UNIVERSITY OF NEBRASKA

And

NEBRASKA STATE COLLEGE SYSTEM

REQUEST FOR PROPOSAL

970135

For

STUDENT INFORMATION SYSTEM SOLUTION AND SERVICES

February 5, 2008

MANDATORY PRE-BID MEETING, FEBRUARY 19, 2008, 1:00 PM CST

RFP DUE DATE: MARCH 18, 2008, 3:00 PM CST

Gary L. Kraft, C.P.M.
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Outline of RFP:

UNIVERSITY OF NEBRASKA
NEBRASKA STATE COLLEGE SYSTEM
UN/NSCS
PROPOSAL IN RESPONSE TO RFP #970135
STUDENT INFORMATION SYSTEM SOLUTION AND SERVICES

The undersigned authorized officer of the bidder firm represents that the bidder has carefully examined the specifications and conditions contained in the RFP. The bidder fully understands the type and quality of the product(s) and/or service(s) sought by the UN/NSCS and hereby proposes to supply such at the prices stated and in accordance with the Proposal accompanying this cover sheet.

The bidder acknowledges its receipt of addenda numbered __through __ and further agrees that the provisions of such addenda, as well as those of the RFP, are fully incorporated into bidder's Proposal, unless otherwise clearly stated to the contrary in the Proposal. Proposals containing exceptions to RFP provisions may not be favorably received. The bidder verifies that the answers given via DD2 are complete, accurate, and final.

The bidder represents and warrants that the proposal submitted is not the result of collusion with other eligible bidders, with any employee of the State or UN/NSCS, and no effort has been made to preclude UN/NSCS from obtaining the most advantageous response possible to this RFP.

Except where a written signature is required, please type or clearly print the following:
BIDDER FIRM: _____
By: _____   Date: _____
      Authorized Signature
Signing Officer's Name and Title:

_____

Correspondence to the bidder with respect to this RFP may be directed to:
Name: _____   Phone Number: _____
Title: _____   Email: _____
Address: _____

_____

I. Schedule of Key Events

Event	Date/Timeframe
Release of RFP	February 5, 2008
Submit Written Inquiries for Pre-Bid Conference	February 15, 2008
Mandatory Pre-Bid Conference	**February 19, 2008** **1 PM CST**
Deadline to Submit Final Written Inquiries	February 22, 2008
Deadline to Submit Bidder Responses via DecisionDirector	**March 18, 2008** **3PM CST**
Deadline to Submit Complete Written Bidder Responses	**March 18, 2008** **3PM CST**
Public Opening	**March 18, 2008** **3PM CST**
Qualifying Bidders Invited to Demonstrate	March 31, 2008
On-site Bidder Demonstrations	April 7-18, 2008
Contract Negotiation Begins	April 21, 2008
Bidder Selection and Notice of Intent to Award	May 12, 2008
NSCS Board of Trustees Action to Authorize the Chancellor to Negotiate Best and Final Offer on Behalf of the Board of Trustees	June 6, 2008
NU Board of Regents Approval	June 13, 2008

NOTE: MANDATORY PRE-BID CONFERENCE
FEBRUARY 19, 2008, 1:00 PM CST
UNIVERSITY OF NEBRASKA-LINCOLN
VARNER HALL, BOARD ROOM
3835 HOLDREGE
LINCOLN, NEBRASKA

VENDORS MUST ATTEND TO BE ELIGIBLE TO BID.

RSVP TO GARY KRAFT, 402-472-3609 OR gkraft2@unl.edu BY FEBRUARY 15, IF YOU PLAN TO ATTEND.

PLEASE LIMIT ATTENDEES TO 5 KEY PERSONNEL

II. Introduction

A. The Solicitation

The purpose of this document is to invite bidders to participate in the University of Nebraska and the Nebraska State College System's (hereafter referred to as UN/NSCS) process for acquiring and implementing a new Student Information System (SIS). UN/NSCS is seeking an SIS solution that will encompass products and services which will address UN/NSCS's SIS needs. UN/NSCS is seeking the most cost efficient SIS software system which addresses individual campus requirements while attending to consolidated reporting and decision making needs.

This is a one-time solicitation for both software solutions and implementation services. UN/NSCS welcomes bids from Student ERP providers for software, hardware, and implementation services. In an effort to obtain the most favorable pricing possible, UN/NSCS also welcomes bids from independent implementation service providers.

B. Expectations from this Collaborative Effort

The University of Nebraska and the Nebraska State College System are collaboratively pursuing a student information system solution for their various institutions. It is anticipated that a combined RFP issued by both the Nebraska University system and the Nebraska State College System **will result in savings over separately issued RFPs.** It is further anticipated that additional savings will be garnered through collaboration and cooperation afforded by institutions working on similar hardware and software platforms.

To this end, the President of the University of Nebraska and the Chancellor of the Nebraska State College System have sent a letter to Governor Heineman pledging substantial financial benefits from working together. A copy of the joint letter is enclosed as *Attachment A* to this solicitation. The State of Nebraska is expecting this collaboration will produce savings of at least $2.7 million in the next fiscal year alone. UN/NSCS invites bidders to work with our two systems to help bring about savings of this magnitude or greater.

C. The SIS Vision

The selected system will serve as our SIS for at least the next 10 - 15 years and as such, it will represent a significant investment of resources. It is recognized that the new SIS will represent a very important aspect of our ability to deliver a level of service to our students, faculty, and staff that will allow us to remain competitive in the higher education space in the future.

The new system will have more flexible, adaptive solutions that can deliver and enable new processes and services, compared to the older, existing student systems that will be replaced. The new solution will also allow current technologies to be integrated much more quickly, easily, and economically, and ultimately must:

1. Adequately address campus needs
2. Provide increased capacity for data collection, analysis, reporting and decision-making at all levels
3. Be cost-effective

D. Operating Principles

In implementing and operating our new SIS system, UN/NSCS will be guided by the following:

1. The University of Nebraska Board of Regents resolution of November 1999 to create a standardized and compatible system that results in a virtually integrated university (*see Attachment B of this solicitation*)
2. The use of common best business practices wherever possible to provide opportunities to easily share both functional and technical practices system wide, yet still allow flexibility for campus specific policy and customization
3. Database design, software and implementation will allow for both campus customization and improved centralized reporting capabilities
4. A clearinghouse structure will be established to allow campuses to share enhancements and code changes with other campuses as appropriate
5. The option to maintain an existing 3rd party or in-house module independently of the other campuses (Example: Talisma, Darwin, etc)
6. Maintenance of the application source software and configuration will be performed by campus IT personnel.
7. System programming, administration and database support will be provided by Computing Services Network.
8. Best practices methods will be used to move code from test and quality control to production.

E. A Challenge to Bidders

As part of this selection process the University and the State College Systems and their respective campuses will explore different deployment models and carefully consider cost effective and best overall solutions for performance and business continuity that will allow us to consider the tradeoffs between functionality and costs.

We recognize that there are many considerations related to the deployment of any complex, contemporary student information system, particularly in a multi-institutional system. It is also recognized that different deployment options can impose dramatically different costs and levels of operational flexibility.

In this solicitation we will ask bidders to recommend the deployment option or options they feel would be most appropriate for our two multi-institutional systems. UN/NSCS thus seeks assistance from bidders in developing a deployment option that best addresses our functional, operational, and technical requirements defined in this RFP, while at the same time providing the highest level of efficiency and cost savings possible.

III. Institutional Profiles

A. Profile of the University of Nebraska

History. The University of Nebraska was founded on February 15, 1869, less than two years after Nebraska became the nation's 37th state. The original goal of this new land-grant university was, "To afford the inhabitants of this state with the means of acquiring a thorough knowledge of the various branches of literature, science, and the arts." This goal has stood the test of time, inspiring the University's dedication to the education of students, research in a broad range of disciplines, and service to the state's citizens.

The University of Nebraska is the state's only public university. It became the first institution west of the Mississippi River to offer graduate education in 1903 and joined the prestigious Association of American Universities in 1909. Founded in Lincoln, the University included a medical center in Omaha beginning in 1902.

The University was reorganized under a 1968 act of the Nebraska Legislature. The legislation provided for the addition of the University of Nebraska at Omaha (formerly the municipal University of Omaha) and designated the University of Nebraska-Lincoln and the University of Nebraska Medical Center as separate campuses. In 1991, the University of Nebraska at Kearney (formerly Kearney State College) became a campus of the University. In addition to the four campuses, the University also includes many research, extension, and service facilities statewide.

Governance. The University of Nebraska system operates under a single president and Board of Regents. The members of the Board are elected by district on six year terms. The Board exercises the final authority in government of the University within the limits of the Constitution, the laws of the State of Nebraska, and the laws of the United States. The Board delegates to the President of the University, and through him to the appropriate administrative officers, general authority and responsibility to carry out the policies and directions of the Board.

The President, subject to the approval of the Board, appoints Chancellors for each of the four campuses of the University. The Chancellors, in turn, are responsible for the operation of each of their respective campuses within the policies, procedures and operational guidelines established by the Board and the President.

The Campuses of the University of Nebraska. In addition to being a strong economic driver for the State of Nebraska, the University and its four campuses provide a diversity of educational, research, and outreach opportunities to students, faculty and citizens of the State of Nebraska;

> University of Nebraska at Kearney: The University of Nebraska at Kearney (UNK) is Nebraska's public, residential university that is distinguished by a commitment to excellence in undergraduate education. A mid-sized, comprehensive university, it is especially noted for small classes, a scholarly faculty devoted to teaching students first, and an enviable location in a thriving regional population center. Personalized attention for students is a hallmark of education at UNK.

University of Nebraska-Lincoln: Founded in 1869, the Lincoln campus of the University of Nebraska (UNL) is the state's land-grant university. Through its three primary missions of learning, discovery and engagement, the University of Nebraska-Lincoln has been recognized by the Legislature as the primary research and doctoral-degree granting institution in the state. UNL is one of a select group of research universities that holds membership in the Association of American Universities - a distinction granted in 1909. Today, it is one of the top 50 American universities in the number of doctoral degrees granted annually. It is of national and international influence, with students from every state and more than 100 nations.

University of Nebraska Medical Center: The University of Nebraska Medical Center (UNMC) is the only public academic health science center in Nebraska. Its mission is to improve the health of Nebraskans through premier educational programs, innovative research, the highest quality patient care and outreach to underserved populations. Its success in this endeavor is marked by the fact that nearly half of Nebraska's physicians, dental professionals, pharmacists, bachelor-prepared nurses and allied health professionals have graduated from UNMC. The vision and strategic plan for UNMC: to become a world renowned health sciences center and system, repositioning the Medical Center from a regional to a national center of excellence in the 21st century.

University of Nebraska at Omaha: The University of Nebraska at Omaha (UNO) is located in the heart of Nebraska's largest city and serves as the state's metropolitan university. UNO offers nearly 200 programs of study in a learning environment that features a small-school atmosphere. UNO has enjoyed many recent successes in its move to becoming a metropolitan university of high distinction. Among these major landmarks is the Peter Kiewit Institute for Information Science, Technology and Engineering education which presents a new dynamic in how business and academia partner with each other to achieve common goals.

Student Enrollment

The table below shows the Full-Time Equivalent *(FTE)* Enrollment History for fall semesters from 1995 to 2007, using the Board of Regents Method.

Year	UNK	UNL	UNMC	UNO	U-Wide
1995	6,300	20,836	2,509	10,098	39,742
1996	6,317	20,622	2,471	9,942	39,352
1997	6,022	19,895	2,407	9,543	37,867
1998	5,796	19,529	2,378	9,447	37,150
1999	5,744	19,389	2,383	9,568	37,085
2000	5,517	19,608	2,432	9,860	37,417
2001	5,451	20,005	2,450	10,449	38,356
2002	5,445	20,260	2,517	10,817	39,039

Year	UNK	UNL	UNMC	UNO	U-Wide
2003	5,478	20,060	2,580	10,546	38,663
2004	5,501	19,385	2,649	10,495	38,031
2005	5,539	19,514	2,735	10,832	38,619
2006	5,460	19,908	2,796	10,779	38,943
2007	5,396	20,626	2,841	10,952	39,815

Full-Time + 1/3 Part-Time Methodology
Source: UNL, UNK, and UNO IR Offices; UNMC Student Services Office.

Faculty and Staff FTEs
Attachment C to this solicitation contains a breakdown of the faculty and staff FTEs for the various University of Nebraska institutions in 2006.

B. Profile of the Nebraska State College System

History

The history of the Nebraska State College System can be characterized as responsive to the changing environment in which it existed, always focusing on the needs of both the individual and society, and especially emphasizing improvement in the quality of life in rural Nebraska.

Peru State College, Nebraska's first public postsecondary institution was established in 1867 when Nebraska became a state. The legislature provided for three more teacher education schools at Kearney in 1903, Wayne in 1910, and Chadron in 1911. In 1963, the legislature officially designated these schools as Chadron State College, Kearney State College, Peru State College, and Wayne State College. Kearney State College separated from the State College System and became part of the University of Nebraska system on July 1, 1991.

The Nebraska State College System has extended its tradition of service to rural Nebraska by identifying each of the state colleges as regional service centers, charging them with the role of enhancing the quality of life and assisting with the development of their greater communities through the delivery of public service activities and programs. In essence, the institutions are partners in the development of the intellectual, cultural, and economic life of their service areas.

The Nebraska State College System Office is located in the State Capitol in Lincoln.

Campuses of the Nebraska State College System
The Nebraska State College System serves close to 8,000 students from Nebraska and surrounding states through three geographically diverse institutions: Chadron State College, Peru State College and Wayne State College. The NSCS provides significant human and intellectual capital that contributes to the current and future economic strength of the State of Nebraska.

> Chadron State College: Chadron State College opened in June 1911 and has evolved into a comprehensive college with a wide range of programs. It is the only four-year and graduate-degree granting college in western Nebraska. The

college now offers more than 50 majors leading to bachelor's degrees and has numerous professional studies options. Many pre-professional programs in the health sciences are available, including the Rural Health Opportunities Program conducted jointly with the University of Nebraska Medical Center and the High Plains Health Opportunities Program offered in conjunction with Creighton University.

Peru State College: Peru State College emerged from its role as a single-purpose teachers college and is now a regionally accredited state college offering a wide variety of programs to meet the changing needs of southeast Nebraska and beyond. The College believes in academic excellence, in opportunities for personal growth, and in student self-determination consistent with the principles of a democratic society. The College's educational experience is designed to enable students to learn, to equip themselves for meaningful careers, and to be productive members of society. Peru State students have the opportunity to know their instructors well and to be working partners with the staff and other students.

Wayne State College: Wayne State College is a regional, public four-year college in Wayne, Nebraska. It offers undergraduate and graduate programs in business, education, arts and sciences, and pre-professional studies. Wayne State emphasizes undergraduate teaching, with 78 percent of full-time faculty holding terminal degrees in their field. Programs of excellence include the Northeast Nebraska Teacher Academy, the first of its kind in the nation; the Rural Health Opportunities Program for health professions; service-learning opportunities, and learning community experiences.

Student Enrollment

The enrollment reports that follow summarize end-of-term enrollment at the Colleges for Fall 2006. System-wide enrollment increased for the 2006 fall session by 229 FTE or approximately 3.68% above the 2005 fall session. Listed below is a breakdown by college of the enrollment changes:

	2006 FTE Enrollment	2005 FTE Enrollment	% Change
Chadron	2,040	1,982	2.93%
Peru	1,548	1,396	10.91%
Wayne	2,868	2,849	0.67%
System Total	6,456	6,227	3.68%

Listed below is an analysis of full-time students, undergraduate students, on-campus students, and resident students:

	% of Full-Time Students (Headcount)	% of Under-graduate Students (Headcount)	% of On-Campus Students (Headcount)	% of Resident Students (Headcount)
Chadron	60%	81%	69%	75%
Peru	52%	77%	41%	86%
Wayne	75%	78%	84%	86%
2006 System Total	64%	79%	68%	82%
2005 System Total	66%	81%	72%	83%

Faculty and Staff FTEs
Attachment D to this solicitation has a breakdown of the faculty and staff FTEs for the various Nebraska State College Institutions.

C.   Current Technical Environments and Software Systems

A description of the current technical environments for both University of Nebraska institutions and Nebraska State College institutions is included in *Attachment E* to this solicitation.

A description of the current software systems for both University of Nebraska institutions and Nebraska State College institutions is included in *Attachment F* to this solicitation.

IV. Scope of Work

A. Overview

UN/NSCS is seeking proposals for the procurement, implementation, training and ongoing support of a Student Information System (SIS) that will include ancillary products and professional services to replace UN/NSCS's current student information systems. Hardware specifications are also requested.

This RFP is aimed at the procurement of a robust student system with web self service applications, along with a portal solution that will provide a single common point of entry to all applications on each campus. The proposed modules should share the use of an integrated, relational database management system.

UN/NSCS will procure services as needed for training, functional consulting, project management, data conversion, software customization, maintenance, and other services. To this end, UN/NSCS is seeking creative responses that will address the following:

- Replacement of the current legacy SIS system(s) with a new state-of-the-art system
- Implementation of this system
- Provision for long term maintenance of the proposed system
- A plan for all tasks associated with migration from the legacy systems to the complete installation of the proposed system
- Training in the use of the proposed system
- Hardware configuration with alternate cost proposal of same

The remainder of this section of the RFP will describe in general terms the scope of work for the following items: 1) Desired SIS components and ancillary software, 2) Desired implementation services, and 3) Desired training services.

B. SIS Components and Ancillary Software

The Bidder's proposed SIS software should include all modules for Student, Portal, Document Imaging, Reporting, Workflow and Data Warehousing systems. The system should comply with industry-based privacy, financial and security regulations and standards (e.g. FERPA, HIPAA, PCI and Sarbanes-Oxley).

The proposed system should improve UN/NSCS's current environment by:
1. Replacing multiple, disconnected databases with a single, integrated system encompassing all the major functional areas of UN/NSCS
2. Providing a more "user-friendly" system that will improve the user experience for students, faculty, staff and alumni;
3. Improving the accuracy, availability and security of critical system data
4. Automating and streamlining processes that will eliminate manual and duplicate efforts
5. Interfacing with existing UN/NSCS systems listed in Attachment E.

The specific components of a SIS solution for UN/NSCS are listed below:

Student Records. The system solution must support a wide range of Student Records functions such as transfer credit evaluation/course equivalency, registration, degree audit, self-service access for students and faculty, electronic transcripts, course inventory, grading, advising, institutional calendar, schedule production, and graduation. Further, the system should have the flexibility to meet the varying needs of undergraduate, graduate, professional, and non-degree students.

Student Finance. UN/NSCS seeks a fully automated system that will fulfill the needs of distinctly individualized campus billing offices, including but not limited to student billing, third party billing, cash receipting and account receivable tracking and aging.

Financial Aid. The Financial Aid module must provide an automated and fully integrated Financial Aid Management System that fully supports all federal and private student loan programs and is in compliance with applicable federal, state, and institutional laws, regulations, statutes and policies.

Admissions. The Admissions module must support all aspects of student recruitment, event management, admissions data processing, and application processing.

Portal.   UN/NSCS seeks a portal solution that can enable prospects, students, faculty, staff and parents access to campus branded web based services.

Workflow.   UN/NSCS seeks a workflow engine, workflow modeling and workflow definition tool that will allow UN/NSCS campuses to automate many multi-step academic processes.

In support of workflow, UN/NSCS seeks a comprehensive integrated **Document Imaging** system that will allow UN/NSCS campuses to automate many multi-step academic processes.

Data Warehousing and Reporting. UN/NSCS seeks a data warehousing and reporting solution that will provide the seamless transition of accurate transactional data into a warehousing environment to facilitate timely reporting and analysis needs of institutional administrators and staff at campus and system levels.

Portfolios. UN/NSCS seeks a Portfolio solution that is a confidential and secure tool that students can use to record progress in their academic program, archive documents, videos, and other media, and share and view information with others.

C.   A Note on Detailed Requirements Via DecisionDirector

All bidders must report detailed functional and technical capabilities of their proposed student solutions by filling out the DecisionDirector toolset from Advantiv. This tool, which has been used in a number of vendor selection projects in higher education, is a web-based solution for recording the current capabilities of Student ERP products in the marketplace. Instructions for accessing this toolset are in *Attachment H* of this solicitation.

D.   Implementation Services

UN/NSCS is seeking the most cost efficient implementation which addresses individual campus needs while also addressing consolidated reporting and decision making. In an effort to obtain the most cost efficient implementation, UN/NSCS will accept proposals from independent implementation service providers for all or part of the implementation services.

All implementation providers may offer their own implementation services or they may elect to use a 3rd party for some or all the modules procured. If 3rd parties are offered as an implementation solution, the implementation provider will be accountable for the quality and timeliness of the services rendered by the 3rd party. In addition, the implementation provider should identify the specific nature of 3rd party services and the reasons why they are being offered.

E. Training Services

The scope of work for this project includes a strategy and methodology for training which best suits the complexity and size of UN/NSCS. Bidders will be asked to describe their proposed project team training, technical team training and end user training solutions.

V. Qualifications and Award Criteria

A.   Qualifications

UN/NSCS will evaluate the Bidder's ability to fulfill its proposed solution based upon specified qualifications, references and overall viability of the company. In particular:

1. The proposed Student System modules (or predecessor versions of those modules) should normally be in full production at a minimum of five (5) higher education institutions for at least three (3) years. Proposed modules not meeting this standard must be clearly identified along with supporting details on successful implementation.

2. There is evidence that the proposed software has been successfully implemented and used in comparable institutions of like size and complexity, ranging from the smaller Nebraska institutions to the larger Nebraska institutions.

3. The proposed Student System modules have been successfully employed in one or more Academic Medical Center settings.

UN/NSCS will conduct detailed reference checks for current and recent clients.

UN/NSCS will examine current and past financial statements, key personnel resumes, and long-term viability of Bidder's company and products (as detailed in a later section of this solicitation).

B.   Evaluation Factors

UN/NSCS will evaluate each Bidder on the basis of the following criteria by reviewing the bidder's response and references.

1. **Functionality** - An evaluation of the degree to which the vendor solution meets the requirements of the various institutions and campuses to include the ability to interface with currently installed applications.

2. **Cost Effective and Efficient** - An evaluation of total cost of ownership to include software licensing, hardware acquisition, training, consulting, ongoing maintenance, and costs for using the system.

3. **Reporting Needs and Decision Support** - An evaluation of the extent to which the vendor solution provides increased capacity for data collection, analysis, and decision-making at all levels.

4. **Viability and Reliability** - An evaluation of the vendor's financial stability, viability, commitment to higher education, track record of client satisfaction, reputation and ability to deliver on time.

5. **Implementation** - An assessment of the implementation support the bidder provides for transition, timely implementation, conversion, migration, project

management, training, consulting and integration, as well as an evaluation of the bidder's implementation strategy.

6. **Ongoing Support and maintenance** – An evaluation of the bidder's ongoing commitment to their products and solutions in regards to training, documentation, product enhancement, product maintenance, technological advances, research and development and user conferences.

7. **Technical Needs** – An evaluation of the bidder solution's overall architecture design, the tools and skills required to maintain the application to include application flexibility, adaptability and scalability.

8. **Security and business continuity capabilities** – An evaluation of the bidder solution's data and operational access control, and survivability and recovery of component or comprehensive system failure caused by hardware, software, or natural disaster.

C. Evaluation Process

The evaluation process will be carried out in three phases. The final recommendation of the bidder of choice will be made by a panel of representative UN/NSCS stakeholders.

Phase I: Analysis
The first phase will consist of an examination of the Qualifications of the Bidder (see section A above). If these are met, then the panel will proceed to (1) analyze the RFP responses from each bidder, (2) analyze the reference check information of current and recent users of the software solution, (3) analyze the fit-gap data from the output of the DecisionDirector toolset, and (4) rate each bidder on the evaluation criteria outlined above by the panel of representative UN/NSCS stakeholders.

Phase II: Presentations and Demonstrations
All of the Bidders will be rank ordered on the basis of the criteria of Phase I, and one or more Bidders will be invited to participate in Phase II. Phase II of the evaluation process will involve presentations and product demonstrations.

Phase III: Final Decision
The performance from the demonstration phase as well as the evaluations from the analysis phase will be used by a panel of representative UN/NSCS stakeholders to make a recommendation on the best-fit vendor to the NU President and NSCS Chancellor.

D. Award Criteria for System Implementers

Implementation firms who are not partnered with an ERP Software Firm are encouraged to submit proposals for implementation services. The criteria for evaluation system implementers will include such factors as:

- Total implementation costs

- The number and quality of similar implementations
- Experience with multi-institutional installations
- Financial viability of the firm
- Commitment of the firm to higher education
- Quality of work as reported in reference interviews
- Experience and caliber of key personnel assigned to the implementation
- Suitability of the proposed implementation strategy
- Quality of the transfer of knowledge plan

E. Evaluation Process for System Implementers

The evaluation process for system implementers will be similar to the process for ERP software providers. Based on an analysis of the RFP responses of system implementers, one or more firms may be asked to make a formal presentation and to answer questions about their proposal. The final recommendation for a system implementer will be made by a panel of representative UN/NSCS stakeholders.

VI. Cost Proposal

A. Costing Requirements

Cost proposals must be itemized and include all costs (e.g. recommended hardware platform, operating system, license fees, source code, object code, implementation and training, documentation, annual maintenance and support). Use format in *Attachment G*:*Total Solution Cost* to present cost proposal. Describe any project assumptions which in any way impacts cost. If different deployment model alternatives result in different costs, those differences must be identified.

Costs should be itemized by software module. If the majority of the modules are included in a base system, the included modules should be listed, along with the separate costs for the license fee, the installation/customization/ conversion costs for the package, the training for the package, and the annual maintenance fees over a five-year schedule. This breakdown should be repeated in detail for each and every optional or third party software module or any other optional service. **NOTE: CLEARLY INDICATE THOSE MODULES INCLUDED IN THE BASE SYSTEM.**

Provide a breakdown of hourly and monthly rates with all expenses included (travel and reimbursements) based upon consultant type level/skills, including all third parties, for all staffing levels needed for all tasks for implementation. If a third-party product is required to make this system operational, vendors are to provide a similar breakdown of hourly monthly rates with all expenses as well. It should be noted if these costs are to be different for individual modules. Please note if costs will be different for training versus consulting services.

Use *Attachment G: Total Solution Cost* to provide all cost detail. Bidder's cost proposal should provide line-item detail for specifics behind each summary line.

B. Payment Schedule

Bidders shall provide a breakdown of costs on a spreadsheet which will be supplied. The proposed breakdown should demonstrate that the bidder's cost summary reflects the most efficient and effective implementation for UN/NSCS. The strategy should be tied to measurable progress on an annual basis and provide for a payment hold-back for non-performance. A percentage of the whole should be reserved for final acceptance of each module which will be negotiated during the award period.

Please provide details on the types of performance-based incentives.

C. Financing Options

Please describe alternative financing options available to UN/NSCS.

VII. Required Response Format

The RFP response must be organized in sequence as outlined below. UN/NSCS prefers shorter responses rather than longer ones, and welcomes succinct and to-the-point answers.

A. Response Format for Student Software Bidders

The format below pertains to ERP software providers who will either be proposing the use of their own implementation services OR will be partnering with a system integrator firm as part of the same RFP response. This response format calls for responses to both software and implementation issues.

Listed below is the sequence and response format for Student Software Bidders. To aid in presentation and "flow," *some sections below may be included in whole or in part in an appendix.*

Bidder Acknowledgment Form

Enclose a signed copy of the Bidder Acknowledgment Form found on page 3 of this solicitation. Be sure to acknowledge receipt of all addenda.

Also, please understand that as part of the Bidder Acknowledgement Form, all respondents will verify that the answers that the Bidders provide via DD2 are complete, accurate, and final. Should an award be made, UN/NSCS anticipates making the winning bidder's response to the functional requirements a binding part of the eventual contract.

Executive Summary

Outline the key elements of your proposal response, not to exceed six pages.

Qualifications

Provide evidence that the Bidder has the following qualifications:
1. The Student modules must be in full production at a minimum of five (5) higher education institutions for at least three (3) years.
2. Bidder has demonstrable experiences with proposed Student System modules in comparable institutions of like size and complexity, ranging from the smaller Nebraska institutions to the larger Nebraska institutions
3. The proposed Student System modules have been successfully used in one or more Academic Medical Center settings

References

1. Please supply your <u>total client list of higher education customers running your total integrated SIS system,</u> detailing the version that is currently in production, the modules that are in production, the number of years that system has been in production along with the contact information for each client.

2. Provide a description of the top three (3) related customer implementations which most resemble UN/NSCS, detailing the version that is currently in production, the modules that are in production, the number of years that

system has been in production along with the contact information for each client.

3. List any failed projects or any clients within the last three (3) years that are no longer current clients. Provide a description of the system and modules that were in production, number of years in production and state the reason(s) why the project failed or why the client terminated the relationship.

Viability

1. Provide a description of your organization type (public corporation, private corporation, private company, limited liability corporation (LLC), etc.).

2. Provide a brief description of your corporate history, market segment(s), client base, and employee base.

3. Provide a copy of your most recent, audited, annual financial statement including a separate management letter.

4. Provide a disclosure of any judgments, including but not limited to: pending or expected litigation or other real or potential financial reversals that might affect the viability or stability of the corporations; or warrant that no such condition is known to exist.

5. Provide information regarding the long term viability of the products that are part of your proposed solution. Include commitments to Research & Development, functionality enhancements, compatibility to industry standard changes (i.e., SOA, Vista), and integrations to 3rd party solutions.

6. Provide a description of where your current products are in the development lifecycle. Provide specifics on when the next scheduled upgrade will be released and how significant that release will be from an implementation or upgrade perspective for your current clients.

7. Identify Bidder's key personnel that will be assigned to this project and their professional qualifications. Include a resume for each and a description of their responsibilities/duties for this project.

8. Identify same information as stated above for key personnel of all proposed 3rd party business partners.

9. Identify Bidder's non-key personnel by number and areas of responsibility for this project.

Detailed Functionality Report Via DecisionDirector
All bidders must report detailed functional and technical capabilities of the proposed student solution by filling out the DecisionDirector toolset from Advantiv. DecisionDirector is a web-based tool that allows all software vendors to report on the current functional and technical capabilities. Instructions on how to access this toolset is given in *Attachment H* to this solicitation. The time period for access to the DecisionDirector toolset is given in Section I. Schedule of Events.

Narrative Descriptions of Functional Capabilities
The following student system modules are listed below: Student Records, Student Finance, Financial Aid, and Admissions. Also listed below are the following

modules: Portal, Workflow and Document Imaging, Data Warehousing and Reporting, and Portfolios.

For each module listed below, describe how your student solution and ancillary software addresses all the processes and functionality listed. Please address each numbered item in the order presented.

In addition,
- Describe in detail how the proposed solution will improve and integrate all the major functional areas and how it will streamline current practices and eliminate duplicate efforts.
- Provide a complete description of the base system for each area, specifying the version being proposed, and a detailed description of the scalability and optional modules that may be available for each system.
- Provide a complete description of 3rd party systems for each area, specifying version being proposed.
- Provide a fully detailed description of the security features for all system data in each module.
- Provide a detailed explanation of how your proposed system will interface with current UN/NSCS systems as described in Attachment F: Current Software Systems. Additionally propose a replacement for current UN/NSCS systems if available.
- Identify gaps of which you are aware in your proposal and UN/NSCS's functional and technical capabilities and / or business challenges. Propose how those gaps will be resolved and maintained over time.

Student Records. The system solution must support a wide range of Student Records functions such as transfer credit evaluation/course equivalency, registration, degree audit, self-service access for students and faculty, electronic transcripts, course inventory, grading, advising, institutional calendar, schedule production, and graduation. Further, the system should have the flexibility to meet the varying needs of undergraduate, graduate, professional, and non-degree students.

Describe how your Student Records module meets the following needs:
1. Meet all applicable Federal and State regulatory requirements in terms of transaction processing, audit trail, and reporting.
2. Allow for multiple user-defined fields, processing flags, and production codes.
3. Support planning functions such as "what if" projections for a range of users (students, advisors, academic department heads, and administrators)
4. Be indexed to allow fast, easy retrieval of information by student, class, and aggregate account
5. Be capable of a wide range of reporting functionality by numerous departments and individuals including the ability to create customized reports, real-time reports, ad hoc queries, etc.
6. Support multiple ways of doing business and processing rules that can be tailored without special programming to meet individual campus business needs.

7. Support workflow and two way electronic transfer of transcript data
8. Support efficient data entry into the system by utilizing field defaults and minimizing the number of areas that a user would need to enter data for typical processes
9. Provide a solution which allows flexibility for each campus to fulfill their unique missions and support business needs,
10. Have a highly developed and flexible security system capable of distinguishing between update, browse, and no-access at the data element level further separated by campus, college, and program of study.
11. Be capable of employing data encryption for security in the electronic transmission of information to and from internal and external entities
12. Include self-service applications that are intuitive for casual users including students and faculty, without extensive training. "Point and click."

Student Finance. UN/NSCS seeks a fully automated system that will fulfill the needs of distinctly individualized campus billing offices, including but not limited to student billing, third party billing, cash receipting and account receivable tracking and aging.

Describe how your Student Finance module meets the following needs:
1. Provide structured e-bill processing, but also provide account selection for paper bill delivery. Demonstrate a robust on-line service center where students can view their balance and account activity, enter direct deposit information, make on-line payments and view 1098T tax reporting information.
2. Integrate with cashiering point of sale (POS) systems and act as a receipting system for campuses without POS.
3. Be fully integrated with Financial Aid, Student Records, Admissions and Housing. Component Systems must accommodate for a diverse set of tuition and fee assessment rules that will include consolidation of billing for non-student account transactions on a monthly basis for one campus, while allowing others to bill for only student account activity on a more varied schedule.
4. Provide a third party billing system that allows for a diverse set of rules according to contractual agreement and provides a functional billing statement.
5. Provide accounts receivable tracking can be available by both number of days and number of terms that an account is past due.
6. Provide for policy changes that can be made for a single campus without negatively affecting the functionality of others

Financial Aid. The Financial Aid module must provide an automated and fully integrated Financial Aid Management System that supports all federal and private student loan programs and is in compliance with applicable laws, regulations, statutes and polices federal, state, and institutional.

Describe how your Financial Aid module meets the following needs:
1. Accommodate an implementation model for a multi-campus system.

2. Be used to effectively administer, in compliance with applicable laws, regulations, statutes and policies federal, state, and institutional financial aid programs for a multi-campus system that varies significantly in student body makeup and mission.
3. Provide support for numerous third party funds, and the management of federal work-study programs and facilitate the management of veteran's services benefits.
4. Fully support all federal and private student loan programs.
5. Allow for campus based financial aid process modifications, when necessary, without those modifications affecting the other campuses.
6. Accommodate the reporting function in a multi-campus environment.
7. Demonstrate a robust on-line service center where students can apply for financial aid, accept awards, and view their financial aid status and account activity

Admissions. The Admissions module must support all aspects of student recruitment, event management, admissions data processing, and application processing.

Describe how your Admissions module meets the following needs:
1. Support all aspects of student recruitment, event management, admissions data processing and, application processing.
2. Have the adaptability to fit current workflow and existing business practices of each individual campus/institution.
3. Support common/shared processes as well as allow the flexibility for modifications at the campus/institutional level as determined by their unique needs and operations.
4. A robust on-line service center where students can apply for admission and view their admissions status including both undergraduate and graduate based application processes.

Portal. The portal solution must enable prospects, students, faculty, staff and parents access to campus branded web based services.

Describe how your Portal module meets the following needs:

1. Provide an integrated and scalable academic solution enabling prospects, students, faculty, staff and parents access to campus branded web based services.

2. Have self-service functionality,

3. Allow access through the portal to other software in the total proposed solution

4. Allow commercial and custom campus based systems to use the portal through industry standards such as WSRP and JSR-168.

5. Allow e-mail systems to integrate with the portal.

6. Use industry standards to interact with campus based Identity Management systems for authentication and authorization.

Workflow. The workflow solution must provide a workflow engine, workflow modeling and workflow definition tool that will allow UN/NSCS campuses to automate many multi-step academic processes.

Describe how your Workflow solution meets the following needs:

1. Provide for the automation of business processes through the use of a workflow engine, workflow modeling and workflow definition tool that will allow UN/NSCS campuses to automate many multi-step academic processes independently without impacting other campuses.

2. Use campus and the universities currently installed Sun identity management system for authentication and authorizations.

3. Provide separate workflow definitions by campus to accommodate different sized admissions, records, financial aid, and student accounts offices

4. *Document Imaging*. As part of workflow, a comprehensive integrated document imaging system encompassing all of the major student service offices on each campus has the potential to streamline current processes and eliminate a great deal of manual labor. The document imaging solution should:

   a. Have an optional imaging component that is Web based, fully integrated into the security structure of the Student Information System and operating system independent (Mac, Windows or Unix).
   b. Eliminate all of the current paper based student files that exist within Undergraduate and Graduate Admissions, Student Accounts, Scholarships and Financial Aid and the Student Records office from the point of implementation forward with the ability to include past records if desired after the implementation period.
   c. Have virtually unlimited capability to store, index and retrieve archival quality images of these vital records.
   d. Document imaging and workflow solutions currently used, or being evaluated at UN/NSCS should be considered for ease of integration or as potential solutions

Data Warehousing and Reporting. The data warehousing and reporting solutions must provide seamless transition of accurate transactional data into a system-wide warehousing environment to facilitate timely reporting and analysis needs of institutional administrators and staff at campus and system levels:

Describe how your Data Warehousing and Reporting solution meets the following desired functionality:

1. Provide data warehousing and reporting capabilities to include a seamless interface and accurate migration of transaction data to a Bidder supported data warehouse.
2. Include the steps to schedule and maintain data warehouse processes that result in easily accessible data;
   Provide report writing capabilities that range from daily transaction

reporting as well as complex multi-level and multi-dimensional querying and reporting, covering a wide range of export and report capabilities utilizing a flexible, intuitive report builder.
3. Have the ability to migrate specifically to SQL server database
4. Facilitate access to and analysis of longitudinal and cross-term data.

Portfolios. The portfolio must provide a confidential and secure tool that students use to record progress in their academic program and reflect on their work.

Describe how your Portfolio solution meets the following needs:
1. Allow a student to create artifacts and see faculty feedback and scores/ratings.
2. Have artifacts that can be defined by the colleges/departments to demonstrate competencies in certain areas.
3. Allow students to archive documents, videos, and other media.
4. Allow students to share and view and edit information with others.
5. At a higher level, allow the department or college to define learning outcomes and may extract information to demonstrate that student learning aligns with goals stating what students should be able to do.
6. Allow students to see the relationships of enrolled courses with outcomes and the academic path(s) they have chosen.
7. Allow students to create marketing or professional portfolios at the end of their academic programs to demonstrate competencies to future employers.

Narrative Descriptions of Technical Capabilities
Provide succinct answers to the following questions regarding the technical capabilities of your proposed student solution.

1. Based on functional and technical requirements identified, provide detailed descriptions of cost-effective hybrid architecture choices your solution can provide for our multi-campus institution. Describe the advantages and disadvantages of each architecture choice and your total proposed recommendation.
2. Provide references of other universities that have deployed your current production version software suite for each architecture choice identified. References must have deployed within the last 3 years and should be from multi-campus university systems that include an academic medical center. The Bidder shall also provide the number of current multi-campus university customers that are deployed using the architecture choices identified.
3. Provide a detailed description of your solution's system architecture. Description should include, but not be limited to, an architecture drawing showing system dependencies, system interactions, and how end users interact with the system.
4. Describe in detail your solution's current software architecture, such as, but not limited to, programming languages and frameworks used, software tools, middleware software, operating systems and databases. Identify when you first adopted each of these architecture components. Explain the technical skills required to support your solution. Discuss any planned changes to your current software architecture in the next 3-5 years.

5. Describe how your architecture can use the high speed fiber connections between the UN/NSCS campuses to ensure high system availability.
6. Describe how your architecture will ensure that system failures or performance issues at one UN/NSCS campus, will not impact system services at the other campuses.
7. Describe how your architecture will allow for individual campuses to apply updates (e.g. Federal Regulations and DB upgrades), without adversely impacting all UN/NSCS campuses.
8. Describe how your architecture will support the integration of a system-wide data warehouse and operational data stores and data warehouses for individual campuses. Also, describe options for Business Intelligence software tools and the advantages and disadvantages of each.
9. Describe how both software modifications and customizations are implemented in your solution.
10. Describe how your architecture allows for campus based custom process modifications and customizations in a multi-campus University system, without those modifications or customizations affecting the other UN/NSCS campuses.
11. Describe how your architecture enables integration with already existing campus and system based services (e.g., Identity Management Systems, Blackboard, eCollege) and how SIS data can be shared among UN/NSCS campuses.
12. Describe how your architecture enables integration with the University's SAP ERP system and how data and business processes will interact with this system

Recommended Hardware
1. Provide listing of all hardware and software (including third party) necessary to implement total proposed solution using criteria stated in the Technical Information section. Include any environmental requirements.
2. Bidder may elect to propose alternative configurations representing different hardware manufacturers and/or platforms. For each configuration, include any supplemental recommendations with corresponding advantages and disadvantages of each. All configurations must meet or exceed requirements as stated. Proposed configuration should list all servers needed to implement total solution and should provide fault tolerant/high availability solution with system and disk capacity for 3-year growth. Proposal should also include solution architecture drawings.
3. Cost detail should be expressed in the Cost Proposal only. See *Attachment I: Hardware Configuration for required outline*.

The UN/NSCS reserves the right to purchase hardware as a component of the proposed solution from the selected Bidder, or to purchase independent of the contract award for software and implementation. Cost of each configuration should be expressed in the Cost Proposal only.

Implementation Strategy
UN/NSCS understands that implementation costs are the single largest budget category of any ERP implementation. UN/NSCS thus encourages bidders to

submit implementation strategy alternatives that are creative and will result in the most productive approaches for software implementation.

Discuss the implementation strategy for UN/NSCS, to include installation of all software and components, with a detailed list of the work requirements necessary to perform the needed "due-diligence" to create a final implementation plan including:

1. The implementation proposal must be specific as to the geographic organization of the project implementation team and the work anticipated to be done at individual campus locations or in a centralized project team location. If the Bidder elects to propose alternative project implementation structures, the proposed cost of each alternative must be clearly identified.
2. Describe the tasks required, complete from contract signing to installation and acceptance. Include the process proposed for data conversion, installation, testing and pilot as appropriate for all implementation models identified in your proposal.
3. Provide a projected implementation schedule, including timeline, milestones, and deliverables for each proposed methodology.
4. Provide "total hour requirement" with details broken out for each major component (Student, Portal, Document Imaging, Reporting, Workflow, Data Warehousing, and Technical). Bidder should note expectations regarding travel time for trainers or consultants.
5. Provide a detailed staffing implementation schedule clearly showing who is responsible for high-level project components, e.g., training, and what major tasks will be performed by UN/NSCS and by the Bidder.
6. Describe any technical and functional consulting that is being proposed.
7. Provide breakdown of consultant type, level/skills including experience level, accreditation, or certification required for each task.
8. Identify any third-parties to be used for consulting services, plans for outsourcing, and identify any existing arrangements with consulting firms or subcontractors, if applicable.
9. Describe exactly what will be included and considered "hours worked."
10. Bidder should confirm the understanding that UN/NSCS will pay only for hours used.
11. Bidder should validate the right of refusal of individual consultants by UN/NSCS.
12. Describe any project assumptions which in any way impacts scope or schedule.

Recommend Training Solutions
1. Describe your strategy, methodology and plan for training on the proposed system, which best suits UN/NSCS's organizational complexity and size, during implementation and throughout the life of the product.
2. Include detailed recommendations for training methods, materials, trouble-shooting resources, benchmarks to monitor progress, and a proposed time-line. Please also discuss alternative training strategies targeting lower cost of execution with associated implications
3. Differentiate the description of your proposed training solutions in terms of project team training, technical team training and end user training

UN/NSCS and Bidder Roles and Responsibilities

Bidder should discuss critical roles to be provided by both the Bidder and UN/NSCS that delineate critical areas of responsibility tied to the overall success of this project. Please create a suggested project team organization ("Org" charts) with descriptions of the roles represented. Note where roles are Bidder filled, or UN/NSCS filled. Where Bidder starts in role and UN/NSCS ends up in that role talk about expected transition times. If alternative methods are included provide rationale for advantages and disadvantages of each method.

Bidder Project Assumptions

Bidder should discuss any project assumptions which in any way impacts Scope, Schedule, or Cost.

Bidders should demonstrate how functionality will be maintained for upgrades, modifications and other migration issues with particular attention given to how customized features will be cost effectively accommodated to preserve functionality.

Optional Product or Service Offerings

Discuss products which are not part of the proposed solution that may have additional documented benefits to the solution being proposed to UN/NSCS.

Third Party Products or Service Offerings

Bidder should discuss planned use of any 3rd party providers. Bidder will identify all key representatives of any 3rd party business partners identified in this proposal. Bidder understands that UN/NSCS will only be contracting with the Bidder and that any partner key 3rd party solutions executed via this agreement will be binding on the Bidder.

The University of Nebraska is currently upgrading its SAP system to version ERP 6.0 as detailed Attachment E for Financials and Human Resources /Payroll modules as well as customized implementation for multiple hourly rates associated with multiple positions, processing and reporting. Bidders should demonstrate capability to interact with, coordinate and optimize the data and reporting capabilities of SAP ERP 6.0.

Where practicable and feasible, UN/NSCS has operated with the goal of self sufficiency for all current technical environments, including those involving integrating, interaction or interoperability with third party providers. Likewise, Bidders should demonstrate the capability for UN/NSCS to obtain knowledge and develop the skills needed for self sufficiency, specifically including optimizing integration, interaction or interoperability with third party providers such as SAP etc.

Ongoing Support and Maintenance Program

1. Provide a detailed description of post-implementation support, including but not limited to the following: help desk, training, technical support, hours of availability, availability of on-site support, etc. Include descriptions of typical consulting requirements to implement upgrades.

2. Provide a detailed description of the overall maintenance process, specifically addressing the following:
    a. The usual schedule and methodology for providing minor periodic fixes (patches).
    b. The benefits, impacts, and schedules of major new releases and modules. State the circumstances under which such releases are mandatory or optional.
    c. How custom application modifications are accommodated in applying fixes or major releases.
3. Provide a description of any User Group organizations, which have formed around license and use of the proposed or related products. The Bidder shall include information on
    a. the number of clients,
    b. the number of university clients,
    c. the role of the group, if any, in guiding future releases of the product,
    d. the frequency with which the group meets,
    e. the organization and charter of the group, and
    f. the costs and other obligations associated with membership.

Additional Information
Provide any additional information that will help differentiate your proposal and make it easier to comprehend.

Costing Information
The costing information will be presented in a separate document and will include the Cost Proposal, the Payment Schedule, and Financing Options, as described earlier in this solicitation. In addition, bidders are required to complete the costing spreadsheet found in *Attachment G: Total Solution Cost*. **Costing information must be in a separate, sealed envelope and CD within the Bidder's bid response.**

B. Response Format for System Implementers
Listed below is the sequence and response format for Student System implementers. To aid in presentation and "flow," *some sections below may be included in whole or in part in an appendix.*

Bidder Acknowledgment Form
Enclose a signed copy of the Bidder Acknowledgment Form found on page 3 of this solicitation. Be sure to acknowledge receipt of all addenda.

Proposed Student Solution Services
Indicate which SIS product your firm proposes to provide implementation services. If your firm has the qualifications and the desire to provide implementation services for more than one of the Student ERP products in the market place, please so indicate.

Executive Summary
Outline the key elements of your proposal response, not to exceed six pages.

References

1. Please supply your <u>total client list of higher education customers for whom you have provided implementation services for an integrated SIS system.</u> Please list the clients separately for each Student ERP product you are proposing to provide services for on this project. For each client, provide details of the versions of the software that you have implemented and the number of years that the system has been in production, along with contact information for each client.

2. Provide a description of the top three (3) related customer implementations which most resemble UN/NSCS.

3. List any failed projects or any clients within the last three (3) years that are no longer current clients. Provide a description of the system and modules that were implemented and state the reason(s) why the project failed.

Viability

1. Provide a description of your organization type (public corporation, private corporation, private company, limited liability corporation (LLC), etc.).

2. Provide a brief description of your corporate history, market segment(s), client base, and employee base.

3. Provide a copy of your most recent, audited, annual financial statement including a separate management letter.

4. Provide a disclosure of any judgments, including but not limited to: pending or expected litigation or other real or potential financial reversals that might affect the viability or stability of the corporations; or warrant that no such condition is known to exist.

5. Identify Bidder's key personnel that will be assigned to this project and their professional qualifications. Include a resume for each and a description of their responsibilities/duties for this project.

6. Identify same information as stated above for key personnel of all proposed 3rd party business partners.

7. Identify Bidder's non-key personnel by number and areas of responsibility for this project.

Implementation Strategy

UN/NSCS understands that implementation costs are the single largest budget category of any ERP implementation. UN/NSCS thus encourages bidders to submit implementation strategy alternatives that are creative and will result in the most productive approaches for software implementation.

Discuss the implementation strategy for UN/NSCS, to include installation of all software and components, with a detailed list of the work requirements necessary to perform the needed "due-diligence" to create a final implementation plan including:

1. The implementation proposal must be specific as to the geographic organization of the project implementation team and the work

anticipated to be done at individual campus locations or in a centralized project team location. If the Bidder elects to propose alternative project implementation structures, the proposed cost of each alternative must be clearly identified.

2. Describe the tasks required, complete from contract signing to installation and acceptance. Include the process proposed for data conversion, installation, testing and pilot as appropriate for all implementation models identified in your proposal.
3. Provide a projected implementation schedule, including timeline, milestones, and deliverables for each proposed methodology.
4. Provide "total hour requirement" with details broken out for each major component (Student, Portal, Document Imaging, Reporting, Workflow, Data Warehousing, and Technical). Bidder should note expectations regarding travel time for trainers or consultants.
5. Provide a detailed staffing implementation schedule clearly showing who is responsible for high-level project components, e.g., training, and what major tasks will be performed by UN/NSCS and by the Bidder.
6. Describe any technical and functional consulting that is being proposed.
7. Provide breakdown of consultant type, level/skills including experience level, accreditation, or certification required for each task.
8. Identify any third-parties to be used for consulting services, plans for outsourcing, and identify any existing arrangements with consulting firms or subcontractors, if applicable.
9. Describe exactly what will be included and considered "hours worked."
10. Bidder should confirm the understanding that UN/NSCS will pay only for hours used.
11. Bidder should validate the right of refusal of individual consultants by UN/NSCS.
12. Describe any project assumptions which in any way impacts scope or schedule.

Recommend Training Solutions
1. Describe your strategy, methodology and plan for training on the proposed system, which best suits UN/NSCS's organizational complexity and size, during implementation and throughout the life of the product.
2. Include detailed recommendations for training methods, materials, trouble-shooting resources, benchmarks to monitor progress, and a proposed time-line. Please also discuss alternative training strategies targeting lower cost of execution with associated implications
3. Differentiate the description of your proposed training solutions in terms of project team training, technical team training and end user training

UN/NSCS and Bidder Roles and Responsibilities
Bidder should discuss critical roles to be provided by both the Bidder and UN/NSCS that delineate critical areas of responsibility tied to the overall success of this project. Please create a suggested project team organization ("Org" charts) with descriptions of the roles represented. Note where roles are Bidder

filled, or UN/NSCS filled. Where Bidder starts in role and UN/NSCS ends up in that role talk about expected transition times. If alternative methods are included provide rationale for advantages and disadvantages of each method.

Bidder Project Assumptions
Bidder should discuss any project assumptions which in any way impacts Scope, Schedule, or Cost.

Optional Service Offerings
Discuss products which are not part of the proposed solution that may have additional documented benefits to the solution being proposed to UN/NSCS.

Third Party Service Offerings
Bidder should discuss planned use of any 3rd party providers. Bidder will identify all key representatives of any 3rd party business partners identified in this proposal. Bidder understands that UN/NSCS will only be contracting with the Bidder and that any partner key 3rd party solutions executed via this agreement will be binding on the Bidder.

Ongoing Support and Maintenance Program
1. Provide a detailed description of post-implementation support, including but not limited to the following: help desk, training, technical support, hours of availability, availability of on-site support, etc. Include descriptions of typical consulting requirements to implement upgrades.
2. Provide a detailed description of the overall maintenance process, specifically addressing the following:
   a. The usual schedule and methodology for providing minor periodic fixes (patches).
   b. The benefits, impacts, and schedules of major new releases and modules. State the circumstances under which such releases are mandatory or optional.
   c. How custom application modifications are accommodated in applying fixes or major releases.

Additional Information
Provide any additional information that will help differentiate your proposal and make it easier to comprehend.

Costing Information
The costing information will be presented in a separate document and will include the Cost Proposal, the Payment Schedule, and Financing Options, as described earlier in this solicitation. In addition, bidders are required to complete the costing spreadsheet found in *Attachment G: Total Solution Cost.* **Costing information must be in a separate, sealed envelope and CD within the Bidder's bid response.**

VIII. Information for Bidders to Submit

A. Submittals and Bid Opening:

One original and _____40_____ copies, marked accordingly, and _80___ CD('s) of any proposal in response to this RFP must be received by UN/NSCS in the Office of University Services, UNL Purchasing Department, 1700 Y Street, University of Nebraska–Lincoln, Lincoln, Nebraska 68588-0645 **no later than March 18, 2008, 3:00 PM Central Time**. At that time, the proposals will be **opened publicly.**   No proposals received after the opening time will be considered. Bidders may be requested to provide an electronic copy of their proposals.   All proposals submitted, along with any exhibits, addenda or modifications shall be the property of UN/NSCS.

B. Submitting of Proposal:

Mail: Each bidder is responsible for making sure their proposal is properly addressed/identified. In order to assure proper processing and receipt, your bid submittal should be returned in an envelope (or parcel) and delivered to/addressed as follows: **University of Nebraska–Lincoln, Office of University Services, Purchasing Department, 1700 Y Street, Lincoln, NE 68588-0645** along with the applicable "**RFP Number**" and "**Title of Bid**" to which you are responding.

In person: If you are delivering your proposal in person, it should be sealed, submitted and labeled in the above manner, and given to an authorized member of the Purchasing staff.

Bidder Questions, Clarifications, and Addenda Interpretation:

It is the responsibility of each bidder to become familiar with the project requirements. Lack of knowledge concerning the project requirements will not relieve bidders of the conditions required as responsive to this RFP.

Except in the course of the preliminary conference open to all interested parties, should one be held, no interpretation related to the requirements of this RFP will be made verbally to any bidder by UN/NSCS. Any request for bid interpretation shall be put in writing and faxed or e-mailed by the bidder and addressed to:

>   Gary L. Kraft, C.P.M.
>   Director of Purchasing
>   University of Nebraska–Lincoln
>   Lincoln, Nebraska 68588-0645
>
>   FAX (402) 472-2246
>   E-mail: unlpurchasing2@unl.edu and gkraft2@unl.edu

In order to be given consideration, any requests for interpretation must be received no later than February 15, 2008.   Any and all interpretations and any supplemental instructions provided by UN/NSCS shall be in the form of a written addenda to the Request for Proposal, which if issued, will be mailed, e-mailed or faxed to all known interested parties or bidders, or such other form of

communication as UN/NSCS deems reasonably likely to reach interested parties; provided however, that bidders who were notified of this RFP by accessing the UN/NSCS Purchasing Department website are responsible to check the website from time-to-time in order to inform themselves of any addenda to the RFP. The bidder, not UN/NSCS, is responsible to secure notification and delivery of any addenda. Failure of any bidder to receive any addenda or other information released by UN/NSCS after the initial distribution of this RFP shall not relieve the bidder from the obligations specified in addenda or other releases. All addenda shall be incorporated in the RFP to the same effect as if they were set out in the initial RFP release. Bidders must not contact UN/NSCS representative other than the Director of Purchasing as set for the above for any matters of or concerning this request.

The bidders are solely responsible for providing their correct mailing addresses, email addresses, and fax numbers for any response to inquiries. UN/NSCS is not responsible for lost or undeliverable responses.

Cost of Preparation:

UN/NSCS will not be responsible for any costs incurred in preparation of the bidder's proposal or associated product demonstrations.

Bidder Qualification:

UN/NSCS may make any investigations deemed necessary or request any documentation to evaluate the ability of the bidder to perform the specifications of this RFP. The bidder shall furnish UN/NSCS with pertinent information and data upon request. UN/NSCS reserves the right in its sole discretion to reject any bid based on the facts resulting from an investigation which indicate that a bidder: (a) is not properly qualified to carry out the obligations of any contract awarded; or (b) presents a public image not in keeping with the professional standards and reputation which Nebraska expects. Conditional bids will not be accepted.

Exceptions:

Any exceptions with respect to any requirement of this RFP must be specified in writing as part of the submitted proposal. Specific reference must be made to the paragraph numbers and other identifying criteria with respect to any exceptions proposed by the bidder. Generally, UN/NSCS will not look favorably upon the request for any exceptions. However, UN/NSCS recognizes that in certain instances, an exception may be appropriate, and therefore, will consider and reserves the right to grant exceptions when UN/NSCS deems such exceptions promote its best interests. Conditional bids will not be considered.

Public Information:

Bidders' names are public information at the time proposals are opened at the scheduled bid closing time. Until the successful bidder is determined and announced, UN/NSCS will treat all other elements of the proposals as confidential information, not subject to public disclosure. However, once the successful bidder is announced, the proposals will be treated as public information, except to the extent that any bidder gives UN/NSCS specific written notice of information it believes to be proprietary, commercial, a trade secret, or otherwise confidential,

unless otherwise required by law, e.g. judicial order. As a general matter, UN/NSCS considers most financial statements, if such are a required submission, to be proprietary. Pricing terms appearing in proposals are considered public information. If UN/NSCS is requested to disclose such confidential information, UN/NSCS shall undertake reasonable efforts, as would be expected from a public-entity, to promptly notify and assist the Bidder (at the Bidder's expense) in obtaining a protective order or other similar order and shall thereafter disclose only the information that is required to be disclosed. Bidder shall be chiefly responsible for providing the defense for any challenge to a decision to withhold information contained in a proposal, based upon bidder's identification of the information as not subject to public disclosure**.**

IX. Terms and Conditions

The information contained in this section is a partial listing of standard terms commonly appearing in contracts awarded by UN/NSCS.   All proposals are subject to these terms, unless otherwise explicitly stated.

1. General:

The specifications, terms, and conditions set forth in this RFP and any related award document shall be incorporated by reference, without Bidder exception, into any resulting contract between the UN/NSCS and the successful bidder. Any additional or different terms proposed by the successful bidder are not accepted, unless the same are expressly accepted in writing by UN/NSCS. The contract may not be changed in any way except by an instrument in writing signed by both parties. The contract cancels and supersedes any prior understandings or agreements between the parties with respect to the subject matter hereof. Failure of any party to enforce its right under the contract shall not constitute a waiver of such rights or of any other rights under the contract.

2. Termination for Cause:

UN/NSCS may terminate the contract at any time if the successful bidder fails to carry out its terms or fails to make substantial progress toward the fulfillment of those terms. In such an event, UN/NSCS shall provide the successful bidder with a thirty (30) day written notice of the terms in breach.   If after such notice, the successful bidder fails to remedy the breach within those 30 days, UN/NSCS may immediately cancel the contract.

3. Contract Assignment:

Contracts granted pursuant to this RFP shall not be transferred or assigned without prior written consent of UN/NSCS.

4. Indemnity, General and Patent:

The successful bidder shall indemnify and save harmless UN/NSCS and its respective officers, agents and employees from and against any and all liabilities and losses whatsoever, including without limitation, costs and expenses in connection therewith, on account of, or by reason of, injury to or death of, any person whosoever, or loss of or damage to any property whatsoever, suffered or sustained in the case of, or in connection with, the performance of the contract, except for that liability and loss arising from the acts or omissions of UN/NSCS or its agents.

With respect to anything provided to UN/NSCS by the bidder pursuant to this RFP, the bidder shall indemnify the University and its respective officers, agents and employees against liability, including costs and attorney's fees for infringement of any United States patent, copyright, trade infringement or other intellectual property right arising out of the manufacture, delivery and use of such by UN/NSCS.

5. Governing Law; Venue:

The laws of the State of Nebraska shall govern any contract awarded to the successful bidder. Any dispute arising under any contract awarded, which is not settled by agreement of the parties, shall be resolved in forums (except for applicable federal appellate courts) located in the State of Nebraska.

6. <u>Force Majeure:</u>

Neither party to the contract shall be liable to the other for damages for any delay in performance arising out of causes beyond its reasonable control and without its fault or negligence, including without limitation: (1) fire, flood or water damage, elements of nature or other acts of God, including any of the foregoing that are harmful to electronic circuitry; (2) outbreak or escalation of hostilities, war, riots, or civil disorders in any country; (3) act or omission of the other party or any governmental authority, (4) labor disputes (whether or not the employees' demands are reasonable or within the party's power to satisfy), (5) non-performance by a third party (including any voice or data telecommunications common carrier), (6) failures or fluctuations in telephone, computer or other telecommunications equipment or lines or other equipment, (7) the real, potential, or credible threat of terrorist activity, or (8) a health emergency (e.g. serious outbreak of contagious disease such as a influenza pandemic) which in the judgment of UN/NSCS poses a serious threat to the public health. In the case of any such excusable delay, the non-performing party will be excused from performance of any affected obligation only for so long as the cause of the excusable delay prevails and such party continues to use commercially reasonable efforts to re-commence performance of its obligations as soon as possible; provided however, that the parties may mutually agree that such excusable delay is cause to cancel the contract in its entirety, in which case neither party shall be liable to the other for any further performance in relation obligations arising after cancellation.

7. <u>Compliance with Laws and Regulations; Gramm Leach Bliley; University of Nebraska Policies:</u>

This contract must comply with all applicable federal, state and local laws, specifically including all laws and regulations related to the protection and security of any personal information gathered by the successful bidder, such as the Gramm Leach Bliley Act implemented at the University of Nebraska by Presidential Executive Memorandum No. 26 which requires specific bidder contract provisions; and all other applicable policies of the University of Nebraska. Bidder agrees to indemnify UN/NSCS against any loss, cost, liability, or damage by reason of bidder's violation of any applicable law or regulation. Any successful bidder must be qualified to conduct the business necessary to the performance of the contract in the State of Nebraska throughout the duration of the contract term or any renewal thereof. The successful bidder shall obtain, at its own cost and expense, all necessary licenses, professional certifications and permits and shall assume the responsibility for and pay all applicable fees and all other taxes, which are now or may be imposed in the future by any governmental authority arising out of the conduct of bidder's business.

8. <u>Sexual Harassment:</u>

State and federal law, as well as the policies of the Board of Regents of the University of Nebraska, prohibit sexual harassment of members of the UN/NSCS

community. Sexual harassment includes any unwelcome sexual advance, any request for a sexual favor, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive environment. UN/NSCS contractors, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of UN/NSCS employees, students and other members of the UN/NSCS community. The employer of any person who UN/NSCS, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of any contract awarded hereunder to cause such person to be removed from the project site and from UN/NSCS premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

9. Drug Free Workplace:

The successful bidder agrees that in the performance of this contract, neither the bidder nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by the contract. UN/NSCS reserves the right to request a copy of the bidder's Drug Free Workplace Policy. The bidder further agrees to insert a provision similar to this statement in all subcontracts or services required in response to this RFP.

10. Weapons Policy:

Possession of dangerous weapons (concealed or unconcealed) on UN/NSCS property, on the work site, in UN/NSCS vehicles, or in personal vehicles when on UN/NSCS property shall be a violation of UN/NSCS policy. (A dangerous weapon shall include guns, knives, explosives, or any other device as determined by UN/NSCS, which in the manner used or intended is capable of producing death or bodily injury. Devices authorized by the Vice Chancellor for Business and Finance and/or provided to its employees for the purpose of carrying out work responsibilities shall not be deemed dangerous weapons for the purpose of this policy.) Violations of this policy shall make the offender subject to appropriate disciplinary action. Should UN/NSCS in its reasonable judgment determine that the bidder or its employee or agent has committed an act in violation of this policy, the bidder agrees as a term and condition of the contract awarded hereunder to cause such person and weapon to be removed from the project site and from UN/NSCS premises and to take such other action as may be reasonably necessary to ensure compliance with this weapons policy.

11. Equal Opportunity in Procurement and Contracts:

The UN/NSCS recognizes the importance of a strong culturally diverse business community and the positive impact that successful businesses have upon the people of the State of Nebraska. The UN/NSCS assumes a leadership role in actions that will provide business opportunities for all businesses in the State of Nebraska.

Accordingly, the UN/NSCS reaffirms its policy of providing equal opportunity to small business enterprises and to minority, disadvantaged and women owned business enterprises in all aspects of the UN/NSCS procurement and contracting activities. This includes procurement of contracts for operational supplies and equipment, construction projects and materials, service contracts

and License agreements. It is also the UN/NSCS policy that any person or business seeking the opportunity to do business with UN/NSCS shall not be discriminated against on the basis of race, color, religion, sex, national or ethnic origin, age, disability, marital status, or veteran status. UN/NSCS conducts its procurement and contracting activities in a manner designed to prevent unlawful discrimination. UN/NSCS policies are consistent with applicable state and federal laws and regulations prohibiting unlawful discrimination.

12.   Proprietary Information; Confidential Employee Information; HIPAA; FERPA:

It is to be expected that the parties to the contract may find it necessary to reveal certain proprietary information to each other. The contract may, when proprietary information is exchanged, include certain provisions to mutually protect against the use and disclosure of the proprietary information of each party. In the unusual circumstance that the contract should result in the sharing of employee information protected by the law or University of Nebraska policy, information protected by the Health Insurance Portability and Accountability Act, information protected by the Family Educational Rights and Privacy Act of 1974, or any other information deemed confidential and protected by the law, the parties to the contract agree to maintain the confidentiality of such information to the extent and manner required by the law and University policy.

13.   Subcontractors:

The successful bidder shall not subcontract all or substantially all of any facet of the Proposal without the prior written approval of UN/NSCS.   The successful bidder shall be fully responsible for the acts and omissions of its subcontractors and of the persons directly or indirectly employed by them. Every subcontractor shall be bound by the terms of any contract awarded under this RFP; provided however, that no contractual relationship shall exist between any subcontractor and UN/NSCS, unless it is evidenced in a separate contract independent of the contract with the successful bidder.

14.   Legislative Funding Out Clause:

Notwithstanding any provision in the contract to the contrary, if the legislative body appropriating funds, does not allocate sufficient funds to allow UN/NSCS to make any periodic payment agreed to in the contract for any future fiscal period, UN/NSCS will not be obligated to pay the contract balance remaining at the time of the governmental funding short-fall.

15.   Parking:

UN/NSCS shall not be responsible for providing parking for successful bidder's parking needs. The successful bidder and/or its employees and agents will be solely responsible for any fines resulting from parking violations occurring on UN/NSCS property. It is recommended that the successful bidder and any temporary employees contact the Parking Services office at each campus to obtain permits.

16.   Building Rules and Regulations; Tobacco Use:

Employees of the successful bidder and any subcontractors shall comply with all UN/NSCS rules and regulations pertaining to conduct in UN/NSCS's facilities. UN/NSCS reserves the right to request the removal or replacement of any bidder or subcontractor employee who fails to comply with such rules and regulations.

All buildings and University owned vehicles on the UN/NSCS campus are tobacco-free. Use of tobacco products is not permitted inside any UN/NSCS facility. The successful bidder is expected to respect this tobacco-free policy and fully comply with it.

17. <u>Use of Premises</u>:

To the extent that any contract awarded requires the successful bidder or its employees or agents to be present on or within UN/NSCS's properties, then the bidder shall limit its presence and activities to such areas as are reasonably necessary in order to perform under the contract. The successful bidder shall take such precautions as are required to avoid damage to buildings, facilities, utilities, ground resources, trees and landscape amenities, and other properties adjacent to the bidder's activities within the scope of the contract and agrees to be responsible and/or carry out any repairs for which it is liable, as a result of its performance under the contract.

18. <u>Hazardous Waste Generated by Contractors</u>:

Any hazardous waste that is generated from the performance of any contract awarded shall be properly disposed of by the successful bidder in a timely fashion and in accordance with applicable hazardous waste laws and regulations. The cost for hazardous waste management and disposal is successful bidder's responsibility. Should UN/NSCS deem it prudent to dispose of any hazardous waste left on its property, as a result of the successful bidder's failure to meet its responsibilities, all costs associated with such disposal shall be deducted from any amount yet to be paid to the bidder and/or billed to the bidder. University Environmental Health Services is to be notified of all hazardous waste issues.

Any non-hazardous waste generated in the performance of this contract must be disposed of off campus by the successful bidder.

19. <u>Delivery; F.O.B.; Shipping</u>:

The successful bidder shall bear all costs of transportation, packing, crating, delivery, installation, storage, and service under warranty for any goods or related services, delivered pursuant to the contract. The successful bidder shall be responsible for and make delivery, including costs of delivery, cartage, temporary storage, off-loading costs, and insurance, F.O.B. destination. Unless otherwise specified, all shipments will utilize the best commercial practice to insure safe arrival at the UN/NSCS delivery point.

20. <u>Quantity</u>:

With respect to quantity of any good purchased under the contract, UN/NSCS need not accept any variation in quantity except as specified in the contract. Over-shipments may be returned to the bidder at its expense, which shall include

a reasonable cost for UN/NSCS handling, or be retained by UN/NSCS at no increase in price.

21. Inspection:

UN/NSCS may, at any time in the course of the contract, inspect and test materials and supplies being used in the performance of the contract, including at the point of manufacture. If inspection and tests are made on contractor's premises, contractor without additional charge, shall provide reasonable facilities and assistance for the safety and convenience of the testing/inspection personnel. Except as otherwise agreed in writing, all goods, equipment and supplies furnished under the contract shall be subject to final inspection and acceptance by UN/NSCS at the delivery destination.

22. Defective Goods or Work:

UN/NSCS, notwithstanding any prior acceptance, at its option, may reject or require prompt correction (in place or elsewhere) of any goods, equipment, supplies, or other work, which are defective in material or workmanship or otherwise fail to meet the requirements of the contract. All supplies furnished under the contract shall be subject to inspection at F.O.B. destination, and successful bidder shall be given notice of any defects, other than latent defects, within a reasonable time after receipt of the goods, equipment, and supplies, along with all records of delivery. UN/NSCS may, in addition to any rights it may have by law, prepare for shipment and ship the defective goods, equipment, and supplies to the successful bidder, require the successful bidder to remove them, or direct a correction in place. The expense of any such remedy shall be borne by the successful bidder, including any excess cost.

23. Liens:

Successful bidder warrants that it has title to any goods delivered under the contract and shall deliver same free of all liens, claims, and encumbrances.

24. Federal, State and Local Sales Taxes; Federal Excise Taxes:

Purchases made by UN/NSCS are exempt from the payment of State Sales and Use Taxes and Federal Excise Taxes. Certification of these exemptions will be provided to the successful bidder upon request.

25. Ambiguities:

Should the successful bidder perceive an ambiguity in the contract, the successful bidder shall request an interpretation from UN/NSCS before proceeding. If a successful bidder fails to make such a request, failure to perform with respect to the alleged ambiguity shall not be excused.

26. Recycling Policy:

When purchasing products, materials, or supplies for use, the University, when making such purchases shall actively pursue the purchase of products, materials, or supplies which are manufactured or produced with at least 10% post-consumer recycled materials. This policy shall not operate when it would result in the purchase of products, materials, or supplies that are of inadequate quality, not readily available or substantially higher in cost. It is the intent of the University to continually increase the percentage produced from post-consumer recycled material, and, to increase each year the types and variety of products, materials, or supplies purchased with post-consumer recycled material.

27. Contractor Identification:

The Contractor shall cause each of its employees or any person acting on behalf of the Contractor, while providing goods/services to the University under this Agreement and working on University property, to carry identification, with photo, showing that the individual is an employee or person acting on behalf of the Contractor. A badge worn outside of clothing is appropriate for this purpose. Such identification shall be produced upon request of any University representative, in order to confirm that the Contractor's representative is authorized to be present on University property and/or performing as authorized by the Agreement. Whereas campus security is of utmost importance, failure of any Contractor representative to produce the requisite identification upon request, shall be a material breach of the Agreement and shall be cause, at the discretion of the University, for immediate termination of the Agreement. For those who commonly wear a work uniform, such uniform shall be worn while providing the services related to this Agreement in order that the University may quickly and clearly identify Contractor's service representatives when necessary. A uniform, however, does not take the place of a photo identification badge.

28. Legal Relationship:

The contractor shall under no circumstances be considered as an agent or employee of UN/NSCS and shall have no right or authority to, in any manner, obligate UN/NSCS to any person or company except as authorized in writing by the UN/NSCS.

29. Use of UN/NSCS Names and Logos:

The contractor shall not use any UN/NSCS name, sign, logo, symbol, etc. for any purpose, without the prior written approval of UN/NSCS. Use of UN/NSCS brands generally requires licensing.

30. Improper Business Relationships, Contacts and Conflict of Interest Prohibited:

In connection with this RFP, each bidder shall ensure that no improper, unethical, or illegal relationships contacts, or conflict of interest exists between or among the bidders, UN/NSCS and any staff and faculty, and any other party to this RFP. UN/NSCS reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or

not bidder disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to UN/NSCS.

31.   Electronic and Information Technology Accessibility:

All electronic and information technology procurements, agreements, and contracts shall comply with Section 508 of the Rehabilitation Act of 1998 as amended.

32.   Right to use existing contracts:

UN/NSCS reserves the right to compare any aspect of a Bidder's response with any existing contracts available to UN/NSCS and select the contract or offer most advantageous to the University and/or the College System.

33.   Contingent pricing:

UN/NSCS anticipates fully comprehensive responses. However, nothing in this request for proposal or ensuing agreements between the parties will be deemed to create an exclusive or sole source "all requirements" relationship between the parties. UN/NSCS reserves the right to self supply or contract for the same or similar products and services with other vendors or suppliers at any time, and no proposal shall have any contingent or "tied" prices or discounts provided for exclusive or "all requirements" relationships, including any requirements to purchase goods and services in the future primarily from an bidder or any other particular source.

34. Form of Agreement:

The UN/NSCS will draft a customized and comprehensive agreement or agreements addressing the implementation of the SIS. UN/NSCS expects Bidders to include a base or core level implementation with the ongoing flexibility to include modules on an opt-in or opt-out basis or another deployment model in order to address the varying needs of the different users and technical environments. This flexibility should include the ability to maximize cost effectiveness at all times, including the ability to add or subtract users and modules with a minimum of administrative/legal requirements. Due to public procurement standards and the different legal entities involved, detailed payment terms, testing criteria, performance standards, and warranty information will need to be narrowly tailored to the implementing entity, and sometimes to subdivisions of the same. Bidders should demonstrate a willingness to accept customized contract terms. Bidders should not assume that vendor generated pre-printed form contracts or similar documents will meet the needs of the UN/NSCS. Nothing in this request for proposal or ensuing agreements shall be deemed a waiver of the sovereign immunity of the UN/NSCS.

35. Electronic Discovery.

Bidders should demonstrate an ability to respond effectively to electronic discovery requests and litigation holds related to electronically stored information, specifically including the ability to segregate "routine directory information" and redact information required by law to be kept confidential. Bidders should also be aware that the Board of Regents has determined that student email addresses

are not directory information and are not available for disclosure as public records.

X. Attachments to Solicitation

Attachment A: December 19, 2007 Letter to Governor Heineman

December 19, 2007

Governor Dave Heineman
State Capitol
P. O. Box 94848
Lincoln, NE 68509-4848

Dear Governor Heineman:

At your request, the University of Nebraska and the Nebraska State College System are pursuing a common student information system solution and the migration of the State Colleges to the University's SAP administrative/financial system. It is our hope that you will support our joint request for one-time funds next fiscal year to ensure success of these efforts, which are critical to the University and the State Colleges.

Both higher education systems proposed independent deficit requests which reflected our best estimates of software, hardware and implementation costs for separate student information systems. The State Colleges also requested additional funds for system components related to business intelligence and financial and human resources. Over the past two weeks, we have been working together to refine estimated costs and anticipated savings that would result from a single system serving the needs of both institutions. We are convinced this approach is a strategy worth pursuing and will result in considerable short-term savings and even greater savings in the future. Additional savings will result from the migration of the State Colleges to SAP next fiscal year.

We estimate a combined student information and administrative/financial system will result in cost savings of approximately $2.7 million or 11% next fiscal year alone. In the longer term, there are likely to be more substantial savings and efficiencies related to the implementation and maintenance of a single system rather than two separate ones. The amount of these future savings, which are not reflected in our estimate, will depend in part on commonalities in the system and standardization. For our planning purposes, and to achieve maximum future savings, we have assumed that business processes will be implemented in common and that the Department of Administrative Services has agreed that the State Colleges will operate as the University does in the areas of finance, budget and human resources.
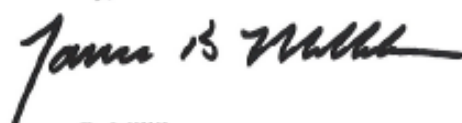
On behalf of the University of Nebraska and the Nebraska State College System, we respectfully submit a revised joint deficit request in the amount of $22,153,000. This reflects our estimated actual expenditures in the next fiscal year, not the total project cost.

Page Two
December 19, 2007

The total cost can be determined only after a vendor has been selected and an implementation plan has been put in place. Therefore, additional funding may be requested by the University, the State Colleges, or both as part of the biennial budget process. We will continue to refine our cost estimates as more information becomes available to us through the RFP process. To ensure proper accounting for the project, the State may want to consider earmarking appropriations based on each institution's share of the total project cost.

Thank you again for your leadership, your support, and your consideration of this request. Please let us know if you have questions or comments.

Sincerely,

James B. Milliken
President
University of Nebraska

Stan Carpenter
Chancellor
Nebraska State College System

Three colleges.
Thousands of opportunities.
NSCS
Nebraska State College System

Enclosure

JBM/dt

Attachment B: Board of Regents Resolution

November 5th 1999 BOR Meeting

Motion Moved by Schroeder and seconded by Allen to approve the
following resolution:

BE IT RESOLVED, the University of Nebraska Board of Regents reaffirms
and restates its position that all University of Nebraska
administrative computing systems, especially including but not limited
to student information systems (SIS), will be standardized and made
compatible, resulting in a virtually integrated enterprise.

The Board further directs that best business practices and ease of
interactivity will take precedence over individual campus practices.

The Board directs the President to empower the Chief Information
Officer to lead this effort and assume full authority and
responsibility in resolving these issues. The authority will also
extend to redirecting appropriate resources as required.

The Board will review progress toward this goal every six months with
an expectation that this goal will be met in twenty-four months with
regular six month reviews.

Discussion was held.

Action Student Opinion: Aye: Thomas, Hatt, Schuerman and Volin.
Voting Aye: Hassebrook, Miller, O'Brien, Schroeder, Skrupa, Wilson,
Allen and Blank.
Voting Nay: None.
Motion carried.

ATTACHMENT C: Faculty and Staff FTE for the University of Nebraska 2006

University of Nebraska Faculty and Staff FTE *by Employee Category, Full-Time/Part-Time Status, and Campus*								
Employee Category	**Status**	**UNK**	**UNL**	**UNMC**	**UNO**	**UNCA**	**NCTA**	**U-Wide**
Regular FTE								
Executive/Administrative	Full	36	224	75	35	22	1	393
	Part	4	6	1	1	1	0	12
	Total	40	230	76	36	23	1	405
Faculty	Full	309	1,533	750	499	1	11	3,103
	Part	7	91	72	128	0	2	299
	Total	316	1,624	821	627	1	13	3,402
Professional/Managerial (non-faculty)	Full	124	1,449	1,559	352	78	6	3,568
	Part	8	65	68	16	1	0	158
	Total	132	1,514	1,627	368	79	6	3,727
Clerical/Secretarial	Full	106	784	467	209	13	8	1,587
	Part	11	60	37	7	1	0	117
	Total	117	844	504	216	14	8	1,704
Technical/Paraprofessional	Full	8	167	168	8	15	0	366
	Part	0	12	12	3	1	0	29
	Total	8	179	180	11	16	0	395
Skilled Craft	Full	31	236	88	27	0	3	385
	Part	0	1	0	0	0	0	1
	Total	31	237	88	27	0	3	386
Service Maintenance	Full	71	655	135	166	0	7	1,034
	Part	4	30	6	1	1	0	41
	Total	75	685	141	167	1	7	1,075
Other	Full	0	0	0	0	0	0	0
	Part	1	0	0	0	0	0	1
	Total	1	0	0	0	0	0	1
Total Regular FTE	Full	685	5,048	3,242	1,296	129	37	10,436
	Part	35	265	196	155	5	2	658
	Total	720	5,313	3,437	1,451	134	38	11,094
Temporary FTE								
Executive/Administrative	Full	0	0	0	0	0	0	0
	Part	0	1	0	0	0	0	1
	Total	0	1	0	0	0	0	1
Faculty	Full	0	19	1	0	0	2	22
	Part	15	45	0	0	0	2	62
	Total	15	64	1	0	0	4	84
Professional/Managerial (non-faculty)	Full	0	89	1	0	0	1	91
	Part	6	14	2	1	0	0	22
	Total	6	103	3	1	0	1	113
Clerical/Secretarial	Full	1	111	0	0	0	0	112
	Part	0	48	2	0	0	0	50
	Total	1	159	2	0	0	0	162
Technical/Paraprofessional	Full	0	0	0	0	0	0	0
	Part	0	0	10	0	0	0	10
	Total	0	0	10	0	0	0	10
Skilled Craft	Full	0	0	0	0	0	0	0
	Part	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0
Service Maintenance	Full	1	0	0	0	0	0	1
	Part	0	0	0	0	0	0	0
	Total	1	0	0	0	0	0	1
Other	Full	0	0	0	0	0	0	0
	Part	13	0	5	0	0	0	18
	Total	13	0	5	0	0	0	18
Total Temporary FTE	Full	2	219	2	0	0	3	226
	Part	33	108	19	1	0	2	164
	Total	35	327	21	1	0	5	390

University of Nebraska
Faculty and Staff FTE
by Employee Category, Full-Time/Part-Time Status, and Campus

Employee Category	Status	UNK	UNL	UNMC	UNO	UNCA	NCTA	U-Wide
Student FTE								
Student/Work Study	Full	0	31	3	0	0	0	34
	Part	154	1,162	7	326	6	17	1,671
	Total	154	1,193	10	326	6	17	1,705
Graduate Teaching/Research	Full	0	0	0	1	0	0	1
	Part	21	776	101	85	1	0	983
	Total	21	776	101	86	1	0	984
Other	Full	0	6	0	0	0	0	6
	Part	0	48	0	1	0	0	49
	Total	0	54	0	1	0	0	55
Total Student FTE	Full	0	37	3	1	0	0	41
	Part	175	1,986	108	412	6	17	2,703
	Total	175	2,023	111	413	6	17	2,744
Casual/Other FTE								
Faculty	Part	0	0	0	0	0	0	0
Professional/Managerial (non-faculty)	Full	0	0	0	0	0	0	0
Other	Full	1	12	14	4	0	3	34
	Part	13	13	31	58	2	2	118
	Total	14	25	44	62	2	5	151
Total Casual/Other	Full	1	12	14	4	0	3	34
	Part	13	13	31	58	2	2	118
	Total	14	25	44	62	2	5	151
Grand Total FTE								
	Full	688	5,316	3,260	1,301	129	43	10,737
	Part	255	2,372	354	626	13	22	3,643
	Total	943	7,688	3,614	1,927	142	65	14,379

ATTACHMENT D: Faculty and Staff FTE for the State College Institutions

	Full-time Equivalent Permanent Employees	Faculty Only
Chadron	305	104
Peru	169	51
Wayne	369	132
System Office	8	0
TOTAL:	851	313

Attachment E: Current Technical Environments

Part 1: NSCS Information Technology Profile

Current Computing Systems

Chadron

Current Computing Environment
Administrative Software

SunGard: Hardware: DEC AXP DS20 running Open VMS v7.3
- V 1.14   Series Z - ZSS
- V 1.20   Student System (SIS Plus) (Shared Components, Admissions, Billing/Bursar, Financial Aid, Oncourse, SEVIS, Student Records)
- V 2.21   Advancement (ADS Plus)
- V2.10   Focus Express

SunGard   Hardware: Dell Servers running Windows 2000 Server
- V 3.3.3.79   Luminis Portal (iPlanet)
- V 2.2.1   Integration Components for Campus Pipeline (Luminis)

SunGard   Hardware: Dell Servers running Windows 2003 Server
- V 1.20   Faculty & Advisor Self-Service (Web for Faculty/Advisor)
- V 1.20   Student Self Services (Web for Students) Touchnet
- V 4.6   Credit Card Payment Gateway

IBI   Hardware: DEC AXP DS20 running Open VMS v7.3
- V 6.9.3   Focus (mainframe version) In-House Applications Payroll & Employee monitoring system utilizing SQL Server on Windows 2003 Server Both interface with NIS & the Data Warehouse

Data Warehouse utilizing SQL Server on Windows 2003 Server
Contains SIS data and interfaces with in house Payroll & Employee system
St. of Nebraska
Nebraska Information System (NIS) Internet hosted solution providing Finance, Budget, and Human Resources functionality

EMAS
Admissions recruiting software application

eCollege
Web based Learning/Course Management System

Desktop
Windows Active Directory domain is implemented and running on Windows 2003 servers. All employees and students are provided an Active Directory account. LDAP integration is provided for

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single sign-on functionality from the Luminis portal and from desktop devices running Windows XP and Mac OSX and above. Over 700 student personal computers are connected to the campus network from the residence halls and this number continues to grow. More than 1000 State owned desktop and printing devise are attached to the campus network.

Web

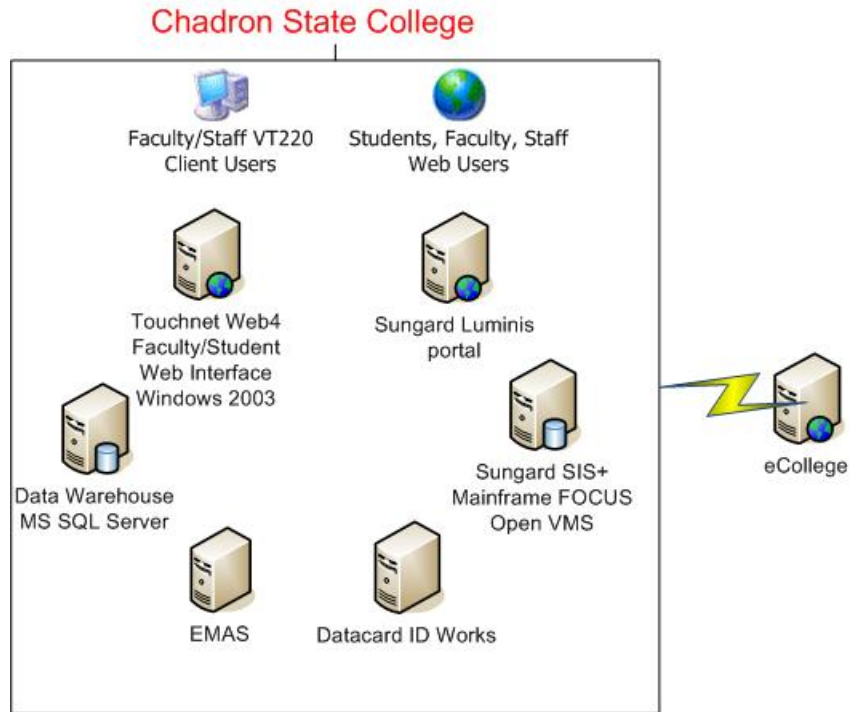Internal Web Server: Windows IIS v6.0 running .NET, PHP, MySQL

External Web Server (www.csc.edu): Internet hosted solution by Virtual Atlantic

Network

TCP/IP Ethernet Cisco network environment including public and private VLAN controlled wired and wireless connection. A Cisco VPN appliance is utilized to serve off-campus employee access to the private network including to the SIS system.

Chadron State College

Faculty/Staff VT220 Client Users

Students, Faculty, Staff Web Users

Touchnet Web4 Faculty/Student Web Interface Windows 2003

Sungard Luminis portal

Data Warehouse MS SQL Server

Sungard SIS+ Mainframe FOCUS Open VMS

eCollege

EMAS

Datacard ID Works

Peru

Current Computing Environment

SIS Plus, FRS Plus (SCT) -- DEC Alpha DS25

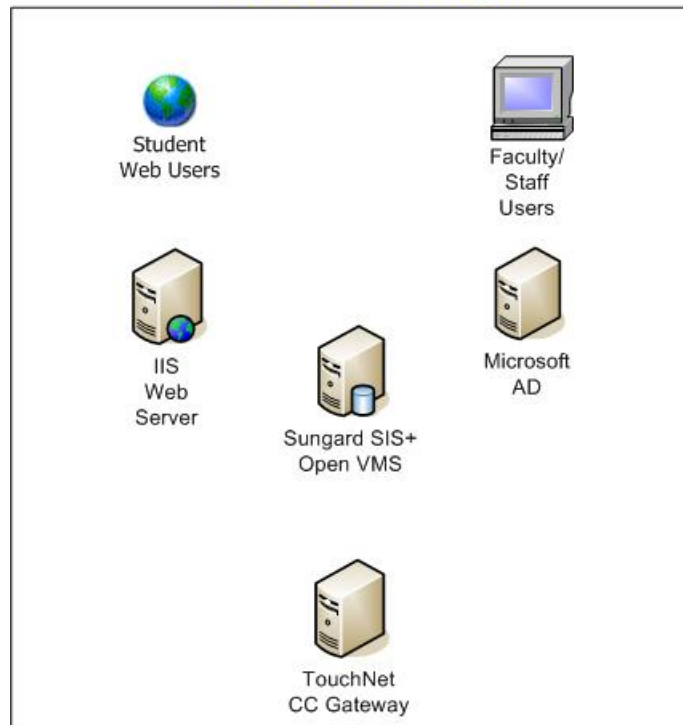SIS Plus Student Self Service (SCT) -- x86 hardware platform

Currently on Microsoft IIS web server

Utilizing Touchnet Credit-Card payment Gateway

No on-site ADS [Alumni Development Software] (Foundation has purchased their own capability/software to keep track of our alumni and their donations)

No on-site HRS [Human Resource Software] (utilizing NIS for HR information combined with local Access/Excel database/spreadsheets)

Peru State College

Student Web Users

Faculty/Staff Users

IIS Web Server

Sungard SIS+ Open VMS

Microsoft AD

TouchNet CC Gateway

Wayne

Network Environment

On the Network side we have a standards based ubiquitous network. We are 100% Cisco based at the switch level and use our own firewall technology thru Linux for system security. We present a firewall at the edge and at the device for all system level security devices and that includes the current administrative computing system. We deploy LDAP, single source login, and secure identify management across our switched cabled network infrastructure. Currently our wireless network is not switched but otherwise meets all of the security standards that are available for the wireless side. We have a VoIP phone system for the campus in general and still deploy analog phone infrastructure for the residence halls. The college owns 1564 current and operational desktop/notebook computers that are all attached in some way to the network. This past year we had over 1200 students in the residence halls with computers. It is quite possible, with our regional support that we could have over 3000 users on the network at any given time. This fall we will have 100 meg of potential access to the Internet with 60 megs of IP available. We use Packeteer for traffic shaping on the edge. Our network is flat. All desktops are switched initially at 100 megs but can be configured for 1 gig if necessary. Our storage capacity this past year was at 70 terabytes and we will approach 90 terabytes for this fall. On the system side we support Novell, Linux in a variety of flavors, and Microsoft Server and SQL for both Unix and Microsoft. We have deployed the beginnings of data warehousing for quite some time. And we have more work to continue to do in that area. This office supports our campus portal, EMAS admissions package, Trouble Ticket software, Maintenance

Work Order online request form, inventory database for all campus technology, HR web services, Career Services web services, shopping cart for Campus Supplies, web purchase order system, campus calendar kiosk systems, e-mail system, student portfolio activities, and a host of other activities too numerous to mention.

We also support the local public school, the city, and other offices that are tax supported in the community with our wireless internet services. The campus has had Internet 2 for three years.

Administrative Systems Office
Currently the WSC Administrative Systems Office administers, maintains and supports 7 modules from the Sungard Plus Suite. The first 5 modules run on an Alpha 4100 under OpenVMS v7.2. The Sungard Self-Service modules provide a GUI interface for students, faculty and advisors to access SIS mainframe data through a CGI interface. These two modules run on an HP server under Windows Server 2003.

ZSS – Z Support Software (v1.14)
SIS - Student Information System (Admissions, Registrar, OnCourse, Billing and many shared components) (v1.20)
FAM – Financial Aid Management System & PARS (Packaging and Resources System) (v1.20)
FRS - Financial Records System (v3.0)
ADS - Alumni/Development System (v2.20)
Student Self-Service (v1.20)
Faculty and Advisor Self-Service (v1.20)

Many in house data processes have been written to accommodate applications external to the Plus software such as…
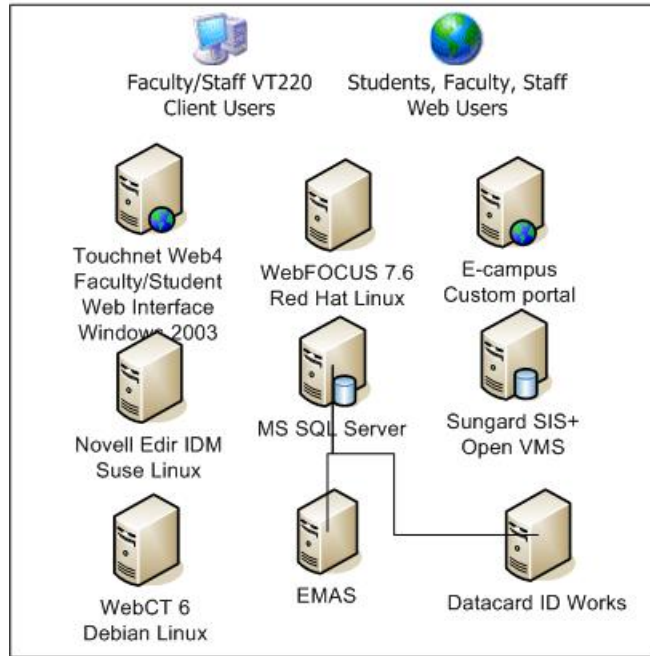   Employee database
   EMAS
   NIS Batch Interfaces
   FACTS (student payment plan)
   NE DOC Telephone Chargebacks

Wayne State College

Part 2: University of Nebraska Information Technology Profile

Student Information Systems

UNK, UNL and UNO use separate instances of the Sungard SCT SIS PLUS system and a variety of additional software to support student information systems and services.

UNMC uses an in-house developed student information system.

UNK

SIS PLUS V1.20 - Admissions, Billing/Bursar, Financial Aid, Student Records, OnCourse, Housing, classroom management, faculty management, fsaATLAS (SEVIS)
ZSS V1.14
Hardware/OS/Data storage – DEC Alpha/OS – Open VMS/Data – RMS
Primary Programming Language - COBOL
Authentication/security- SIS PLUS application level
Reporting - COBOL programs and CONNX
Web Services - Sungard Web for Students (i.e. WebEasi) and Web for Faculty (i.e. Web SMART applications

*Other SIS related software/applications – see Attachment F

UNL

SIS PLUS V1.20 - Admissions, Billing/Bursar, Financial Aid, Student Records, classroom management, fsaATLAS (SEVIS), FOCUS Express
ZSS V1.14
Hardware/OS/DBMS – IBM Z9BC Model 2096-S07 running DB2/UDB V8.1.0, CICS Transaction Server V3.1.0 and z/OS V1.8.0
Primary Programming Language - COBOL
Authentication/security - SIS PLUS application level + RACF + DB2 + CICS
Reporting - COBOL programs and FOCUS/WebFOCUS
Web Services – in-house developed applications provide numerous SIS related web-based services – J2EE/JAVA based

*Other SIS related software/applications – see Attachment F

UNO

SIS PLUS V1.20 - Admissions, Billing/Bursar, Financial Aid, Student Records, OnCourse,
classroom management, faculty management, SEVIS, FOCUS Express
ZSS V1.14
Hardware/OS/DBMS – IBM Z9BC Model 2096-S07 running DB2/UDB V8.1.0, CICS Transaction Server V3.1.0 and z/OS V1.8.0
Primary Programming Language - COBOL

Authentication/security - SIS PLUS application level + RACF + DB2 + CICS
Reporting - COBOL programs and FOCUS/WebFOCUS
Web Services – in-house developed applications provide numerous SIS related web-based services – PHP/C/SQL based

*Other SIS related software/applications – see Attachment F

UNMC

In-house developed student information system - Admissions, Billing/Bursar, Financial Aid, Student Records
Hardware/OS/DBMS – SyBase ASE
Primary Programming Language – PowerBuilder based
Authentication/security -
Reporting - PowerBuilder
Web Services – in-house developed applications provide numerous SIS related web-based services – PowerBuilder based

*Other SIS related software/applications – see Attachment F

Financials and Human Resources/Payroll

SAP R3 Financials/Human Resources/Payroll is utilized for all campuses
Single R3 V4.7 Enterprise instance and single DB (upgrade to ECC6.0 in April 2008)

Application servers - IBM RS6000s - 9076/SP consisting of (8x) IBM Winterhawk-II nodes, w/internal SPswitch, and associated 7044-170 server acting as a Control Workstation.
Database server – IBM Z9BC Model 2096-S07 running DB2/UDB V8.1.0 and z/OS V1.8.0
Operating System - IBM AIX 5L operating system
Authentication/security - SAP application level role-based security for R3 - SAP Portal runs against Active Directory (migration to SUN Directory Services in future) DB2 database-level security also employed
Primary programming language - ABAP
Reporting - SAP Business Warehouse Report Writer & Web publishing - SAP Report Writer - SAP GUI Report Painter
Other SAP components:
SAP Employee Self-Service/ESS
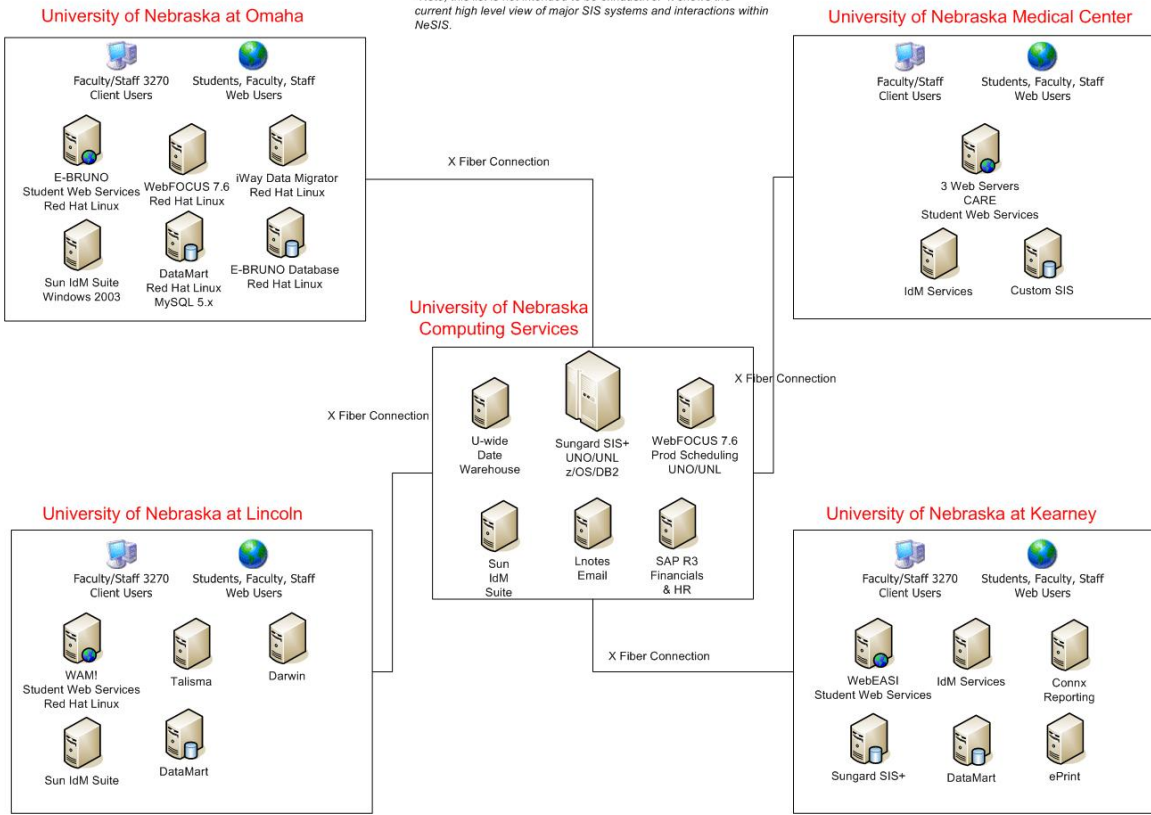SAP NetWeaver Enterprise Portal V7.0
SAP Business Warehouse V7.0

Other related software components
- Production scheduling – Tivoli Workload Scheduler
- Output management – SystemWare XPTR/ePRINT
- HelpDesk/Trouble Ticketing - GWI/CSupport
- Email – Lotus Notes
- Identity Management – moving to SUN Directory Services

NeSIS Current SIS Technical Environment

Note, this list is not intended to be exhaustive. It shows the current high level view of major SIS systems and interactions within NeSIS.

University of Nebraska at Omaha

Faculty/Staff 3270 Client Users

Students, Faculty, Staff Web Users

E-BRUNO Student Web Services Red Hat Linux

WebFOCUS 7.6 Red Hat Linux

iWay Data Migrator Red Hat Linux

Sun IdM Suite Windows 2003

DataMart Red Hat Linux MySQL 5.x

E-BRUNO Database Red Hat Linux

University of Nebraska Medical Center

Faculty/Staff Client Users

Students, Faculty, Staff Web Users

3 Web Servers CARE Student Web Services

IdM Services

Custom SIS

University of Nebraska Computing Services

U-wide Date Warehouse

Sungard SIS+ UNO/UNL z/OS/DB2

WebFOCUS 7.6 Prod Scheduling UNO/UNL

Sun IdM Suite

Lnotes Email

SAP R3 Financials & HR

X Fiber Connection

University of Nebraska at Lincoln

Faculty/Staff 3270 Client Users

Students, Faculty, Staff Web Users

WAM! Student Web Services Red Hat Linux

Talisma

Darwin

Sun IdM Suite

DataMart

University of Nebraska at Kearney

Faculty/Staff 3270 Client Users

Students, Faculty, Staff Web Users

WebEASI Student Web Services

IdM Services

Connx Reporting

Sungard SIS+

DataMart

ePrint

X Fiber Connection

Network Topology and Services

The UN system network consists of a multi-provider, redundant, high bandwidth IP voice, video and data converged network. Several 45Mbps-1000Mbps fiber based links interconnect UN's network nodes on an IP converged backbone. The UN utilizes internet connections with Windstream, Time Warner, Qwest and Level 3 from multiple cities. The network is 90% routed/switched on Cisco equipment while the other 10% is Juniper equipment. The models range from Cisco 2821's to Cisco 7609's. Juniper models range from 4300's to M10i's.

Security - the UN network also utilizes Cisco firewall and VPN concentrators for security needs.

Network management tools - HP Openview, NGenius, Satseeker, NetMRI, MRTG, WhatsUp and Intermapper are used to help guarantee reliability.

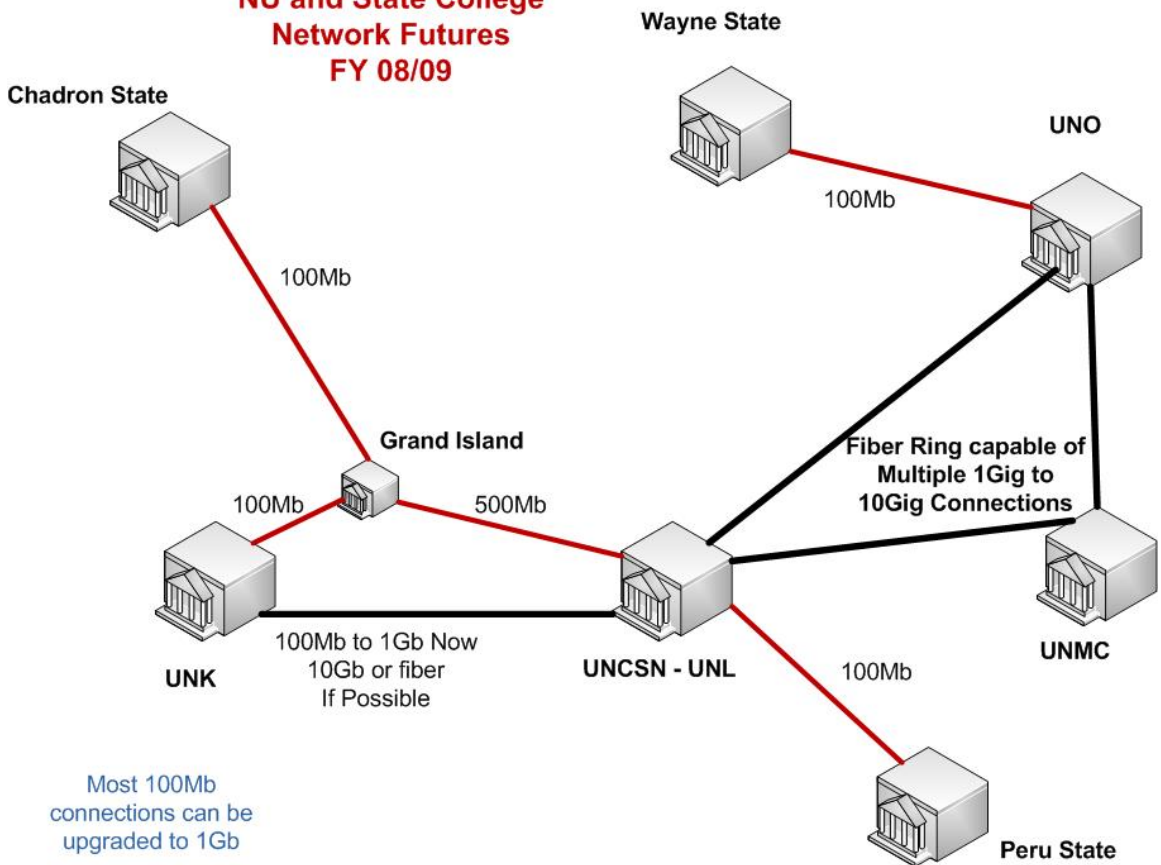Network problems - GWI trouble ticketing is used to track network outages.

Disaster recovery - UN has also secured a 10year IRU on dedicated fiber between Omaha and Lincoln for disaster recovery needs.

Currently the UN network interconnects UNK, UNMC, UNO, UNL, multiple State Colleges, multiple Community Colleges, 100's of K-12 schools, life time learning centers and county extension offices. Geographically the UN network touches almost all corners of the State of Nebraska.

NU and State College Network
Connection
January 2008
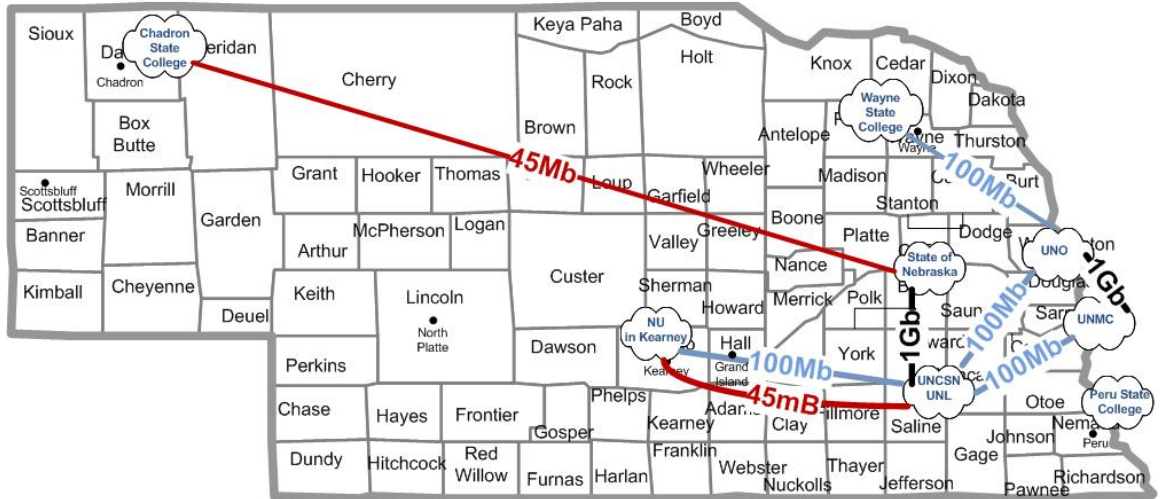
NU and State College Network Futures FY 08/09

Chadron State

Wayne State

UNO

100Mb

100Mb

Grand Island

100Mb

500Mb

Fiber Ring capable of Multiple 1Gig to 10Gig Connections

100Mb to 1Gb Now 10Gb or fiber If Possible

UNK

UNCSN - UNL

100Mb

UNMC

Peru State

Most 100Mb connections can be upgraded to 1Gb

Attachment F: Current Software Systems for University of Nebraska

CURRENT CAMPUS SYSTEMS

Provide a detailed explanation of how your proposed system will interface with current NU campus systems as described below. Additionally propose a replacement for current NU campus systems if available and your ability to convert data from those systems.

In-house developed
Third party products

	UNK last update 1/08	UNL last update 10/05	UNMC last update 1/08	UNO last update 1/08
Base Student Information System	Sungard/SCT SIS PLUS	Sungard/SCT SIS PLUS	In-House Developed	Sungard/SCT SIS PLUS
Hardware and Database Environment	Dec Alpha - Non relational DB	IBM MF - DB2 RDB	Primary database is Sybase ASE with Fin. Aid. Using MS SQL. Both database environments are replicated / highly available. Web servers are Intel / iis behind load balancer.	IBM MF - DB2 RDB
Major Functional Areas				
Pre-Admissions/Recruiting	EMAS - 3rd party product	Talisma System	In-House Developed + Interface w/ AMCAS, CASPA	In-House Developed
Admissions	SIS+ with Local Mods	NUVIEW (In-House) & SIS+	In-House Developed	SIS+ with Local Mods
Registration and Records	SIS+ with Local Mods	SIS+ with Local Mods +WAM & eNROLL	In-House Developed	SIS+ with Local Mods
Student Accounts / Bursar	SIS+ with Local Mods	SIS+ with Major Mods & Consolidated Billing	In-House Developed	SIS+ with Local Mods
Financial Aid	SIS+	SIS+ with Local Mods	In-House Developed	SIS+ with Local Mods

	UNK last update 1/08	UNL last update 10/05	UNMC last update 1/08	UNO last update 1/08
F/Aid Packaging	PARS - College Board product	PARS - College Board product	PowerFAids - 3rd party vendor product	PARS – College Board product
Scholarships	SIS+	In-House Developed	In-House Developed	SIS+
EDE Express	Federal Fin Aid feed	Federal Fin Aid feed	Ed Connect / PowerFaids	Federal Fin Aid feed
Federal Student Loans	SIS+ & FES Elite product	Direct loan processing - In-House Developed	PowerFaids & FES Elite product	SIS+ & FES Elite product
Alternative Student Loans	SIS+ & 3rd party lenders	Short-term Loan - In-house Developed	PowerFaids & FES Elite product & 3rd party lenders	SIS+ & 3rd party lenders
Degree Audit	SIS+ OnCourse	DARS/Darwin - 3rd party vendor product	In-House Developed	SIS+ OnCourse
SEVIS	SIS+ & fsaATLAS	SIS+ & fsaATLAS	Manually supported process	SIS+
Housing	SIS+ with Local Mods	3rd Party Product	In-House Developed	Privately Managed
Classroom Management	SIS+ with Local Mods	SIS+	ScheduleAll - 3rd party vendor product	SIS+
Faculty Management	SIS+ with Local Mods	NULOOK & AMIS - under-development	In-House Developed	SIS+ with Local Mods
Transfer Articulation	SIS+	DARS/Darwin - 3rd party vendor product	In-House Developed	SIS+
Transcript Processing	SIS+ with Local Mods	SIS+ with Local Mods	Manually supported process	SIS+ with Local Mods
Reporting				
Reporting Tool(s)	CONNX - 3rd party product & COBOL programs	SIS+ & FOCUS/WebFOCUS	PowerBuilder based	SIS+ & FOCUS/WebFOCUS
	Will use WebFOCUS for Data Mart based reporting	Will use WebFOCUS for Data Mart based reporting		WebFOCUS used for campus Data Mart and SIS reporting.
Campus Data Mart	Currently under development - will move to production Spring '08 - joint UNK/UNCSN developed	In production as of February '07 - joint UNL /UNCSN developed		In-House developed Data Mart
Feed to U-wide Data Warehouse	IR & Operational Data	IR & Operational Data	IR Data	IR Data
Output Management	Sungard e~print			
Web-based Services				

	UNK last update 1/08	UNL last update 10/05	UNMC last update 1/08	UNO last update 1/08
Student Services	Web EASI for Students - SIS+ - admissions, registration, grades, personal data updating, student ids/passwords, degree audit, holds, grad apps, transcript requests, schedule of classes, F/Aid awards, student accounts/billing info, course catalogs, address changes, application for graduation, enrollment verification, F/Aid history, 1098T forms	WAM & eNROLL - In-house Developed - registration, grades, class schedule, F/Aid notifications and awards, scholarships, personal data updating, student accounts/billing (consolidated), admission status, address info, degree audit/DARS, loan history, credit and online check payment, 1098T	Students can access grades, student accounts/bills, transcript requests, online apps, class schedules, degree apps, blocks and holds	eBRUNO - In-house Developed - access to course registration, class schedules, grades, transcript requests, admissions information requests, tuition and fees, student accounts and billing, updating of student PIN and bio data, F/Aid application status and disbursement info, tuition payment, course catalog
Faculty Services	Web SMART for Faculty/Staff - class rosters, advising, grading, view transcripts, email to students, issuing registration permits, removing advising flags, monitoring course enrollments, obtaining lists of students by major and minor	Data Mart - In-House Developed - access to class rosters, advising/DARS, and a great deal of additional data	In-house Developed Grade Entry, Rosters, Distance Ed Reporting	eBRUNO - In-house Developed - grading, class rosters
Instructional Services	Blackboard serves as the academic portal for students and faculty, provides a wide-range of information and services, and provides a rich dynamic learning environment.	Blackboard serves as the academic portal for students and faculty, provides a wide-range of information and services, and provides a rich dynamic learning environment.	Blackboard serves as the academic portal for students and faculty, provides a wide-range of information and services, and provides a rich dynamic learning environment.	Blackboard serves as the academic portal for students and faculty, provides a wide-range of information and services, and provides a rich dynamic learning environment.
Other Services & Applications				
Campus Wide ID Card	UNKCard - CBORD - FOB prox door access, on campus declining balance debit card, debit via Wells Fargo (VISA	NCARD - limited prox/entry, on-campus charges, debit via Wells Fargo	UneCard - limited prox entry, on-campus declining balance debit card	Mavcard - CBORD - id card, on-campus declining balance debit card

	UNK last update 1/08	UNL last update 10/05	UNMC last update 1/08	UNO last update 1/08
	ATM/debit card)			
ACH/Echeck	None at this time	A/R - Telecheck & A/P - refunds via EFT	None at this time	None at this time
Credit Card Processing	VISA & MasterCard	Discover & MasterCard	VISA & MasterCard	VISA, MasterCard, Discover & American Express
Imaging	F/Aid area	Extensive imaging in the F/Aid area	Limited imaging in some areas	None at this time
NCAA F/Aid Compliance	NCAA Compliance SW	NCAA Compliance SW	N/A	NCAA Compliance SW
Electronic Funds Transfer	SIS+ with Local Mods	SIS+ with Local Mods		SIS+/E-BRUNO

Attachment G: Total Solution Cost

UN/NSCS is requiring cost information to be supplied in the following manner:

1. Total cost solution for the University of Nebraska and the Nebraska State College System together as a complete package.
2. Total cost solution for the University of Nebraska only.
3. Total cost solution for the Nebraska State College System only.
4. Implementation cost only for the University of Nebraska and the Nebraska State College System together as a combined implementation.
5. Implementation cost only for the University of Nebraska.
6. Implementation cost only for the Nebraska State College System.

An EXCEL spreadsheet and instructions will be available at the Mandatory Pre-Bid Conference. It must be used to provide all cost detail. The Bidder's cost proposal should provide line-item detail for specifics behind each summary line.

Please note the year in which first maintenance contract is payable.

Cost figures should not include any sales tax.

Attachment H: Instructions for Using DecisionDirector

Detailed functional requirements for this RFP were developed using DecisionDirector®, a secure, web-based team collaboration system provided by Advantiv Solutions, LLC. Likewise, Bidder responses to those requirements will be collected and processed via Advantiv's DD2 RFP Response Management system. Each responding Bidder will be provided with a secure, on-line response environment within DD2, similar to that shown in the example below:

Advantiv Solutions will provide each Bidder with all necessary instructions and support and can be reached at 602.808.0618 x1 or dd2@advantiv.com. The DD2 Bidder response environment will open upon the release of the RFP and will close at 3:00 PM Central Standard on the due date of the Bidder responses. Should an award be made, UN/NSCS anticipates making the winning bidder's response to the functional requirements a binding part of the eventual contract. Accordingly, UN/NSCS will require all Bidders to provide written verification that the answers that the Bidders provide via DD2 are complete, accurate, and final.

Attachment I: Hardware Configuration

Use the attached outline to provide detailed hardware configuration. Provide configuration for all hardware necessary to implement total proposed solution using criteria stated in the Technical Information section. Include any environmental requirements.

Bidder may elect to propose alternative configurations representing different hardware manufacturers and/or platforms. For each configuration, include any supplemental recommendations with corresponding advantages and disadvantages of each. All configurations must meet or exceed requirements as stated. Proposed configuration should list all servers needed to implement total solution and should provide fault tolerant/high availability solution with system and disk capacity for 3-year growth. Proposal should also include solution architecture drawings.

Cost detail should be expressed in the Cost Proposal only

EXCEL WORKSHEET HERE