company Information, Qualifications and Experience
 The Evaluation Committee will consider Respondent's professional competence as evidenced by the information submitted by the Respondent's:
- Ability to provide the Services described in the RFP, including capacity to achieve the project goals, objectives, and Scope of Services described in this RFP.
 - Professional qualifications and specialized experience of Respondent and its team implementing eProcurement solutions of similar scope and magnitude (e.g., specifically with respect to higher education and government agencies).
 - Professional qualifications, specialized experience, and local availability of Respondent's Key Personnel committed to the College account.
 - Past and current performance of respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules and standards. The Evaluation Committee may solicit from current and/or previous clients, including other government agencies, or any available sources, relevant information concerning Respondent's record of performance.
4. Implementation Approach, Support and Services
 The Evaluation Committee will consider the quality, completeness, and feasibility of the proposed approach for implementation services, including the implementation plan, project management methods, training plan, and long term maintenance and support services. The Evaluation Committee will review each proposal for the Respondent's understanding of the objectives and requirements in the Scope of Services. Each Respondent will be evaluated on its overall strategy, methodology, and approach to meeting the College's objectives and requirements.
5. Pricing/Cost Schedule
 The Evaluation Committee will consider the reasonableness and competitiveness of Respondent's pricing/cost schedules proposal and any projected life cycle costs. While Respondent's Cost Proposal is important, it will not be the only factor in the selection process.

After the evaluation, the top finalists may be requested to make a phone, webinar or in-person presentation, or to further negotiate the terms and conditions of the contract. If notified, the company must be prepared to present within three (3) business days from the date of e-mail notification. Specific instructions regarding the presentation will be included in the notification. Upon selection and designation of a Provider, the College intends to negotiate an agreement with the designated Provider. Nothing in this RFP, the proposals, or the College's acceptance of a proposal shall obligate the College to enter into or complete negotiations with any Respondent.

4.4. Selection of Award

A. Basis of Award

The award of the contract will be based on best-value to the College according to the evaluation criteria set forth in this document.

B. Selection Process

The award of the contract will be after the Evaluation Committee submits their Recommendation of Award of the selected Respondent(s) for approval by the College of DuPage Board of Trustees. The successful Respondent(s) will be notified by electronic mail

that their Proposal has been accepted and that they have been awarded the contract after the approval by the College of DuPage Board of Trustees. Notification will also be posted on the College's Purchasing website at <http://www.cod.edu/about/purchasing/>. Failure to execute performance as per accepted Proposal may result in legal action by the College of DuPage to recover damages.

END OF SECTION

5.0 BUSINESS ENTERPRISE PROGRAM

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 (PDBE) (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% based on the availability of BEP certified vendors to perform or provide the anticipated services and/or supplies required by this solicitation.

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 will 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, 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 contract 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 contract (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 contract 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 Proposal.

_____ (Vendor) submits the following Utilization Plan as part
Respondent Name
of our bid or offer in accordance with the requirements of the BEP Program Status and Participation section of the solicitation for **eProcurement System for the College of DuPage, RFP Number 2018-B0010**. 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: _____

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 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.

6.0 CERTIFICATIONS

IMPORTANT: All Respondents are required to complete this form. Completed form must be returned with response by the RFP deadline. Failure to return this completed form may result in disqualification of response.

THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COLLEGE LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

- A. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.* Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12. **Yes** _____ **No** _____
- B. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 *et seq.*
- C. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*
- D. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775, ILCS 5/2-105 (A) (4).
- E. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.* (If Applicable)
- F. Fair Employment Practice: Contractor is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations. **Yes** _____ **No** _____
- G. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
- Yes** _____ **No** _____
- H. When required by law, the Respondent and all Respondent's Subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

ADVICE

- A. MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? YES _____ NO _____. If yes, please attach copy of certification and advise certification number and expiration date below:

Name of Certifying Entity: _____

Certification #: _____ Expiration Date: _____

- B. STATE NEGOTIATED COOPERATIVE AGREEMENT: YES _____ NO _____ Contract No. _____

Signature

Respondent/Company Official: _____ Date: _____

7.0 SIGNATURE PAGE

IMPORTANT: All Respondents are required to complete and sign this form. Completed form must be returned with proposal by the RFP deadline. Failure to return this completed form may result in disqualification of proposal.

Check One:

☐ **SOLE PROPRIETOR** ☐ **PARTNERSHIP** (and/or JOINT VENTURE) ☐ **LIMITED LIABILITY COMPANY**
☐ **CORPORATION**

The undersigned acknowledges receipt of a full set of RFP Documents and Addenda Numbers _____
(None unless indicated here). **All issued addenda must be signed and returned to the College as per the instructions in the addenda or response will not be accepted.**

The undersigned makes the foregoing response to RFP subject to all of the terms and conditions of the RFP Documents. The undersigned certifies that all of the foregoing statements of the Vendor Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this response are true and correct.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____ CELLULAR TELEPHONE NUMBER: _____

FEIN/SSN: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____ TITLE: _____ DATE: _____

Subscribed to and sworn before me this _____ day of _____, 2018.

My commission expires: _____

Notary Public Signature

Notary Seal

- * Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.
- ** If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.
- *** Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.
- *** If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.
- ***** In the event that this Signature Page is signed by any persons other than the President and Secretary, attach either a certified copy of the corporate by-laws, a resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

8.0 CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

IMPORTANT: All Respondents are required to complete and sign this form. Completed form must be returned with proposal by the RFP deadline. Failure to return this completed form may result in disqualification of proposal.

RFP #: _____ DATE: _____

CONFLICT OF INTEREST DISCLOSURE

College of DuPage (COD) reserves the right, at its sole discretion, to reject any and all responses, revise the submission timeline as described in the solicitation, and to discontinue at any time the submission process as described in the solicitation. College of DuPage is requiring that any and all relationships with the College, its Administrators, Trustees, Committee members, COD Foundation Trustees, or any other Employee of the College be disclosed in writing as a part of any response submitted. Contact with any employee of the College of DuPage during the pre-award period, except as noted in the RFP documents, is strictly forbidden and is considered sufficient grounds for dismissal from the RFP process.

VENDOR CONFLICT OF INTEREST DISCLOSURE

Define the relationship with any College of DuPage Administrator, Trustee, Employee, COD Foundation Board member, Committee member, or their immediate family member, with which your company or any of its owners, officers, Trustees, employees, or their immediate family, does business or is likely to do business with, or for which there is an opportunity to influence a related College decision; include the name and relationship to any immediate family member.

☐

Vendor certifies that there is no known conflict of interest with any COD Administrator, Employee, Trustee, Committee member, or COD Foundation Trustee, or their immediate family.

Vendor Printed Name: _____ Title: _____

Signature: _____ **Date:** _____

NON-COLLUSION STATEMENT

The undersigned affirms that he/she is duly authorized to execute a contract and that this company, corporation, firm, partnership or individual has not prepared this response in collusion with any other Respondent, and that the contents of said response have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this response.

Company Name: _____ Owners/Principal(s)
Name(s)/Title(s): _____
Vendor Address: _____ City, State, Zip: _____
Phone Number: _____ Fax Number: _____
Email Address: _____

Signature

Respondent/Company Official: _____ **Date:** _____

EXHIBIT 1 – FUNCTIONAL OBJECTIVES AND SYSTEM REQUIREMENTS

The functional and technical requirements are provided in a separate Microsoft Excel document along with this solicitation and are available on the Purchasing Department website, <http://cod.edu/about/purchasing/requests/index.aspx>.

Respondents are directed to complete Excel Worksheet Template *Functional Objectives and System Requirements*:

filename: 2018-r0010eprocure-exhibit1.xlsx

Respondent must use the provided Excel worksheet to provide response information and assumptions. Functional and Technical Requirements information received in any other format will not be considered and may be cause for the Proposal to be rejected. In addition, Respondent must provide a narrative response that addresses each of the requirements.