

PALM BEACH STATE COLLEGE

JUNE 21, 2016

**INVITATION TO PARTICIPATE IN A COMPETITIVE
SELECTION**

**ENTERPRISE RESOURCE PLANNING – ERP
SOFTWARE, HOSTING, AND IMPLEMENTATION**

REFERENCE NUMBER: 15/16-16

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Attachment A: Functional Requirements List

<http://www.palmbeachstate.edu/purchasing/documents/Attachment-A-Functional-Requirements-List-ITP-1516-16-ERP-System.xlsx>

Attachment B: Interface List

<http://www.palmbeachstate.edu/purchasing/documents/Attachment-B-Interface-List-ITP-1516-16-ERP-System.xlsx>

Attachment C: Excel Pricing Worksheet

<http://www.palmbeachstate.edu/purchasing/documents/Attachment-C-Excel-Pricing-Worksheet-ITP-1516-16-ERP-System.xlsx>

Appendix A: Financial Attestation Form

2 BACKGROUND ON PALM BEACH STATE COLLEGE

Serving 47,000 students annually, Palm Beach State College (PBSC; College) provides higher education, technical, and occupational training for the residents of Palm Beach County and non-local students. As one of the twenty eight state colleges in the Florida system, the College is designed to be a community-based institution that offers a comprehensive range of programs responsive to changes in the community and in technology. The College employs more than 2,400 full-time and part-time faculty and staff and is ranked as the 11th largest producer of associate degrees in the country. Additional background information about Palm Beach State College can be found at: www.palmbeachstate.edu.

3 INVITATION TO PARTICIPATE IN A COMPETITIVE SELECTION

Palm Beach State College seeks to purchase a new Enterprise Resource Planning (ERP) administrative software system. PBSC currently uses the Natural/Adabas based Integrow (i.e., internally referred to as PantherNet) administrative software system which was originally created and designed for eight State Colleges within the Florida College System. This system has reached its maximum capacity of service and support.

The College is inviting companies to participate in a competitive selection by submitting proposals for a new ERP system, hosting services, and implementation services. Palm Beach State College is exercising a competitive selection process as an avenue to determining the best comprehensive ERP solution. The College will then exercise its authority to negotiate a contract under the purchasing authority of State Board of Education Rule, Chapter 6A-14.0734 (2) (g), Florida Administrative Code. This rule addresses procurement requirements for Colleges and outlines an exception for information technology resources. In summary, the rule states that procurement of information technology resources are not subject to competitive solicitation. Therefore, Palm Beach State College has decided to use a competitive selection process to sort out the solution that best meets its needs. This selection process, and resulting contract(s), if any, will result from the College exercising its right to exempt the purchase of the goods and services noted herein from competitive solicitation.

4 SCOPE OF PROJECT: PBSC ENTERPRISE RESOURCE PLANNING REQUIREMENTS

The college seeks proposals for the following three (3) categorical solutions or 'Components' that will deliver a fully functioning ERP system:

Component 1: Administrative Software

The College seeks a software solution that provides functionality that is typically provided by software solutions for higher education with the following modules:

Student Information System, including, but not limited to, student admissions, registration, records, course catalog, class schedules, student accounts receivable, and student portal.

Student Financial Aid, including, but not limited to, federal and state application processing interfaces, loan processing, awarding, and interfacing with student accounts receivable.

Financial Management, including, but not limited to, accounting, budgeting, procurement, accounts payable, accounts receivable, and cash management.

Human Resources Management, including, but not limited to, recruiting, employee records, position and workforce management, benefits administration, and employee portal.

Payroll, including, but not limited to, employee payroll records, deduction processing, export files, and year-end tax processes.

Component 2: Hosting Services

The College seeks off-premise hosting for the software solution, college records, and data processing. Hosting services are sought for a period of no less than five (5) years and preferably for the life of the software.

Component 3: Implementation Services

The College seeks an implementation partner to assist with all of the implementation services typically provided in closing a higher education institution legacy software system and opening up a new and improved fully-functioning ERP system.

5 SCOPE OF PROJECT: VENDOR RESPONSE OPTIONS

The College recognizes that not all companies (Proposers) provide all three of the categorical solutions or “Components” outlined above. The College also recognizes that some companies may provide only one, or two, of the three Components to this project request. The College encourages companies to provide a proposal for one or any combination of the Components required by the College. As an example, a software provider may submit a response to Component 1 only, or Components 1 and 2 only, or Components 1, 2, and 3 if the company is capable of delivering all of the above. The College understands that there are some companies that provide only Hosting or Implementation Services; therefore, the College would encourage those companies to respond to only Component 2 or Component 3 of this invitation.

If it appears advantageous to the College and to the Proposers, Proposers may align themselves with other companies that provide Components that the Proposer themselves do not provide. One comprehensive proposal that includes a partnership between two or three companies is welcomed. Palm Beach State College seeks to identify a solution to all three Components of the ERP project without limiting the possibilities of pre-existing external vendor relationships so long as those relationships are legal and potentially provide value to our public institution.

6 POINT OF CONTACT

All specific questions or general inquiries concerning this selection shall be directed by e-mail to:

David Chojnacki	561-868-3465
Procurement Director	Fax 561-868-3460
Palm Beach State College	chojnacd@palmbeachstate.edu
4200 Congress Avenue	
Lake Worth, FL 33461-4796	

7 CONE OF SILENCE

From the time this document is released on June 21, 2016, until the project is awarded and approved by the College's District Board of Trustees, a Proposer or a representative of a Proposer, shall not contact any College personnel or members of the College District Board of Trustees, directly or indirectly, to discuss the selection process or in an attempt to further their interest in being selected. The only person that may be contacted by the Proposer for the duration of this process is David Chojnacki, Procurement Director. Failure to abide by this Cone of Silence requirement is grounds for disqualification from this selection process. Exception to the Cone of Silence will be made when vendor software demonstrations (section 9.4.5) are conducted.

8 SCHEDULE AND TIMELINE

8.1 SCHEDULE

The following schedule is a general guideline for issuance, evaluation, recommendation for award of this project and the issuance of resultant contract(s). The College reserves the right to change the date of any event, or the schedule, as listed below. Any changes to this schedule will be defined in an addendum posted in the College Purchasing Department as well as on the College's Purchasing website: <http://www.palmbeachstate.edu/purchasing/bid-openings.aspx>.

Action	Date
Advertisement	6/5/2016
Release: Invitation to Participate/Cone of Silence Begins	6/21/2016
Pre-Proposal Conference	6/27/2016
Last Day to Submit Written Request for Clarification Questions	7/1/2016
Answers to written questions posted by College	7/7/2016
Proposals Due to College / Public Opening	7/25/2016 @ 2pm
Committee Evaluations Begin	7/26/2016
Vendor Software Demonstration Window	8/8/2016 through 8/19/2016
District Board of Trustees Authorizes College Administration to Negotiate a Contract	9/13/2016
Negotiations Completed	9/30/2016
District Board of Trustees Final Approval of Contract(s)	10/11/2016
Cone of Silence Ends	10/12/2016

8.2 PRE-PROPOSAL CONFERENCE

The College will host a pre-proposal meeting on **June 27, 2016 at 9am** in room **CE119** (a [room location map](#) is available) on the Lake Worth Campus of Palm Beach State College, 4200 Congress Ave., Lake Worth, FL 33461.

Attendance and participation are strongly recommended but not required. This will be the only time that the College administrators responsible for the project will be available to respond directly to questions regarding this project. This meeting will be videotaped for the public record. At the conclusion of the meeting, the Cone of Silence is reinstated.

8.3 PROPOSER QUESTIONS

Proposers will have an opportunity to submit questions to the College. Questions must be submitted by email to purchasing@palmbeachstate.edu by **July 1, 2016**. All questions and answers will be posted on the College Purchasing Department website <http://www.palmbeachstate.edu/purchasing/bid-openings.aspx> so that all vendors will have the opportunity to take any additional information under consideration.

8.4 PROPOSAL DUE DATE AND DELIVERY INSTRUCTIONS

Proposals should be delivered to the Purchasing Department Mailbox #27, PS100 Building, Palm Beach State College, Lake Worth Campus, 4200 Congress Ave., Lake Worth, FL 33461 **no later than July 25, 2016 @ 2pm**. Proposals received after the specified date and time will be returned to the Proposer unopened.

Proposers should submit one original copy of their proposal signed by an officer of your company (please ensure it is in a bound format such as a three-ring binder, spiral bound, etc.) as well as one digital .pdf copy on a (flash) USB drive that includes 100% of the same information contained in your original copy. The proposals should be structured as specified in this document under Proposal Structure.

The exterior of the package that the proposal is submitted in must include the number, '#15/16-16', and its title, 'ERP Solution'.

Your overall proposal should be less than 100 pages in total not including the attachments. Clear concise responses to only the information requested is desired. The College prefers that vendors do not include generic marketing materials, manuals, or other documentation that is not directly related to this selection process.

Proposers should understand that they will not be able to modify their proposals after the proposal due date. Further, the College reserves the right to issue Requests for Information (RFIs) or use other means to obtain additional / supplementary information about submitted proposals.

9 PROPOSAL EVALUATIONS

9.1 METHODOLOGY

The evaluation of each responsive proposal will be based on the criteria defined herein and will be completed in two phases. Phase I will evaluate the proposals submitted. Finalists will be selected to participate in Phase II. Phase II will evaluate the vendor demonstrations. The recommendation for further negotiation and subsequent award shall be made to the Proposers(s) whose written proposal and demonstration is scored the

highest. All recommendations by College administration are unofficial until the Palm Beach State College District Board of Trustees take formal action in a public meeting.

9.2 EVALUATION CRITERIA-PHASE I

As noted in Section 4, The College is seeking proposals for three distinct Components of the ERP solution. Written proposals will be evaluated based on the criteria categories outlined in the table below.

Component 1: Administrative Software
Software Functionality
Technology
Proposers Experience and Qualifications
Cost
Component 2: Hosting Services
Service Level Agreement
Technology
Cost
Component 3: Implementation Services
Proposers Experience and Qualifications
Methodology
Implementation Plan
Cost

9.3 EVALUATIONS OF WRITTEN PROPOSALS

The College’s evaluation process will focus primarily on identifying and evaluating the strengths and weaknesses of the various proposed solutions to Components 1, 2, and 3 within the evaluation criteria outlined. The College reserves the right to determine what is in its best interest, to make trade-offs between Components 1, 2, and 3, and to determine the relative benefits delivered by each proposed solution accordingly.

9.4 EVALUATION CRITERIA DESCRIPTIONS

9.4.1 Administrative Software: Functionality

There are five (5) modules that are required to be delivered and functioning with the system software:

- a. Student Information System
- b. Financial Aid
- c. Financial Management
- d. Human Resources Management
- e. Payroll

Attachment A is an Administrative Software Functional Requirements List that has been developed by Palm Beach State College. This list includes standard functional requirements for the above modules that are expected to be delivered within the System Software solution that is proposed. Companies are required to review this list thoroughly and to confirm that the System Software Functionality List is deliverable. Exceptions must be clearly specified within this section of the response.

An example of a proposal response to this evaluation criteria category would be:

“Our company certifies that our software solution delivers all of the items in the Palm Beach State College System Software Functionality Requirements List with the exception of the following items: *(Include the list of exceptions).*”

If there are exceptions, the proposal shall state how those particular exceptions would be addressed by the proposer and include any implications on Palm Beach State College.

9.4.2 Administrative Software: Technology

General functionality of the system software should be described in the Proposals, including:

- Manual import and export of select data
- Role and user administration
- Reporting and querying
- Workflow and document management configuration, administration and use
- Auditing of configuration and record changes
- Interoperability with other systems via web services and scheduled file loads & exports
- Customization for capturing and presenting additional data of existing structures/objects or new structures/objects, making new routing rules
- Row level data security
- Effective dating of data

Also describe all prerequisite software from client machine through the platform and infrastructure required for deploying the software including:

- Browsers certified for support
- Firewall configurations
- Application and web server software certified
- Any required reporting server software
- Any 3rd party databases certified

- Any recommended monitoring software
- Any other pre-requisite software

9.4.3 **Administrative Software: Proposer's Experience and Qualifications**

College administration will evaluate this category based on the Proposers submission of:

Proposer Cover Page: see Section 12.1 of this document for the format of the Cover Page.

Proposer Cover Letter: see Section 12.2 of this document for information to be included with the Cover Letter.

References: Provide no more than three client references who may be closely matched institution size and project scope Palm Beach State College.

Client List: Provide a list of clients served, preferably from the State of Florida, that most closely mirror the size and scope of the PBSC project.

Key Personnel: provide resume of key staff members to be assigned to the PBSC account; PBSC reserves the right to review the services of key personnel assigned to project and to request re-assignment of personnel **if deemed by PBSC that personnel assigned are not moving the project forward.**

Financial Attestation Form: see Appendix A for form. **The Financial Attestation Form must completed and signed and is required from each company submitting a proposal.**

9.4.4 **Administrative Software: Cost**

As a public institution in the State of Florida, the administration of Palm Beach State College has an obligation to consider cost in all procurement matters. Proposals shall clearly outline all costs associated with the initial system software, as well as all ongoing costs (e.g., maintenance for new releases or upgrades) after the initial system software purchase. The requirement of this evaluation criteria category is that the College must know and clearly understand what the cost is for annual maintenance, or other proposed costs, and what the College specifically receives for those fees over a specified period of time.

An Excel file 'Pricing Worksheet' has been included in Attachment C. It is suggested but not required to utilize this format to submit your comprehensive pricing summary.

9.4.5 **Administrative Software: Demonstrations**

Proposers of Component 1, Administrative Software, may be invited to participate in a scripted on site software demonstration process. The College will provide Proposers an agenda with the details of the demonstration process at least two weeks prior to the scheduled demonstration. It is the College's intent to videotape each scripted demonstration to provide College administration the opportunity to observe demonstration sessions in the event individuals are not able to attend. Proposers may be requested to make multiple presentations as needed by the College as part of the demonstration evaluation process. Time will be provided for the Proposer to prepare for all requested demonstrations.

9.4.6 **Hosting Services: Service Level Agreement**

The College is requesting that proposals include a Service Level Agreement (SLA) that has the following topics described:

- Uptime standards

- Unplanned downtime standards
 - Problem categorization
 - Customer notification
 - Problem escalation and resolution
- Patching and planned downtime standards
- Any SLA differences between proposed environments, such as Development, Test, and Production
- Exit Plan: Level of assistance provided in the exit process, including preservation and transmission of College data, format of data transmitted to the College upon exit, and other terms to ensure continuity of College operations upon exit

9.4.7 **Hosting Services: Technology**

The College is requesting that proposals include a description of proposed solution in terms of:

- Security – to provide industry grade physical and cyber security at all times;
- Scalability – to respond to unexpected spikes in load;
- Performance – to deliver acceptable system response times according to the SLA’s uptime;
- High Availability – to not have a single point of failure at any time;
- Backup and Recovery – to have the institution’s data safe in the event of multiple server center disasters

9.4.8 **Hosting Services: Cost**

As a public institution in the State of Florida, the administration of Palm Beach State College has an obligation to consider cost in all procurement matters. Proposals shall clearly outline all costs associated with the hosting service purchase, as well as all ongoing costs after the initial hosting service purchase including any costs associated with exiting the hosting service. All third party licenses or other costs that are prerequisites for hosting services are expected to be listed too.

An Excel file ‘Pricing Worksheet’ has been included in Attachment C. It is suggested but not required to utilize this format to submit your comprehensive pricing summary.

9.4.9 **Implementation Services: Proposers Experience and Qualifications**

College administration will evaluate this category based on the Proposers submission of:

Proposer Cover Page: see Section 12.1 of this document for the format of the Cover Page.

Proposer Cover Letter: see Section 12.2 of this document for information to be included with the Cover Letter.

References: Provide no more than three client references who may be closely matched institution size and project scope Palm Beach State College.

Client List: Provide a list of clients served, preferably from the State of Florida, that most closely mirror the size and scope of the PBSC project.

Key Personnel: provide resume of key staff members to be assigned to the PBSC account; PBSC reserves the right to review the services of key personnel assigned to project and to request re-assignment of personnel **if deemed by PBSC that personnel assigned are not moving the project forward.**

Financial Attestation Form: See Appendix A for form. . **The Financial Attestation Form must be completed and signed and is required from each company submitting a proposal.**

9.4.10 Implementation Services: Methodology

Proposals shall include a simple and understandable methodology that the company applies consistently towards successful implementations. Refer to project support tools as needed.

9.4.11 Implementation Services: Implementation Plan

The completeness and soundness of the implementation plan for Palm Beach State College is critical to the success of the project. The College has set preliminary target dates for this project as follows:

Phase 1: Target date to 'Go Live' with Financial Management, Human Resources Management, and Payroll is October 1, 2017 (1 Year).

Phase 2: Target date to a completed implementation with Student Information System and Financial Aid is August 2019 (3 Years).

Implementation plans shall provide a framework to meet these target dates. Plans should include the following categories. Please include the expected roles and responsibilities for the proposer as System Implementer, and the College, for each.

General

- a) Communication and Change Management
- b) Project Management

For Each Phase

- a) Data Conversion
- b) Configuration
- c) Training
- d) Integrations (The College has included a current Interface List in Attachment B for its current software system; the Implementation Services Plan shall address the proposed approach to the required interfaces.)
- e) Customizations (The College has included a Software Functional Requirements List in Attachment A; the proposed Implementation Plan shall address how the requirements that are not included in the System Software Solution will be addressed.)
- f) Testing
- g) Migration Rehearsal
- h) Post 'Go Live' Support/Determination of Stabilization Period

9.4.12 Implementation Services: Cost

As a public institution in the State of Florida, the administration of Palm Beach State College has an obligation to consider cost in all procurement matters. Proposals shall clearly outline all costs associated with implementation services and the method of assessing all fees associated with various aspects of a typical software system implementation. Please also include all costs within the categories of the proposed Implementation Services Plan (section 9.4.11).

An Excel file 'Pricing Worksheet' has been included in Attachment C. It is suggested but not required to utilize this format to submit your comprehensive pricing summary.

9.5 DETERMINATION AND VERIFICATION OF PROPOSERS QUALIFICATIONS AND RESPONSES

The College reserves the right to determine whether a Proposer currently has the ability, capacity, and resources, both human and financial, necessary to perform in full the requirements of this project. Beyond the information requested in the cover letter (section 12.2) and the Financial Attestation Form (section 12.6), the College may request additional information it deems necessary to evaluate each Proposer's qualifications and capabilities toward delivering the products and services sought hereunder from the Proposers or from other sources. The College may request information from one Proposer, all Proposers, or a sub-set of Proposers depending on the information required, the proposals submitted, and other information available to the College.

10 NEGOTIATIONS WITH FINALIST

10.1 NEGOTIATION PROCESS

One or more of the top-ranked Proposers will be considered a Finalist and will be invited to participate in a contract negotiation process (after the College receives approval from its District Board of Trustees to proceed). The Finalist(s) may be a single Proposer whose solution meets an acceptable portion of the College's needs, or multiple Proposers whose solution in some combination meet an acceptable portion of the College's needs as deemed in the College's best interest.

Prior to and during negotiations, the College reserves the right to communicate with the highest ranked Proposer(s) for purpose of addressing the matters set forth in the following list, which may not be exhaustive.

- Resolving minor differences and editing errors in the proposal.
- Clarifying necessary details and responsibilities.
- Emphasizing important issues and points.
- Receiving assurances from Proposers regarding key points.
- Obtaining the highest and best total value proposed agreement.
- Refining the scope of the proposal.

At the conclusion of the negotiation process, companies in whose offer the College is still interested may be sent a Best and Final Offer (BAFO) letter (or letters) asking that they submit a written best and final offer, and to extend additional benefits to the College, if desired. An invitation to submit a best and final offer is not automatic nor does it obligate the College to continued negotiations or to contract. The College reserves the right to negotiate with any shortlisted Proposer, or Finalist at any time during the negotiation process.

Upon completion of the negotiations process:

- Negotiations will not be reopened except at the request of the College.
- Proposers will not be allowed to make further adjustments to their offer or communicate further with the College except at the request of the College.

11 FINAL RECOMMENDATION

11.1 DISTRICT BOARD OF TRUSTEES

The District Board of Trustees will have final decision-making authority on ERP project decisions. The final recommendation by College administration shall be based upon the initial written response, rankings based on selection criteria, scripted demonstrations, reference checks, negotiation session(s), and BAFO(s).

11.2 OBJECTIVE

The objective of this competitive selection process is to identify, as solely determined by the College, the overall best solution to provide the required functionality and software support services.

12 PROPOSAL STRUCTURE

Proposal submissions must follow the structure and order provided below.

12.1 COVER PAGE

The Cover Page shall be included in the following format.

Proposal from <<CompanyName>>

In response to Palm Beach State College 15/16-16 for an ERP Solution.

This proposal is submitted under the authority of:

Signature

Date

Name:

Title:

Phone:

E-Mail:

Proposer Point of Contact:

(This is the individual who will be the primary point of contact for the Proposer.)

Name:

Title:

Phone:

E-Mail:

12.2 COVER LETTER

Insert a cover letter of no more than two (2) pages. The cover letter should include the company's intent to propose an ERP solution, and for which component, or components, of the ERP project the company is proposing a solution and, if any, the proposed partnerships that are included in the scope of the proposal. The company's capacity to commit assets, both human and financial, should be addressed in this letter under the presumption that the company is engaging in multiple projects that may occur under the same timeframe as PBSC.

12.3 REFERENCES

Provide no more than three client references who may be closely matched institution size and project scope Palm Beach State College.

12.4 CLIENT LIST

Provide a comprehensive list of clients served **during the past five years**.

12.5 KEY PERSONNEL

Provide resume of key staff members to be assigned to the PBSC account; PBSC reserves the right to review the services of key personnel assigned to project and to request re-assignment of personnel if deemed by PBSC that personnel assigned are not moving the project forward.

12.6 FINANCIAL ATTESTATION FORM

Complete, sign, and include in the proposal the Financial Attestation Form in Appendix A.

12.7 IMPLEMENTATION PLAN METHODOLOGY

Proposals for implementation shall include a simple and understandable methodology that the company applies consistently towards successful implementations. Refer to project support tools as needed. This section does not need to be completed by Administrative Software solution providers.

12.8 IMPLEMENTATION SERVICES PLAN

Refer to section 9.4.11 for the detail to be included in this section of the proposal. This section needs to be completed by companies providing proposals for Implementation Services.

12.9 COSTS

Proposals shall clearly outline all costs associated with the initial system software purchase, as well as all ongoing costs (e.g. maintenance for new releases or upgrades) after the initial system software purchase. The requirement of this evaluation criteria category is that the College must know and clearly understand what the cost is for annual maintenance, or other proposed costs, and what the College specifically receives for those fees over a specified period of time.

Proposals shall clearly outline all costs associated with implementation services and the method of assessing all fees associated with various aspects of a typical software system implementation. Please also include all costs within the categories of the proposed Implementation Services Plan in section 9.4.11.

An Excel file 'Pricing Worksheet' has been included in Attachment C. It is suggested but not required to utilize this format to submit your comprehensive pricing summary.

12.10 RESPONSE TO EVALUATION CRITERIA 9.4.1

Refer to 9.4.1 of this document for the requirements of this submittal section.

12.11 RESPONSE TO EVALUATION CRITERIA 9.4.3

Refer to 9.4.3 of this document for the requirements of this submittal section.

12.12 RESPONSE TO EVALUATION CRITERIA 9.4.6

Refer to 9.4.6 of this document for the requirements of this submittal section.

12.13 RESPONSE TO EVALUATION CRITERIA 9.4.7

Refer to 9.4.7 of this document for the requirements of this submittal section.

Attachment A: Functional Requirements List

<http://www.palmbeachstate.edu/purchasing/documents/Attachment-A-Functional-Requirements-List-ITP-1516-16-ERP-System.xlsx>

Attachment B: Interface List

<http://www.palmbeachstate.edu/purchasing/documents/Attachment-B-Interface-List-ITP-1516-16-ERP-System.xlsx>

Attachment C: Excel Pricing Worksheet

<http://www.palmbeachstate.edu/purchasing/documents/Attachment-C-Excel-Pricing-Worksheet-ITP-1516-16-ERP-System.xlsx>

Appendix A: Financial Attestation Form: Instructions

Instructions

- This is not a request for a copy of your financial statements. However, the College reserves the right to review your financial statement if such a review is in its best interests.
- The following data and ratios must be derived and/or calculated from the most recent financial statements audited by an independent accounting professional ("IAP"). Examples include the independent CPA, tax accountant, and financial statement preparer, or similar professional, external to the firm/company/organization submitting this form. Providing false or grossly inaccurate information may disqualify you or your company from doing business with the College under this or future solicitations.
- Each question must have an appropriate response. A blank, a response of "not applicable" or an unqualified response will be determined non-responsive. If you have any questions about how to complete this form, you are required to ask during the appropriate advertised period.

Vendor's (Applicant's) Name: _____

Vendor's (Applicant's) Address: _____

Name, Address and Contact Phone Number of the independent accounting professional "IAP" that audited the most recent financial statements for the above named vendor/applicant:

IAP Name: _____

IAP Address: _____ IAP Contact
Phone # _____

Is the "IAP" preparing or assisting in the preparation of this worksheet, certified Y / N? If certified, please indicate the certification of the "IAP" _____ (i.e. CPA, CMA, CGMA, EA, etc.)

The most recent financial statements audited by the "IAP" identified above were for the period ending _____

Were these statements Compilation/Review only Y / N? Audited Y / N? If audited, unqualified Y / N?

Financial Data and Ratios:

The gross income for the above referenced financial statements totaled \$ _____
[all revenues, less discounts, allowances, returns if applicable]

The gross income (GI) for the most recent three fiscal years was \$ _____

GI: Year _____ \$ _____ Year _____ \$ _____ Year _____ \$ _____

The current liabilities noted in the above referenced financial statements totaled: \$ _____

Net Working Capital _____ Net Working Capital Ratio _____
[Current assets – current liabilities] *[Current assets / current liabilities]*

Reported a net after tax profit for the annual period referenced above Y / N?

Return on Assets (ROA) _____
[Annual net income / total assets]

I certify that I am the independent accounting professional "IAP" that audited the financial statements referenced above and that the information provided in this worksheet is true and accurate.

Print Name Signature Date