

REQUEST FOR PROPOSALS NO. 10-062		
<b>ARKANSAS TECH UNIVERSITY</b> Purchasing Department Young Building East End 203 West O Street Russellville, AR 72801-2222		<b>PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE RFP NUMBER, OPENING DATE AND TIME SHOWN ON THE OUTSIDE OF THE ENVELOPE.</b>  <i><b>FAXED RESPONSES WILL <u>NOT</u> BE ACCEPTED.</b></i>
<b>RESPONSE DUE BY:</b>	<b>July 22, 2010</b>	<b>TIME: 4:00 p.m.</b>
DESCRIPTION		
<p>Arkansas Tech University is soliciting sealed proposals for a <b>Student Housing Management System</b>.</p> <p>Respondent is responsible for checking the web site for any addenda.  <a href="http://www.atu.edu/purchasing/">http://www.atu.edu/purchasing/</a>          In left-hand menu, select "Current Bids, RFP's and RFQ's.</p>		

#### **SCOPE:**

The University is seeking proposals for an automated room assignment system (for building, room and roommate) with the following features:

1. On-line room selection
2. Self selection of roommates
3. On-line status of housing application
4. Compatibility with the University's SunGard SCT Banner operating software
5. Compatibility with the University's IBM Servers

It is the University's goal to have the system operational before April 2011.

#### **BACKGROUND:**

Arkansas Tech University is a state university established in 1909 with programs at the technical certification, associate, baccalaureate and graduate levels. The University has two campuses: the main campus is in Russellville, Arkansas, with a second campus is in Ozark, Arkansas.

Only the main campus has student housing consisting of dormitory rooms, suites and apartments. Currently, housing is available for approximately 2,350 students.

#### **GENERAL SUBMITTALS:**

Provide a brief history of the company, including experience and expertise

Include a resume' of all individuals who will have contact with the University listing their experience and areas of expertise

Provide a list of all software included in price quote with a brief description of functionality

Provide a list of all software provided at No Charge with a brief description of functionality

Provide a list of other modules available, including price and a brief description of functionality

Describe the security features of the software

Provide a list of hardware and/or any other software required (MS SQL, LDAP, etc)

Provide a list of all services provided throughout the implementation and “go live” process

Provide an outline of the integration process and a time schedule

Provide a description of the maintenance offered (24/7, toll-free number, etc.)

Provide a list of not less than three (3) references currently using respondent’s software. Include the name of the person most familiar with the software and a telephone number. Also indicate the number of years the software has been in place.

Provide samples of all forms, notices and reports included with software package

Complete and return the attached the EEO Policy Form

Complete and return the attached Illegal Immigrant Certification Form

**PRICES:**

In a SEPARATE SEALED ENVELOPE, provide a fee schedule for all proposed costs and services including:

- A. Purchase price or licensing fee
- B. Cost for annual maintenance for a total of four (4) years
- C. Any other one-time fees
- D. Any other recurring fees
- E. Cost for integration services with the University’s Banner operating software
- F. Cost for training of University staff
- G. Estimated costs for any travel expenses

**QUESTIONS:**

Provide answers to the following questions:

- 1. Is the software web-based?
- 2. Does the software operate in “real-time” or does it require “batch downloads”?
- 3. Does the software provide two-way automatic updates?
- 4. Is the software compatible with the SunGard SCT Banner products? If so, describe the degree of compatibility, e.g. fully integrates with system, will require programming to interface, etc.
- 5. Does the software use LDAP authentication?
- 6. Does the software maintenance include upgrades, updates and enhancements at no additional cost to the University?

7. What information will be required from the University to implement the software? In what format? (digital photos/videos of rooms, application forms, housing contracts, student billing information, etc.)

**SUCCESSFUL RESPONDENT'S REQUIREMENTS:**

Agree that any agreements entered into as a result of this RFP will be governed by the laws of the State of Arkansas

Agree that nothing in any resultant contract shall be construed to waive the Sovereign Immunity of the State of Arkansas or its agencies, including Arkansas Tech University

Agree that any disputes regarding any resultant contract shall be submitted to the Arkansas Claims Commission for adjudication in accordance with A.C.A. § 19-10-201 et seq.

Agree that respondent shall not discriminate against any person based on race, religion, color, national origin, sex, age, disability or veteran's status during the term of any agreement

Complete and return the Contract and Grant Disclosure and Certification Form (available on our web site)

**ASSIGNMENT:**

Any resultant contract shall not be assigned without the express written consent of the University. It is the intent of the University that the respondent and persons under his/her direct supervision perform all services.

**EVALUATION CRITERIA:**

If requested, respondent must be willing to provide an oral presentation. The presentation will be for explanations only and will NOT include negotiation. A demonstration via the Internet may be requested.

The University will evaluate the proposals based on, but not limited to, the following criteria:

- Company experience on similar projects
- References
- Functionality of software
- Web-based technology
- Price
- Reports available
- Ease of use of system
- Expertise of personnel
- Customer service provided
- Ability to meet the University's time frame

**AWARD:**

The University reserves the right to negotiate with the firm selected for best and final offer.

Award will be made in the best interest of the University; and the University's decision is final. However, the University reserves the right to not award any contract pursuant to this RFP.

Proposals that are substantially incomplete or lack key information will be rejected.

Any proprietary information must be clearly indicated. The classification of the entire response as "proprietary" is not acceptable and will result in rejection of proposal.

**NOTIFICATION:**

All respondents will be notified in writing of the company selected. All materials and documentation submitted to the University in response to this RFP shall belong to the University exclusively. Proprietary information shall not be subject to public disclosure except pursuant to a court-ordered process.

**PROPOSAL SUBMISSION:**

Vendors interested in submitting proposals must submit all documentation by 4:00 p.m. local time, Thursday, **July 22, 2010**. **Send one (1) original and six (6) copies to:**

Office of the Vice President for Administration & Finance  
Arkansas Tech University  
Administration Building Room 207  
1509 North Boulder Avenue  
Russellville, AR 72801-2222

An authorized representative of the respondent must sign the original proposal in ink. Failure to do so will result in rejection of response.

Mark proposals with RFP 10-062 on outside of packet.

**POINT OF CONTACT:**

The University's SOLE point of contact shall be Beth Foster, C.P.M., A.P.P. Address any questions or requests for additional information to her at:

Tel: 479-968-0269  
Fax: 479-968-0633  
Email: [efoster@atu.edu](mailto:efoster@atu.edu)

Requests for *procedural* clarification may be verbal.

Requests for additional information MUST be written. Any submitted questions and the University's responses will be posted to the Purchasing Department web site.

ARKANSAS TECH UNIVERSITY  
Purchasing Department  
203 West O Street  
Russellville, AR 72801-2222

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person responding to a Request for Proposal submit their most current Equal Employment Opportunity policy (EEO Policy).

Although vendors are encouraged to have a viable equal opportunity policy, a written response stating that the respondent does not have an EEO Policy will be considered that vendor's response and will comply with the requirement of Act 2157.

Submitting your EEO Policy is a one-time requirement. The Arkansas Tech University Purchasing Department will maintain a file of the EEO Policies or written responses received.

**This is a mandatory requirement when submitting a proposal. Failure to submit an EEO Policy or response may result in rejection of your proposal.**

If you have any questions, please call the Purchasing Department at 479-968-0269.

Thank you.

Beth Foster, C.P.M., A.P.P.  
Special Projects Coordinator

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*TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING PROPOSAL:*

- \_\_\_\_\_ EEO Policy attached
- \_\_\_\_\_ EEO Policy previously submitted to ATU Purchasing Department
- \_\_\_\_\_ EEO Policy is not available

\_\_\_\_\_  
Name of Company or Person

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed or typed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ARKANSAS TECH UNIVERSITY  
Purchasing Department  
203 West O Street  
Russellville, AR 72801-2222  
Tel: 479-968-0269  
Fax: 479-968-0633

Act 157 of 2007 of the Arkansas Regular Legislative Session **requires** that any business or person responding to a Request for Proposal (RFP) for professional services, technical and general services or any category of construction in which the total dollar value is \$25,000 or greater **certify, prior to the award of the contract,** that they do not employ or contract with any illegal immigrants. Bidders are to certify online at:

<https://www.ark.org/dfa/immigrant/index.php/user/login>

**This is a mandatory requirement. Failure to certify may result in rejection of your proposal, and no award will be made to a vendor who has not so certified.** If you have any questions, please contact the Purchasing Department.

Thank you.

Beth Foster, C.P.M., A.P.P.  
Special Projects Coordinator

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*TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING RESPONSE:*

Please check the appropriate statement below:

\_\_\_\_\_ We have certified on-line that we do not employ or contract with any  
illegal immigrants  
Date on-line certification completed: \_\_\_\_\_

\_\_\_\_\_ We have NOT certified on-line at this time, and we understand that  
no contract can awarded to our firm until we have done so.  
Reason for non-certification: \_\_\_\_\_

Name of Company	
Mailing Address	
City, State & Zip	
Signature	
Name & Title (printed or typed)	
Date	