

Request for Proposals (RFP)

Enterprise Resource Planning (ERP) System

(RFP #CCC-048)

October 25, 2017



**Compton Community College District
Enterprise Resource Planning System
1111. E. Artesia Boulevard
Compton, CA 90221**



October 25, 2017

Request for Proposals

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RFP #CCC-048

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Profile of Compton Community College District

The Compton Community College District (“the District”) is located in Compton, California. The school utilizes a semester-based academic calendar. The highest degree offered by the District is an associate degree. The school has an open admissions policy and offers credit for life experiences.

Students can earn degrees and certificates in 24 different fields, including Liberal Arts and Sciences, General Studies and Humanities, Family and Consumer Sciences/Human Sciences, and Health Professions and Related Programs.

The District’s values are grounded on the following principles:

- Student Centeredness in the focus of providing students the opportunities for success.
- Excellence as a premier learning institution recognized for outstanding educational programs, services, and facilities.
- Support and Nurture in providing guidance in a professional and caring environment.
- Dedication in our commitment to our diverse community through partnerships with local K-12 schools, universities, and businesses.
- Innovation in adapting new ideas, methods, and techniques to further student learning and achievement.
- Fiscal Integrity in the transparent and efficient use of financial resources to support student success.

The Intent of the District

The Compton Community College District (“the District”) is seeking proposals to acquire an Enterprise Resource Planning (ERP) system. This RFP includes a presentation of general system requirements and technical requirements. Vendors are encouraged to be as responsive as possible to each item within this document.

Procurement Process

The District’s procurement process will entail four major steps:

Step One:

Vendors will be invited to submit proposals in response to this RFP. Proposals must at a minimum meet the District’s mandatory requirements as listed in the “**Critical Criteria for Proposed Software**” section of this RFP and should focus on products and services that best satisfy the District’s needs, as presented in this RFP. Additionally, cost information is requested.

Step Two:

The District selection committee will evaluate vendors’ written responses with respect to the District’s needs and critical criteria, as presented in this RFP. Qualified vendors will be invited to continue in the procurement process.

Step Three:

Qualified vendors will be asked to perform in-depth product demonstrations. Such demonstrations will be based upon the District’s specific functional needs and requirements.

Step Four:

After a thorough evaluation of vendors' proposals and onsite demonstrations, the District may ask qualified vendors to refine their proposals for various products and services. At the conclusion of such a process, the District will make a final recommendation to the District's Governing Board to authorize a contract.

RFP Instructions and Requirements

Below are instructions and requirements for all vendors. The District will not consider a vendor's proposal unless it is consistent with all material instructions and requirements.

The District has engaged the services of Strata Information Group (SIG) to assist in this procurement process. In order to control information disseminated regarding this Request for Proposals ("RFP"), vendors interested are directed not to make personal contact with members of the Board of Trustees, District employees, or consultants. Questions or requests for clarification must be submitted via email to Henry Eimstad, Strata Information Group, at eimstad@sigcorp.com by 3 pm, November 1, 2017.

Proposal Requirements

The Proposal Package must be received by the District no later than 2 pm, November 15, 2017, and must be in accordance with the requirements outlined herein and must be directed to:

Roy Patterson, Purchasing Agent
Compton Community College District
1111 E. Artesia Blvd.
Compton, CA 90221
(310) 900-1600 Ext. 2123
rpatterson@elcamino.edu

Proposal packets will be received up to the above-indicated time and date. Late submittals will not be accepted and will be returned unopened. Proposals may be delivered in person, by U.S. mail or courier services. Fax submissions are not acceptable. Proposal packets must be submitted in an envelope plainly marked with the following information:

Enterprise Resource Planning System (ERP)
RFP #CCC-048
Compton Community College District

Proposal packets shall be binding upon the provider for 180 calendar days following the award recommendation date. All terms and specifications included in or appended to this solicitation apply to any subsequent award.

Number of Copies: Submit one (1) original and four (4) identical copies of the proposal packet. An electronic copy in MS-Word and PDF formats must also be submitted to rpatterson@elcamino.edu by the deadline. Brochures and other promotional materials are not necessary unless you consider them to be the only way to convey your services.

- Each proposal packet shall conform to the format presented in Appendix A. Proposals shall include tabs at each identified section, and all information shall be presented in the order that is identified in Appendix A.
- Each proposal packet shall include a Non-Collusion Declaration as found in Appendix B, signed by the vendor with his/her usual longhand signature. Proposals by partnerships must include the names of all partners and be signed in the partnership name by a general

partner with the authority to bind the partnership in all relevant matters. Proposals by corporations must include the legal name of the corporation followed by the signature of a person who is authorized to bind the corporation. The name of each signatory shall be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of all those who signed the proposal shall be furnished.

- Companies submitting proposals in response to this RFP must disclose to the District any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm, or other person relative to the services to be provided under the Agreement for Services to be awarded pursuant to this RFP. The Conflict of Interest form in Appendix C must be submitted with the proposal, indicating personal relationships between the company's employees and District employees or Board members or any other potential conflicts of interest, or the lack of any conflicts.
- Companies must also disclose in their submittals any campaign contributions made to any member of the Compton Community College District Board of Trustees during the past 12 months in an amount exceeding \$250. Members may be viewed at: http://district.compton.edu/board_of_trustees.
- Proposal packets may be withdrawn by a vendor prior to 2 pm, November 15, by submitting a written request to the District. Thereafter, a vendor shall not be relieved of the proposal packet submitted without the District's consent or vendor's recourse to Public Contract Code 5100 et. seq.
- All addenda issued by November 8 shall form a part of the specifications issued to vendors for the preparation of their proposal submittal packet.

An evaluation panel selected by the President/CEO, or designee, will review and evaluate each proposal, and selection will be made on the basis of the criteria listed below. Proposal submittals shall be evaluated on the following:

- A. Ability to meet or exceed requirements listed in the Request for Proposals and Proposal specifications
 - B. Contract viability and support, including project plan, timetable, and availability
 - C. Credentials and related experience, including project team credentials
 - D. Quality of references
 - E. Other factors staff determines are relevant
- The Board of Trustees reserves the right to reject any or all proposals, or any portion or combination thereof. In addition, the Board of Trustees reserves the right to waive any irregularity or informality within the proposal or procurement process.
 - Section 508 Compliance statement: Vendors bidding on this proposal must be willing to accept the following statement as part of any agreements that may be entered into with the District: *"Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services, which is brought to its attention. Vendor further agrees to indemnify and hold harmless Compton Community College District, the Chancellor's Office of the California Community Colleges, and any California Community College using the vendor's products or services from any claim rising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."*

- The award of a contract to a qualified vendor, if made by the District, will be based upon a comprehensive review and analysis of each proposal response. The District shall be the sole judge of the merits of proposed products and services. The District, alone, shall determine its best interests and act accordingly. All vendors shall abide by the decisions of the District.
- Upon the District's request, a vendor shall submit satisfactory documentation of its financial resources, experience in providing relevant products/services, personnel who are available to perform with respect to the proposed contract, and any other desired evidence of the vendor's proposal.
- Vendors are entirely responsible for any expenses that are associated with their participation in the procurement process. The District shall have no responsibility.
- The District reserves the right to perform whatever research it deems appropriate in order to assess the merits of any vendor's proposal. Such research may include, but not necessarily be limited to, discussions with outside consultants, interviews with the vendor's existing clients, and analysis of industry reports.
- The District reserves the right to seek clarifications and follow up information from vendors.
- Vendors are hereby advised that the District is bound by open records laws and policies when it receives vendor-submitted materials. Any information that constitutes a trade secret and that a vendor wishes to declare confidential should be expressly noted as such at the top of each relevant page and be in compliance with all public agency contract code requirements for permitting exclusion
- In the event of litigation, the related matters shall be governed by and construed in accordance with the law of the State of California. The venue shall be with the appropriate state or federal court located in Los Angeles County, California.
- The vendor selected by the District will be required to execute a formal contractual agreement based upon the terms and conditions included in this RFP. A draft contract may be provided as consideration in the development of the Agreement. All contract documents are subject to the approval of the District and its legal counsel. Electronic approval of terms and conditions upon sign-in will not be binding. All contract amendments must be fully executed between those identified as signatory by each party.
- Each vendor and subcontractor, if any, must possess all appropriate and required licenses or other permits to perform the work as identified in the contract documents. Upon request, each vendor shall furnish the District with evidence demonstrating possession of required licenses and/or permits.
- The vendor shall not discriminate against any prospective or active employee engaged to perform any work because of race, color, ancestry, national origin, religious creed, sex, age, disability, or marital status. The vendor agrees to comply with applicable Federal and State laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900, and Labor Code Section 1735. In addition, the vendor agrees to require compliance with this provision by any subcontractor.
- No interest in the contract shall be transferred to any other party without the permission of the District's Governing Board.
- Any award that arises out of the procurement process shall be governed by the laws of the State of California. In particular, this RFP and any resulting contract or awards shall be governed by the Section 81645. As such, the following shall apply:

"The governing board of any community college district may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids for the acquisition, procurement, or maintenance of electronic data processing systems and equipment, electronic telecommunications equipment, supporting software, and related materials, goods, and services, in accordance with procedures and criteria established by the governing board."

- The vendor agrees to indemnify and hold harmless the District from any claim that arises out of its failure to comply with the Rehabilitation Act of 1973, as amended.
- Proposals will not be bound by any oral statement or representation contrary to the written specifications.
- In accordance with the provisions of Section 3700 of the Labor Code, the successful vendor shall secure the payment of compensation to its employees. The vendor hereby acknowledges, and by submitting a proposal agrees, to the following statement:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract documents."

- Insurance: Vendor shall not commence work until it has obtained the insurance required herein and has submitted proof of such coverage to the District. Vendor shall not allow any subcontractor, agent, or employee to commence work on the contract without proof of same. Coverage must be secured and maintained for the duration of the contract.

An endorsement is to be issued, specifically naming Compton Community College District as **Additional Insured** with respect to the insured's general liability policy. The policy number on the certificate of insurance must match the policy number on the endorsement (If Blanket Additional Insured Endorsement is not provided).

Primary wording for endorsement (May not be included if Blanket Additional Insured Endorsement is provided):

The Compton Community College District is named as an additional insured. Such insurance as is afforded by this policy shall be primary, and any insurance carried by Compton Community College District shall be excess and noncontributory.

Required Limits:

The District has the right to re-evaluate the following limits to determine whether or not they are suitable based on the nature of the event/activity/contract.

General Liability:

\$1,000,000 minimum limit per occurrence
\$2,000,000 minimum general aggregate

Automobile Liability:

Personal transportation vehicles that are driven onto and parked on school property
California State minimum requirements for private passenger vehicles:
\$15,000 injury/death to one person
\$30,000 injury/death to more than one person
\$5,000 damage to property

Commercial vehicles that are used to provide services (Food Services):

\$1,000,000 minimum limit per occurrence



Workers' Compensation and Employers Liability:

Proof of Workers' Compensation coverage with statutory limits is required if the vendor/consultant has employees.

Employer's Liability

Each Accident: \$1,000,000

Disease - Each Employee: \$1,000,000

Disease - Policy Limits: \$1,000,000

- The District does not discriminate with regard to race, color, gender, national origin, or disability in the awarding of contracts.
- The District encourages the submission of proposals from all vendors who can meet the mandatory requirements set forth in this RFP.
- No contract shall be binding on the District until it has been approved by the District Board of Trustees.

Important Facts

Number of Full-Time Faculty	98
Number of Part-Time Faculty	219
Number of Academic Administrators	11
Number of Classified Administrators	7
Number of Full-Time Classified Employees	133
Number of Part-Time Classified Employees	2
Number of Short-Term Temporary Classified Employees	30
Major Sites	Main campus
Accreditation	AACJC
Fall 2016 Enrollment (Headcount)(FTES) (From Chancellor's Office Website)	5,120
FY 2015 – 2016 Unrestricted General Fund Budget	\$38,000,000

Dates and Timeframes*

***All Dates are subject to change at the discretion of the District**

Event	Date/Timeframe
Release of RFP	10/25/17
Deadline for vendors' questions to District by 3:00 p.m.	11/1/17
Deadline for District to respond to vendor questions	11/8/17
Deadline for vendors' submission of proposals – before 2:00 p.m.	11/15/17
Selection of vendors who will be invited to give onsite demonstrations	11/22/17
Onsite vendor demonstrations and presentations	December, 2017
Approval of contract award by the District's Board	January, 2018

All questions should be submitted in writing by email to Henry Eimstad at eimstad@sigcorp.com. Questions must be submitted by the deadline indicated above. Written answers to questions will be distributed to all vendors.

Vendors are strongly encouraged to schedule their resources according to the above dates and timeframes.

Critical Criteria for Proposed Software

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

1. Includes modules for Admissions, Student (including catalog and schedule development), Degree Audit, Student Educational Planning, Student Success Tracking, Student Accounts Receivable, Financial Aid, Finance, Budget Management, Requisitioning, Purchasing, Accounts Payable, Receiving, Accounting, Asset Management and HR/Payroll that share a single integrated environment. Vendors must demonstrate that their systems are able to integrate all areas of the District and encompass all of the existing systems. Vendors must demonstrate that their systems reduce/eliminate redundant entry of data.
2. Be web and mobile-enabled and includes self-service applications for students, faculty, staff and vendors.
3. Demonstrate the ability of their systems to provide for multiple levels of data security, including record level security and demonstrate how the system ensures the integrity of the data being entered.
4. Describe how your systems provide for the automation of business processes through the use of a workflow engine, workflow modeling and workflow definition tool that will allow the District to automate many multi-step processes.
5. Describe the various levels of reporting capabilities and demonstrate that they are able to easily access data for daily transaction reporting as well as complex multi-level reporting in support of executive decision making and institutional research type of objectives.
6. Describe your solution's support of technologies that will allow for tighter, seamless, real-time integration of data between the enterprise solution and necessary third party applications in support of functionality not present in the enterprise solution.
7. Describe how your solution supports a flexible non-term based educational environment where academic programs and courses can start and stop on numerous schedules not related to the typical term/semester calendar.
8. The Compton Community College District is currently "Fiscally Dependent" on the Los Angeles County Office of Education (LACOE). The District would like to understand how the proposed solution can be used to process more information locally but still work with COE to process Accounts Payable and Payroll checks in an electronic format as well as provide the state and federal tax reporting needs of the District.
9. Describe if your entire solution or selected modules of your solution are offered in a hosted or SaaS environment and also as an on premise solution. Selected vendors will be asked to provide costing models for both hosted and non-hosted options in the pricing phase of this procurement process.
10. Proposal should demonstrate a commitment to the California Community College market. Please provide a list, if any, of the existing California Community College customer base for the proposed software, detailing the version that is currently in production, the modules that are in production and contact information for each customer.
11. Provide a list of other higher education community college clients, detailing the version that is currently in production and contact information for each customer. Please do not include customers of software other than the proposed software.

12. Compton Community College District is extremely interested in the vendor's commitment to the standards and requirements of California Community Colleges for Matriculation, CCSF 320 and 311 reporting, STRS, PERS and MIS reporting. Support of matriculation tracking requirements, tracking of categorical programs and support for student educational planning are also essential. Please describe how the proposed product will provide support for these state mandated requirements. Please list all California Community Colleges where these features are in production status.
- a) Are the reporting requirements part of your "baseline" product?
 - b) Are they considered custom modifications?
 - c) Are they priced separately?
 - d) Are updates to reporting requirements included in your annual subscription or maintenance agreement?
 - e) How quickly are mandated changes to reporting implemented and distributed to your users?
13. Provide information regarding future development of your proposed and future products for the next 3 to 5 years and beyond.

Supplementary Questions

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

1. Please indicate whether the proposed software includes the following ERP applications/modules:
 - Student (including registration, records, transcripts, catalog and schedule development)
 - Degree Audit and Advising, including support for Student Educational Planning and Student Success
 - Student Accounts Receivable
 - Financial Aid
 - Web and mobile-enabled Self-service
 - Finance (including General Ledger, Budget Management, Grants, Requisitioning/Purchasing, Accounts Payable, Travel & Expense, Fixed Assets)
 - HR/Payroll (including Applicant tracking, On-boarding and Performance management)
 - Student Services (supporting programs such as EOPS, DSPS, ESL, CalWORKs, and Veterans)
2. It is increasingly important for the District to effectively manage its enrollment, curricula, instructional facilities, and assignment of faculty. Please describe how the proposed software supports various instructional management functions.
3. The District desires an integrated system that enables self-service functions. Students, faculty, and staff should be able to perform a variety of transactions online, 24 x 7, through web and mobile interfaces. Examples of such transactions include admissions, registration, including registration by permission code, fee payment, transcript requests, academic history queries and student program evaluations, grade entry and changes, positive attendance hour entry, change of demographic information (e.g., mailing address), viewing of financial aid awards, viewing of class rosters, etc. It is assumed that security mechanisms enable the protection of data from unauthorized users. Please

- describe, in detail, the self-service functionality that is included with the proposed software.
4. For each of the following items, please provide specific information about how the proposed software supports the District's reporting functions:
 - o MIS (including staff file data. E.g. EB, EJ)
 - o CCFS 320 and 311
 - o PERS
 - o STRS
 - o 1098T reporting
 - o Other state and federal reports
 5. Is the proposed software fully web-enabled? If so, please describe. What browsers and versions do you support?
 6. Please describe how your solution meets Section 508 accessibility requirements. If completed, please provide your Voluntary Product Accessibility Template (VPAT).
 7. Please describe how your solution meets California law related to Social Security numbers. (SB 25)
 8. Please describe how your solution interfaces with the following systems:
 - o Learning Tools Interoperability (LTI)
 - o Web APIs: REST API, JSON API, or other.
 - o LTI with Canvas LMS
 - o Interface with CCCApply
 - o State portal and ID#
 9. The District anticipates that several ancillary systems will need to be integrated with the new ERP solution. Please answer the following questions for each of the applications listed in 8 above.
 - i. Does the vendor provide a standard interface for this software integration?
 - ii. Is the software integration for this ancillary product provided by the ancillary product vendor?
 - iii. If the vendor does not provide a standard interface, has the vendor worked with other customers to build a custom interface for this software integration? If yes, please provide 2 or 3 client references.
 - iv. Does the vendor know if customers who have done their own integration with this product and would they be willing to share their solution? Please provide the names of 2 or 3 clients who would be willing to share the solution.
 10. Please describe any online training materials that the District should consider.
 11. Please describe data migration and systems integration tools, API's, Web Services that are provided within the solution that will support tight, real-time integration with third-party solutions.

General Technical Information

Please answer the following technical questions with respect to the proposed system:

1. Please describe in detail the options available regarding Database Management Systems Software that are supported by the vendor's solution.
2. Do you provide hosted, application service provider (ASP), or software as a service (SaaS) options? If so, describe the available options.

If Vendor offers a hosted or full SaaS solution, please answer questions 3-5:

3. Please describe the hosted environment recommended for the software solution being proposed.
4. Please provide your standard Service Level Agreements (SLAs) for your hosted environment.
5. Please describe the Security Levels for your hosted environment and your fail-over and disaster recovery support within the hosted environment.

If Vendor offers on premise option for solution, please answer questions 6-8:

6. What hardware platforms (e.g., application servers, mass storage devices) can be used to support the proposed system? How should such platforms be sized? What operating system(s) can be used to support the proposed system?
7. Please present a physical topology and logical topology (both in graphical form) that describe an appropriate hardware and software environment.
8. Please describe the recommended specifications for client platforms, including operating systems, amount of memory, processor speed, etc.
9. What programming languages are inherent within the proposed system? What compilers, if any, need to be acquired by the District?
10. Is your solution supported on a variety of client workstations (e.g., PC's, Macs)?
11. Does your solution support a **completely** browser-based work environment? If not, is such an environment planned? If planned, when is it scheduled to be released? Please include a list of browsers and versions numbers that are supported.
12. Please describe a typical technical and support staff structure to maintain and support your solution for a district of our size (e.g., database administrators, system administration, programmers, help desk, etc.).

Appendix A: Required Format for RFP Responses

Section 1: Executive Summary

Provide an executive summary that summarizes the proposal.

Section 2: Vendor Profile

Provide the following information:

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

Section 3: Vendor's Understanding of the RFP

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

Section 4: Critical Criteria for Proposed Software

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

Section 5: Proposed Software Products

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

Section 6: Supplementary Questions

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

Section 7: State/Federal Reporting Requirements

For each major application, summarize the functionality that enables support for state and federal reporting. In particular, such a summary should address the following questions:

- (a) Is the vendor's current software already compliant? If not, how will compliance be achieved?
- (b) What product commitments, if any, is the vendor making with respect to reporting functions? How will such commitments unfold?
- (c) How does the vendor ensure ongoing compliance with the release of software upgrades?

Section 8: General Technical Information

Provide a response to each of the items within the "General Technical Information" section of the RFP.

Section 9: Proposed Training and Implementation Services

- (a) Describe the training and implementation support that is required, recommended, available or provided for each proposed software product, including the database management system.
- (b) Provide a suggested 18-month implementation schedule, including major milestones.
- (c) For each major system implementation activity, estimate the number of hours of vendor-provided professional services that are needed.

Section 10: Additional Services

- (a) Describe all additional services (e.g., remote technical support) that are required, recommended, and available or provided for each proposed product.
- (b) Provide information about the internal staffing requirements that the District will encounter with the proposed system.
- (c) Provide information about national, regional and state-specific users groups that are supported by your company. Include contact information for officers of those users groups.

Section 11: Data Conversion and System Interfaces

- (a) Describe the products, utilities, processes and services that are recommended or needed for the conversion of the District's existing data.
- (b) Identify a means of developing and maintaining interfaces between the District's existing enterprise systems and the District's future enterprise systems during the implementation process.
- (c) Identify a means of developing and maintaining interfaces between the proposed solution and the District's existing ancillary systems as listed on page 10.

Section 12: Software Maintenance and Enhancements

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

Section 13: Vendor's Corporate Strength

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

Section 14: Optional Products and Services

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

Section 15: Additional Information

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

Section 17: Contact Information Page

Company Name:

Mailing Address:

City, State, and Zip Code:

Telephone Number:

FAX Number:

Name of Signatory:

Title of Signatory:

Federal Tax ID No.:

Individual

Name: _____

Title: _____

Partnership

Name: _____

Name of Signatory: _____

Title: _____

Corporation

Name: _____

(a _____ Corporation)

President: _____

Secretary: _____

[Seal]

Appendix B: NONCOLLUSION DECLARATION
(Per Public Contract Code Section 7106)

DESCRIPTION

GENERAL: This Noncollusion Affidavit shall be executed by the Firm and shall be submitted with this Bid Form.

The undersigned declares:

I am the _____ of _____, the party making the foregoing Proposal. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or sham. The firm has not directly or indirectly induced or solicited any other firms to put in a false or sham proposal. The firm has not directly or indirectly colluded, conspired, connived, or agreed with any firm or anyone else to put in a sham proposal, or to refrain from submitting a proposal. The firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the firm or any other firms, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other firms. All statements contained in the proposal are true. The firm has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a firm that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the firm.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on:

_____ [date], at _____ [city], _____ [state].

Signature of Bidder

Appendix C: CONFLICT OF INTEREST

The authorized Person, Firm and / or Corporation states that to the best of his/her belief and knowledge:

No employee or member of the Compton Community College District Board of Trustees (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Contractor or in the proposed transaction. Contractor neither employs, nor is negotiating to employ, any Compton Community College District employee, Board member or close relative, with the exception of the person(s) identified below. Contractor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made.

List below the name(s) of any Compton Community College District employee, Board member, or close relative who now or within the preceding twelve (12) months

- (1) works for the Contractor;
- (2) has an ownership interest in the Contractor (other than as an owner of less than 1% of Contractor's stock, if Contractor is a publicly traded corporation);
- (3) is a partner, officer, director, trustee or consultant to the Contractor;
- (4) has received grant, travel, honoraria or other similar support from Contractor; or
- (5) has a right to receive royalties from the Contractor.

NAME OF INDIVIDUAL(S)

Mark "X" if none.

Describe any other potential conflicts of interest:

Compton Community College District

Request for Pricing

Introduction:

The purpose of this document is to invite vendors to submit pricing proposals as part of the District District (District) procurement process for Enterprise Resource Planning (ERP) software and related services. This Request for Pricing Proposals is aimed at collecting total costs of acquisition, implementation, and long-term use of the enterprise resources planning software that it being proposed by each vendor.

Instructions and Requirements for Vendor Responses:

- Appendix D contains the required formats for pricing proposals.
 - Vendors are asked to provide pricing for multiple deployment options if they are offered for example.
 - “Software as a Service” (SaaS) delivery model which would include software, hosting, infrastructure support, system administration, database administration and disaster recovery services in single month/annual subscription price.
 - Traditional Perpetual software license with Cloud Hosting and Administrative support services.
 - Please make sure your proposals includes costs and contracts for any 3rd Party solutions such as DocuSign, Form Fusion, etc.
 - One of the University’s goals is to define a ten-year total cost of ownership; it is important to understand all the expenses for software, project management, training, implementation services, maintenance, etc. as applicable. Proposed pricing should be detailed, complete, and comprehensive.
- Pricing proposals should assume that District will operate three separate environments: development, training, and production. Costs should support these environments in addition to a disaster recovery site if appropriate.
- Vendors are instructed to include pricing for all software and associated implementation and training services for all products being proposed to the District.
- Vendors are being asked to provide a high-level project implementation plan and timeline for all modules being proposed. Use a mid-January 2018 contract completion date as the starting point for this timeline.
- As part of this response vendors should include a copy of the following contract, statement of work, service level agreements and security documents covering all software and services being proposed.
- Brevity, crispness, directness, and conciseness are desired; **marketing information is *not* necessary nor needed at this time.**
- Each proposal shall be submitted by an authorized representative of the company.

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Appendix D: Required Format for Pricing Proposals

Section 3: Proposed Pricing for Software – Software as a Service(SaaS/Cloud) Model (Optional)									
Please complete this section providing complete pricing for your solution under the “Software as a Service” (SaaS) Model. Please indicate if the model is best on a Single or Multi-tenant environment. If you provide both and costs are different please provide costs for both environments. Please provide details on the Service Level Agreements which are included with the remote hosted model as well as details about services types and level of services provided for database and systems administration and for any disaster recovery included in the annual pricing.									
Software	Description: Required (R), Optional (O), or Advisable (A)	Single (S) or Multi-Tenant (M)	Total Costs for Year 1	Total Costs for Year 2	Total Costs for Year 3	Total Costs for Year 4	Total Costs for Year 5	Total Costs for Years 6-10	Total Ten Year Cost of Ownership
1. Required Core Software									
• Database									
• Other Core Software (please specify)									
2. Required Application Software									
• Student (Admissions, Registration, Academic Records, Catalog and Scheduled development, Student Accounts, Student Services)									
• Financial Aid									
3. Required Reporting Tools									
• Reporting Tools									
• Other Related Software (please specify)									

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Software	Description: Required (R), Optional (O), or Advisable (A)	Single (S) or Multi- Tenant (M)	Total Costs for Year 1	Total Costs for Year 2	Total Costs for Year 3	Total Costs for Year 4	Total Costs for Year 5	Total Costs for Years 6-10	Total Ten Year Cost of Ownership
4. Development Tools (if any)									
• Toolsets and Utilities									
• Other Software Development Tools (please specify)									
5. Required Ancillary Software									
• LMS Integration									
6. Optional products									
The District would like pricing for these modules with a commitment to hold pricing for 36 months									
• Document Management									
• Finance									
• HCM/Payroll									
• Degree Audit									
• CRM									
• Workflow									
• Reporting Analytics									
• Travel Expense Management									
• Other									

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Section 4a: Proposed Pricing for Software – Traditional Perpetual License Model CCCD Hosted or Remotely Hosted (Optional)

Please complete this section if you are offering your solution under the “Traditional Perpetual Licensing Model” with annual maintenance costs.

Below, vendors must itemize the cost of *all* software. Such products must include those items that are needed for the implementation and operation of a solution, whether they are provided by the vendor or a third party. CCCD assumes that many software products entail a warranty -- a period of time when CCCD is not required to pay for maintenance or support.

Software	Description: Required (R), Optional (O), or Advisable (A)	Single (S) or Multi-Tenant (M)	Total Costs for Year 1	Total Costs for Year 2	Total Costs for Year 3	Total Costs for Year 4	Total Costs for Year 5	Total Costs for Years 6-10	Total Ten Year Cost of Ownership
1. Required Core Software									
• Database									
• Other Core Software (please specify)									
2. Required Application Software									
• Student (Admissions, Registration, Academic Records, Catalog and Scheduled development, Student Accounts, Student Services)									
• Financial Aid									
3. Required Reporting Tools									
• Reporting Tools									
• Other Related Software (please specify)									

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Software	Description: Required (R), Optional (O), or Advisable (A)	Single (S) or Multi-Tenant (M)	Total Costs for Year 1	Total Costs for Year 2	Total Costs for Year 3	Total Costs for Year 4	Total Costs for Year 5	Total Costs for Years 6-10	Total Ten Year Cost of Ownership
4. Development Tools (if any)									
• Toolsets and Utilities									
• Other Software Development Tools (please specify)									
5. Ancillary Software									
• Document Management									
• LMS Integration									
6. Optional products									
The District would like pricing for these modules with a commitment to hold pricing for 36 months									
• Finance									
• HCM/Payroll									
• Degree Audit									
• CRM									
• Workflow									
• Reporting Analytics									
• Travel Expense Management									

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Section 4b: Proposed Pricing for Remote Hosting under a Traditional Traditional License Model (Optional)

Complete this section if you offer your solution under a "Traditional Licensing Model" while also offering to Host the solution remotely.
 Please include annual costs for remote hosting of all software proposed in Section 4a. Please provide details on the Service Level Agreements which are included with the remote hosted model as well as details about services types and level of services provided for database and systems administration and for any disaster recovery included in the annual pricing.

Please detail the amount of storage included as well as the incremental costs for increasing that storage should it be required.

Remote Hosting	One-time Acquisition Costs if Any	Additional Year 1 Costs if any beyond Acquisition Costs	Total Costs for Year 2	Total Costs for Year 3	Total Costs for Year 4	Total Costs for Year 5	Total Costs for Years 6 - 10	Total Ten Year Cost of Ownership
1. Remote Hosting								
2. Additional Annual Service Costs (if any)								
3. Provide Details of Service Level Agreements included under the remote hosted services								

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Section 5: Licensing Model

In detail, describe the licensing model(s) (e.g., unlimited, server-based, number of concurrent users, number of named users and number of processors) that is associated with each software product. Specifically, explain how pricing is determined for each item.

Assuming that the University's enterprise solution grows over time (e.g., additional servers, additional users), explain how software licenses can be modified to align with such growth at no (or very nominal) additional cost.

Section 6: Proposed Pricing for Training and Implementation Services (It is the intent of Post University to pay for services as they are delivered. All pricing should reflect recommended services for this project with District option to pay for services as they are delivered)	Estimated Number of Hours	Hourly Rate	Subtotal (Hours Multiplied by Rate)	Estimated Cost of Travel and Materials	Total Cost
1. Required Core Software					
2. Required Application Software (provide details by module or sub system)					
3. Required Reporting Tools					
4. Required Software Development Tools					
5. Required Ancillary Software					
6. Optional Products					
7. Additional Proposed or Recommended Services (i.e. Project Management)					

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Section 7: Alternative Proposed Pricing for Training and Implementation Services

The preceding section focused on traditional pricing for training and implementation services. That is, vendors were asked to propose pricing for hourly rates, travel expenses, etc. Vendors are also invited (but not required) to propose alternative pricing schemes, including any or all of the following:

- a. A "loaded" hourly rate that is inclusive of *all* expenses (e.g., time, transportation, meals, materials)
- b. An hourly rate coupled with a per diem allowance for expenses
- c. Please provide pricing for all training to be held on-site as well as at vendor's facilities.
- d. A fixed price for the successful implementation of the software
- e. "Milestone" plans that involve payments upon the completion of major implementation activities
- f. Other alternative pricing schemes as identified by the vendor

Section 8: Proposed Pricing for Miscellaneous Items

Please provide pricing for all miscellaneous items (e.g., shipping, documentation, services, products)

Section 9: Pricing Assumptions

Please declare all assumptions that were made with respect to proposed pricing including information the basis for calculating prices such as FTE enrollment, employee count, seat license restrictions, concurrent vs. name users, Operating Budget, remote vs. locally hosted application.

Section 10: Implementation Plan

At a high level, provide an implementation plan. The emphasis should be on how District will make a graceful, timely, structured, manageable, and cost-effective transition to a new enterprise solution. The implementation should include specific information about software initiation, system configuration, data conversion, functional testing, user training, technical training, cutover strategies, documentation, integration of ancillary systems, creation of various operating environments, etc. In addition, vendors must explain how the project will be completed within budget.

Section 11: Proposed Contracts

Provide proposed contracts for all license agreements, maintenance agreements, service level agreements, service offerings, etc. including those for third party offerings.

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Section 12: Relationships with Third Party Vendors

If District acquires products/services (e.g., database technology, consulting) from a third party (because of requirement or convenience), please explain how District can ensure proper ongoing support and working relationships. That is, District wants to avoid confusion about the responsibilities of its chosen vendor(s).

Section 13 Additional Information

Provide any additional information that District should consider in its evaluation of proposed pricing.

Section 14: Signature Page

The person whose signature appears below is legally empowered to bind the company in whose name the proposal is entered.

Company Name:

Mailing Address:

City, State, and Zip Code:

Telephone Number:

FAX Number:

By (Actual Signature):

By (Typed Name of Signatory):

Title of Signatory:

Date of Signature: