



ACKNOWLEDGMENT OF RECEIPT

Description: **ERP SYSTEM**

Proposal#: **RFP 01-2021**

Addendum#: **N/A**

Number of pages to follow: **17**

Please provide the requested information below as acknowledgment that you have received our RFP referenced above. It is *strongly recommended* that interested proposers complete this acknowledgment and return to us by mail, Email or fax.

Mohave Community College
Purchasing Department
1971 Jagerson Ave
Kingman, AZ 86409
Email: cvanvleet@mohave.edu
Fax: (928) 757-0819

Only firms returning completed acknowledgments will receive addenda to this RFP. RFPs from firms not acknowledging the addenda shall be considered incomplete and subject to disqualification.

Name of Firm: _____

Address: _____

Phone#: _____ Fax#: _____

Email Address: _____

Name {print}: _____ Title: _____

Signature: _____ Date: _____



MOHAVE COMMUNITY COLLEGE

REQUEST FOR PROPOSAL

MOHAVE COUNTY COMMUNITY COLLEGE
Requests Proposals from Qualified Vendors for a:

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM RFP 01-2021

Responses will be received at
Office of the President
1971 Jagerson Ave.
Kingman, AZ 86409

For inquiries regarding this RFP, please contact:

Christine Van Vleet
Director of Procurement
1971 Jagerson Ave
Kingman, AZ 86409
Telephone#: (928) 757-0819
Fax#: (928) 757-0814
Email Address: cvanvleet@mohave.edu

This is a Notice of a procurement process which may result in an award; however, it is not intended to be and should not be construed to be an offer to contract.

October 5, 2020

RFP# 01-2021
Enterprise Resource Planning (ERP) System

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MOHAVE COMMUNITY COLLEGE

**REQUEST FOR PROPOSAL 01-2021
Enterprise Resource Planning (ERP)
System**

**I. Schedule of
Events:**

Project Milestone	Date
Request for Proposal Issued	Mon. Oct. 5, 2020
Deadline for Vendors to Submit Questions For questions regarding this RFP, please contact: Christine Van Vleet, Director of Procurement cvanvleet@mohave.edu	Wed. Oct. 14, 2020 by 4:00 PM AZ Time
Questions must be submitted by the due date/time in writing to Christine Van Vleet, preferably by Email.	
Response to Vendor Questions Answers to all vendor questions will be distributed in an Addendum to this RFP and will be sent via Email as indicated on the "Acknowledgement of Receipt" form. In order for a vendor to receive <i>any</i> Addenda to this RFP, they must return the "Acknowledgement of Receipt" form.	Fri. Oct. 16, 2020
Proposals Due	FRI. November 6, 2020 by 4:00 PM (AZ Time)
On-Site Product Demonstration Invitations Invitation s for presentations and demonstrations will be sent via Email as indicated on the "Company	Weeks of November 16-25, 2020

All correspondence regarding this RFP will be done solely through the Director of Procurement at Mohave Community College. Any communication with staff, committee members or consultants during this RFP process, may result in the rejection of your proposal.

II. Introduction

Mohave Community College, also referred to as "the College" or "MCC" is a dynamic and multifaceted institution of higher education featuring four campuses strategically located throughout Mohave County for the purpose of educating the diverse population of the region.

Mohave Community College Current Technology Environment:

- Current ERP: Jenzabar (Student, Financial Aid, Finance and HR)
- Workflow is not active in all modules
- MCC has used Jenzabar since 2008
- Degree audit: 2007
- Live 25 scheduling system
- Ticketing system: TOPDesk
- Help desk system: TOPDesk
- Document imaging: Ricoh MP 4000B SCAN – OnBase - Storage
- Content management system for website: N/A
- LMS: Schoology
- Email: O365

III. Project Scope

Mohave Community College is exploring the future direction of its Enterprise Resource Planning (ERP) system. The intent of this Request for Proposal (RFP) is to acquire and implement an Enterprise Resource Planning (ERP) system that provides all the basic functionality of an integrated Student Information System (SIS), Financial Information System (FMIS), Human Resource Information System (HRIS) and Payroll Information System (PRIS).

IV. Requirements

The underlying unifying vision for the Mohave Community College ERP system is to provide reliable, accurate, and affordable access to appropriate data and information for all Mohave Community College users at any time from any place. Any systems proposed by the proposers should support this vision.

Mohave Community College's goal is to implement an integrated administrative system with no software customization. The user interface must be entirely graphical, and the vendor must have a demonstrated commitment to full Web and Mobile deployment, and the solution should be browser and device agnostic.

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

Mohave Community College expects to maintain a single database for data across all campuses.

The proposed infrastructure should assure the long term effective and efficient delivery of the vendor's integrated application software. The proposed configuration should support all Mohave Community College users across a multi-campus environment. Mohave Community College expects the systems architecture to be inherently scalable and capable of high performance.

The application should have been developed in standard modern programming languages and provide a powerful and flexible application interface. Preferred back-end software is MS SQL.

The selected vendor must have a demonstrated commitment to the higher education industry, be financially healthy, and be committed to long-term product development and maintenance through periodic technical and functional upgrades. The vendor must have a proven record for providing fully tested and stable new software releases, including well-documented installation scripts and procedures.

Mohave Community College expects the selected vendor to provide well-designed and well-documented consulting support during the implementation stages, as well as functional and technical implementation support, training, data conversion, and any necessary software customization. The vendor is also expected to provide on-going maintenance services such as priority help support, system and user documentation, Web access to product information and software upgrades, as well as other services.

Mohave Community College expects the selected vendor to have an active user community providing support and assistance across the vendor client base as well as informing and directing the priorities for new product development and enhancements of the vendor. The vendor must have a healthy, active and engaged network of clients participating in user group conversations and events.

Mohave Community College requires a solution that provides the following **minimum requirements**:

- On or Off-premise solution
- Ease of use, maintenance and administration
- High performance, reliability, and system scalability
- Integration, flexibility, data integrity, and controls
- Flexible and robust web and mobile device agnostic access to information
- Current support for credit, non-credit, continuing education and workforce development
- Support for flexible terms and competency based education
- Powerful and flexible reporting, analysis and decision support capabilities
- Support for best practices and self-service features for college constituents & community members
- Support for Financial Aid processing/FASFA/Verification
- Support for guided pathways
- Support for forms based workflows (e.g. applications processing can move from department to department as part of a workflow, forms for funding requests, forms for student engagement, etc.,)

- **REQUIRED:** Student Information System, Financial Management Information System, Human Resource Information System, Payroll Information System functioning as a single software system for all academic, administrative, and functional units.

Other Preferred Services: Customer Relationship Management software or functionality; Learning Management System software or functionality.

Please list any CRM your system integrates with.

Please list any LMS your system integrates with.

Mohave Community College seeks a solution that offers the following **functionalities**:

- Ability to assign student ID at the start of the application/prospect process; describe whether this feature is accomplished out of the box, via configuration, or via customization.
- Ability to automatically create Active Directory credentials and logins as part of the application process; describe whether this feature is accomplished out of the box, via configuration, or via customization.
- Ability to import test scores and other relevant data and/or ability to integrate with testing systems; describe whether this feature is accomplished out of the box, via configuration, or via customization.
- Ability to customize fields for student or administrative needs.
- Ability to process Financial Aid applications/FASFA/Verification data without the use of 3rd Party tools describe whether this feature is accomplished out of the box, via configuration, or via customization.
- Ability to see a student profile, which includes the status of admissions, testing, financial assistance, advising, and enrollment; describe whether this feature is accomplished out of the box, via configuration, or via customization.
- Ability to scan and upload scanned documents directly to the ERP as part of the application process; describe whether this feature is accomplished out of the box, via configuration, or via customization.

If your solution contains a CRM component, describe the process to move a potential student from prospect to enrolled student.

If your solution contains a CRM component, describe the system ability to track enrollment and analyze the effectiveness of different communication pieces, events, and contacts through reports and dashboards.

Ability to create dashboards or work areas based on login (ability to manage permissions or views via Active Directory security groups is preferred).

Mohave Community College seeks a vendor partnership that can provide systems and services targeted to higher education best practices and to Mohave Community College's service goals and academic vision. The proposed software system must be from an established vendor operating within the higher education community.

Technical Questions about System/Environment

Provide post-production launch Service Level Agreement Metric and associated costs.

1. Detail options for SSO integration and account provisioning including associated costs for implementing, if any. (Azure AD/SAML preferred)
2. The college prefers applications that integrate with Active Directory. Describe whether your application is AD integrated and whether security groups can be used to manage application permissions for users.

3. Detail ongoing costs for maintenance, and support, for years 1, 2, & 3 postproduction go live.
4. Describe your support SLA including support hours and initial response time, as well as support tiers and examples of covered/not covered incidents if support is not all-inclusive.
5. Describe standard data and report export formats supported (e.g. xls, pdf). Describe export options to export/retrieve/move ALL data stored in your application.
6. Describe the types of data collected by your application, how that data is stored, and how that data can be purged if required. Specifically, does your application collect any data that might be considered protected under federal or international law (e.g. FERPA, GLBA, GDPR)?
7. Describe your secure programming process(es).
8. Site must be compatible with all internet browsers and operating systems. It cannot require any downloads or plug-ins. The application must be compatible with mobile devices, such as iPads, Smart Phones, etc.
9. Provide a detailed description on how the orientation can or will integrate with Schoology.
10. Describe whether your application offers document routing/workflows.
11. Describe which signature products your solution integrates with (e.g. Adobe sign, DocuSign, etc.)
12. If an On-Premise solution is offered:
 - i. Fully describe the technical requirements of on premise resources.
 - a. The college is a VMWare shop – any on premise solution **must** be able to be hosted on a virtual server(s).
 - ii. Describe any possible hybrid solutions.
13. If a hosted solution is offered:
 - i. Provide evidence of 3rd party security audits (e.g. Soc2)
 - ii. Describe how often you back up data.
 - iii. Describe how often you perform software/hardware upgrades.
 - iv. Describe your technical support.
 - v. Describe your system security.
 - vi. Describe your plan for yearly maintenance.
 - vii. Describe your testing environment and plan.
 - viii. Does the solution provide a 24/7 access?
 - ix. Indicate contracted uptime SLA and SLA violation credit amounts and process around your routine maintenance schedule.
 - x. Describe your business plan to respond to major outages or disaster(s) and ensure continuity of operations.
 - xi. What methodologies/processes do you use for security testing your products, systems, and network?
14. Do you undergo 3rd party audits and can you provide a SOC report for your environment?
15. Describe the process used to migrate existing student data from Jenzabar One to the proposed solution.

While the college preference is for an all in one solution for all departments we recognize that some systems integrate with or subcontract processes to 3rd party vendors. The college currently uses the following 3rd party software to manipulate data and/or interact with the current ERP. Describe which of these your application can or does integrate with:

- On Base Document Imaging/storage
- Office 365
- Schoology
- Adobe Acrobat/Adobe Sign
- Tableau
- Crystal Reports
- Zoom

V. Proposal Documents

Section 1 - Index/Table of Contents

Include an index as part of your submittal with each section clearly identified in the same order as shown below.

Section 2 - Cover Letter/Executive Summary

Please provide an executive summary of at most three pages in length. Briefly explain why your solution and company are good fits to meet the Mohave Community College needs as specified in this RFP.

Section 3 - Firm Overview

Please provide an overview and history of your company, including at least the following information:

- a. **Name:** Provide the legal company name, address, and telephone number of the legal entity.
- b. **Legal Structure:** Describe the legal structure of your company.
- c. **Leadership:** Provide details on the leadership of your company in all key areas. Include an organizational chart showing the line of authority including individual names, and titles.
- d. **History:** Explain your corporate history, length of time in the higher education niche, market share, and number and type of higher education clients.
- e. **Mission:** Explain your corporate mission, vision, and long-term strategic initiatives.

- f. **Finances:** Provide information demonstrating the financial performance of your company, including information relevant to your ongoing financial stability.
- g. **Strategy:** Describe your company's involvement in, and commitment to, the higher education industry in Arizona, in the United States, and globally. Provide an overview of your ERP product portfolio. Explain your product strategy and roadmap for the next release.
- h. **Plans:** List and describe any major development plans and initiatives for the next three years related to the scope of this RFP, including strategy for the next two releases.
- i. **Other Products:** List and describe other products beyond those listed in this proposal that may benefit Mohave Community College.
- j. **Lawsuits:** List and describe all current or pending lawsuits and any lawsuits and relating claims that have been filed against the company in the last five (5) years related to performing these services.
- k. **Awards:** List and describe recent company awards or acknowledgements.
- l. **Comparable:** Describe your history of working with institutions similar in size and complexity to Mohave Community College.
- m. **Fit:** Explain what makes your company uniquely qualified to fulfill Mohave Community College's needs.
- n. **Timeline:** Describe the timeline and expected commitment of time from the college your company would need to provide a robust demo of your product to a large audience of faculty, staff, students and administration.

Section 4 - Client References

Please provide at least five client references, two of whom are similar in size and complexity to Mohave Community College and have licensed the proposed systems in a comparable environment, using your hosted solution, within the past five (5) years. For each client reference provide, at a minimum, the client name, a contact name, title, address, e-mail address, phone number, institutional enrollment, list of software licensed and implementation status, and hardware and database environments. Also provide information on clients who have either cancelled or discontinued use of any part of the vendor's system or maintenance agreement within the past five years.

Section 5 - License Conditions

Specify the terms and conditions for using the licensed software proposed in response to this RFP. Include the license documents for all software, installation, and maintenance services.

Section 6 - Statement of Work

Delineate the scope and detailed descriptions of all work the vendor will perform to fulfill the contract.

Section 7 - Proposed Staffing

Describe the staff who will be assigned to work with Mohave Community College throughout the implementation process and beyond. Include information on the corporate organization, experience, and skills related to your track record, reputation, and past client performance that indicates the capabilities for successful implementation of the proposed systems services. Provide examples of similar major projects that demonstrate experience, qualifications, innovative solutions, and skill sets that enabled you to perform the necessary tasks. Include resumes of key project team members.

Section 8 - Proposed Project Plan and Schedule

Provide a detailed explanation of the recommended plan for implementation of the software systems being proposed, fully explaining how you plan to implement the proposed system within the context of other systems currently in use and considering the need to integrate and/or interface with these systems so as not to disrupt day-to-day operations within the College. The preliminary written project plan should clearly articulate project management methodology and contain clearly marked milestones and deliverables for all phases of the project. The plan shall describe how and when each implementation stage will be accomplished, timeframes for training and meetings, data conversion techniques and expectations, testing and live cutover, and status reports and issue resolution.

Section 9 - Implementation and Training Services

Provide a detailed description of all implementation and training services included with the system. Include example training materials and user manuals.

Section 10 - Customer Service and Support

Provide a detailed description of the ongoing customer service and support services that will be provided to Mohave Community College as part of its ongoing maintenance agreement.

Section 11 - Fee Proposal (RFP # 01-2021 Response Page)

Fee Proposal Additional Info (As an Addendum to Response Page)

Response Page and the Fee Proposal Additional Information must be returned for Mohave Community College Five-Year Costs. List any other expenses if needed to accurately reflect all of the costs that Mohave Community College will assume.

Pricing should be for an off-premise solution. Vendors may include a detailed investment summary for the solution as an attachment to the response, but must complete all requested information as outlined in this section.

Please identify which areas (solutions sets or components) of the RFP are included in your pricing proposal. If "All", so state, if optional, please highlight

Section 12 - Forms (provided at the end of this document)

Rights in Data Clause

Non-Collusion Affidavit

Company Information Sheet

VI. Proposal Submittal Requirements

A. It is the responsibility of the Proposer to assure that proposals are received as follows: The proposal package must contain **one (1) original and six (6) copies of the proposal as well as an electronic copy (thumb drive)**. The original must be clearly marked "Original" and the proposal package must be delivered sealed.

B. Please clearly mark the package **RFP#: 01-2021 Enterprise Resource Planning (ERP) System**.

C. In order to be considered, all proposals must be received no later than **4:00 PM Arizona Time on Friday November 6, 2020**. Proposals may be shipped or hand delivered to:

Mohave Community College – Office of the President
1971 Jagerson Ave
Kingman, AZ 86409

D. Typed or Ink; Corrections

The proposal must be typed or in ink. The person signing the proposal must initial erasures, interlineations or other modifications in ink. Modifications shall not be permitted after proposal have been opened except as otherwise provided under applicable law. Unreadable proposals may be considered non-responsive.

E. Exceptions to Terms and Conditions

All exceptions included with the proposal shall be submitted in a clearly identified separate section of the proposal in which the proposer clearly identifies the specific paragraphs of the RFP where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless the procurement specifically references such an exception in a written statement.

F. Late Proposals

A proposal received by the Purchasing Department after the RFP due date and time will not be opened nor considered for award. Note that acceptance by any MCC department (for example: Mailroom) other than the Purchasing Department shall not constitute receipt of proposal.

G. Proposal Validation Period

Proposals submitted must be held valid for a minimum of one hundred eighty (180) days from RFP due date.

H. Waiver and Rejection Rights

Notwithstanding any other provisions of the RFP, MCC reserves the right to:

- 1) Waive any minor informalities of the proposal
- 2) Request additional information from the Proposer
- 3) Cancel this RFP
- 4) Cancel and reissue RFP
- 5) Negotiate modifications to the proposal prior to final aware

I. Debarment or Suspension

If the firm, business or person submitting this bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the company must first explain the circumstances relating to the preclusion or proposed preclusion in the bid. The company shall include a letter with its bid stating the name and address of the government unit, the effective date of the suspension or debarment that is currently pending, and a detailed description of all relevant circumstances including the details enumerated above.

J. Costs Associated with the Proposal

All costs associated with preparation of the proposal, negotiation, travel, and labor shall be the responsibility of the Proposer. MCC will not reimburse for any such costs.

VII. Evaluation and Selection

Evaluation Criteria

The selection of the winning vendor will be made by the Mohave Community College Evaluation Committee.

Proposals should address all sections of this RFP with sufficient detail to allow the ERP Evaluation Committee to evaluate the proposal. Evaluation criteria will focus on the following factors, among others:

- Functionality** as documented in the RFP.
- The quality and quantity of **professional services** and support offered by the vendor during implementation and ongoing.
- Technology** as documented in the RFP.
- Total cost of ownership** over a five-year period, including anticipated internal costs.
- The vendor's long-term **financial viability** and stability.
- The vendor's **corporate strategy**, including mission, vision, growth, and product roadmap.

Mohave Community College reserves the right to verify the information received in any proposal submitted in response to this RFP. If the information cannot be verified, Mohave Community College reserves the right to downgrade its evaluation of the proposal. If a vendor knowingly and willfully submits false performance or other data, Mohave Community College reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false statements or other data submitted in response to this RFP, Mohave Community College reserves the right to terminate that contract immediately and seek damages.

B. Selection Process

The College may choose to narrow the field of proposals to those whose offers most closely meet the needs and goals of the College. Those firms may be invited to meet with College representatives for the purpose of clarification of their offer and to discuss cost, specifications, performance or terms.

An award may be made to the Proposer whose submittal is determined to be most advantageous to the College. The award will be evaluated on the factors described in this RFP and not solely on a monetary basis. If the initial successful Proposer and the College are unable to reach an agreement, the College reserves the right but not the obligation to negotiate with the next ranked Proposer.

All negotiations will be facilitated through and by the Director of Procurement at Mohave Community College.

Proposal Selection

Mohave Community College reserves the right to:

- Reject any and all proposals with impunity.
- Withdraw or reissue this RFP prior to the awarding of a contract or extend the time for proposal submittal by the issuance of an addendum.
- Remedy any technical errors in this RFP.
- Revise this RFP
- Waive all technicalities, irregularities, and deviations from this RFP.
- Request any additional information and clarification from the proposing vendors.
- Decide whether a proposal does or does not substantially comply with the requirements of this RFP.
- Act as sole and final judge as to which is the best overall proposal.
- Award a contract to the Proposer whose proposal it considers to be in the best interest of the College.
- Award a contract without discussion or negotiation if it determines that such an award will result in fair and reasonable pricing and would be the most advantageous to Mohave Community College.
- Reject the proposal of any Proposer who refuses to enter into a contract after it has been awarded.

This RFP does not commit Mohave Community College to negotiate a contract with any vendor. Mohave Community College reserves the right to contract with any of the vendors that submit a response to this RFP based solely upon its judgment of the qualifications and capabilities of that vendor and may waive technical defects as the interests of Mohave Community College require. This RFP does not obligate Mohave Community College to accept any proposal, negotiate with any vendor, nor award a contract in response to this RFP.

The ERP Evaluation Committee will treat all proposals received prior to the opening date as confidential. The ERP Evaluation Committee may disseminate information to others whom the committee deems to have an interest in the proposal at the approval of the Director of Purchasing. All materials submitted in response to this RFP, with the exception of any materials that both the vendor and ERP Evaluation Committee deem as confidential (and so marked), will become the property of Mohave Community College.

Vendor pricing and the content of the ERP Evaluation Committee's working papers and discussions relating to the proposals will be considered confidential. Mohave Community College reserves the right to negotiate simultaneously with more than one vendor.

VIII. General Provisions

A. Contract Payment

The College will make contract payments based upon work completed or defined deliverables.

B. Confidentiality

All information provided through this Request for Proposal and ensuing process will be held in confidence and will not be revealed nor discussed with any competitor until final execution of the contract(s). At the time, all documents related to this process become public records, subject to production pursuant to the Arizona Access to Public Records Act, except for those portions of the documents clearly marked by the Firm as being proprietary information or trade secrets and which concerns are reasonable.

Pricing information shall not be considered proprietary under any circumstances, notwithstanding such an assertion by the Firm in its submittals. Furthermore, all materials submitted shall become the property of MCC.

C. Equal Employment Opportunity

MCC is an Equal Opportunity Employer and as such required the following:

The contractors, in submitting proposal and/or filling a purchase order, agree not to discriminate against any employee or applicant for employment with respect to hiring and tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, age, sex, national origin, disability, genetic test information or military status to the extent required by law. The contractors must further agree that every subcontract or order given for the supplying of this order will contain a provision requiring non-discrimination in employment, as herein specified

RFP# 01-2021 RESPONSE Page

FEE PROPOSAL

Must be returned with your RFP

Cost Breakout	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	Notes/ Comments - Please provide additional information requested on an addendum to this Response Page.
Software License (all systems)						All-inclusive numbers in this section. Please provide a breakout of the individual costs for each system: Student, HR, and Finance.
Software Maintenance						Identify annual escalator or maintenance cap proposed.
Data Warehouse						
Data Warehouse Maintenance						
3 rd Party Licenses						Please list licenses included.
3 rd Party Maintenance						
Database License						Identify database proposed. Note: licensing should be for hosted solution.
Database Maintenance						
Hardware						Estimate hardware costs only if they are required with your hosted solution.
Application Hosting						
Application Management Services						Please provide bulleted list of services included.
Implementation Services						All-inclusive numbers in this section.
Total						This number should be inclusive of all costs in your proposal.

GRAND TOTAL - Cost for all 5 years

RFP# 01-2021 RESPONSE Info
FEE PROPOSAL ADDITIONAL
INFO

This information MUST be returned with your RFP but can be submitted on an Addendum to Fee Proposal Response Page

From Notes/ Comments on Response Page

Individual Costs for Each System: Student, HR, and Finance
Identify Annual Escalator or Maintenance Cap
Proposed 3rd Party Licenses Included
Identify Database Proposed
List of Application Management Services Included

Services Overview

All implementation hours, including the hours detailed below.
Total Hours Proposed
% of Onsite Hours
% of Remote Hours
Average Hourly Rate

Note: If your firm bills for travel time, please factor this cost into the average hourly rate and note the base rate.

Service-Specific Break Out

Project Management Hours
Note: if PM services are full or part time, onsite or off-site.
Integration Hours
Conversion Hours
Training Days
Data Warehouse/ BI Implementation Hours
Estimated Travel Expenses

RIGHTS IN DATA CLAUSE

Must be returned with your RFP

Any Corporation, business entity or organization, which enters into a contract with MCC to perform services associated or in requirement of the conditions stated in the Request for Proposal cited above, does by affixing their authorized signature in the block provided below, agree to the following:

1. That sole rights to data provided in the submission or in fulfillment of contract requirements, exists within the domain of the contractor.
2. That all data provided in the submission or in the documents provided in fulfillment of contracts become the property of MCC, for its use and benefit.
3. That any data included in the submission regarded as proprietary by the proposer should be indicated and will be treated as such by MCC, during evaluation, after which all unsuccessful proposals containing proprietary data will be returned, or destroyed, at the College's option.
4. That no data submitted in documents required for contract fulfillment will be regarded by MCC as proprietary to the contractor.

Signature

Date

Printed Name & Title

Printed Name of Firm

NON-COLLUSION AFFIDAVIT

Must be returned with your RFP

State of

) ss

County of

_____, affiant, the

_____(Title)

(Proposer)

The person(s), corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from bidding, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.

Signature

Date

(Title)

Subscribed and sworn to before me

this ___ day of _____, 20

Signature of Notary Public in and for the

County of _____, State of

(Seal)

COMPANY INFORMATION SHEET

Must be returned with your RFP

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone# _____

Office Fax# _____

Cell Phone# _____

Contact Name: _____

Contact's Title: _____

Email Address: _____

Business Entity (LLC, Sole Proprietor, etc.): _____

Do you collect Sales or Use Taxes for the State of Arizona? (Yes/No) _____

Tax ID# _____

Company is not debarred or suspended _____

My Company is debarred or suspended or currently pending _____
Explanation is attached

Contact's Signature: _____

Date: _____
