



CISCO COLLEGE

Request for Proposals (RFP 22-01) for Student Information System (SIS)/Enterprise Resource Planning (ERP)

Proposal Closing: 12:00 p.m. CST, May 31, 2022

Beverly Massey Director of
Purchasing 325-794-4433
Beverly.massey@cisco.edu

**CISCO COLLEGE - RFP FOR SIS
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PURPOSE-

CISCO COLLEGE is seeking proposals to replace its current Student Information System (SIS)/ Enterprise Resource Planning (ERP) with a vibrant, integrated, Software-As-A-Service (SAAS) information system. The new system will provide up-to-date information to students, employees, and the public in an online format that is accessible by remote and mobile devices. It will also provide accurate and real-time information needed by employees to manage the student services, financial aid, business, and other activities of the college.

In issuing this Request for Proposals (RFP), the college seeks to identify parties with the resources, expertise and experience to provide a service to the College for the purpose outlined in this RFP and to solicit information and recommendations to achieve these goals and objectives. It is the intent of the College to review information received in response to this RFP, and then to determine the best course of action to achieve the College's objectives. Based on the information received in response to this RFP, CISCO COLLEGE, at its sole discretion, may elect to:

1. Select one or more respondents to this RFP and enter directly into negotiations with such respondent(s).
2. Take no further action either to seek or engage contractor(s).
3. Contact one or more respondents to request additional information or present their solution on-site prior to making a determination whether to issue a revised RFP, enter into negotiations, or take no further action.

MINIMUM REQUIREMENTS

In order to be considered, a proposal must meet the following minimum requirements.

1. The proposed solution must substantially demonstrate successful placement and history of operation at a community college (3 years preferred).
2. The proposed solution must substantially demonstrate successful placement and history of operation at a Texas higher education institution (3 years preferred).
3. The proposed solution must use current versions of Microsoft Windows, Microsoft server and Microsoft SQL.
4. The proposed version must run concurrently with both of the Cisco College, Cisco and Abilene campuses with the ability to expand beyond these locations.
5. The proposal must be complete, truthful, and accurate.
6. The proposal must be submitted by the stated deadline and in the format and delivery method specified in this RFP.
7. At a minimum, the proposal must include quality mobile applications for the following student functions: registration, payments, grades, and financial aid.

GENERAL INFORMATION ABOUT CISCO COLLEGE-

Education on the “hill” in Cisco began in 1909 when O. C. Britton, prominent early-day educator, gained the support of far-sighted Cisco citizens in opening a private school known as Britton Training Institute. The school operated successfully until military involvement in World War I so depleted the number of students that it was forced to close.

In 1923, the Christian Church of Texas reopened the institution as Randolph College and operated it until 1932 as a four-year church related school. Financial difficulties plagued the college, and from 1932 until 1936 officials tried to keep the school open as a two-year junior college. When this effort ultimately failed, the college again was closed.

Cisco Junior College was actually established in 1940. On May 8, 1939, after months of planning and consultation with state officials, Cisco citizens succeeded in getting enacted into legislation a bill which created the college as a part of the Cisco Independent School District. R. N. Cluck, superintendent of Cisco schools, who had devoted years to the project, became its first president. Randolph College properties were purchased, the college was formally opened in September, 1939, and the first students were admitted in 1940. Such was the success of this venture that in 1956 the college was separated from the public schools and a Board of Regents was elected. Since that time the high quality, low cost, state supported educational programs have enabled the College to satisfy the needs of students from its service area and from across Texas and beyond.

Cisco College offers associates degrees and/or certificates in a variety of academic disciplines and work force programs. Fast track careers are provided through Continuing Education along with personal enrichment courses. Cisco College is focused on student success as defined through retention, completion and/or successful transfer to a four year institution

RECENT HISTORY OF ENROLLMENT

CISCO COLLEGE enrollment consistently includes 65% part-time and 35% full-time students. The following tables highlight the most recent enrollment data available from the Texas Higher Education Coordinating Board. Additional information regarding CISCO COLLEGE enrollment as well as indicators of institutional effectiveness (Key Performance Indicators of Accountability) are located at:
<https://www.cisco.edu/about/offices/institutional-effectiveness>

Information Technology Used by College Currently

Software Programs Connected to Jenzabar POISE system SIS/ERP

Since 1998 CISCO COLLEGE has used the Jenzabar POISE system for its SIS/ERP. The functions supported by this SIS/ERP are:

Financial Aid	Continuing Education
Campus Connect Advisor Access	Early Alert system (Student Retention)
Campus Connect Faculty Access	Degree Audit
Campus Connect Payroll Advisor	Herring Bank Interface
Campus Connect Student Access	Housing (in-house)
CBM/TASP Reporting	JICS GO (Mobile Student Account Access)
CONNX ODBC Driver	JICS Base
Course Maintenance System (CMS – Academic Schedule Builder) CRM	Personnel
– Staff	Registration
Data Management System (DMS)	VMS Operating System
Student Billing (Credit and Continuing Ed.)	

In addition, the college uses a variety of other software solutions for various functions. These include:

<u>Software</u>	<u>Vendor-</u>
Learning Management System (LMS)	Multiple/Various
Analytics/Data	
Assessment	
Accreditation	
Payment Plans	
Emergency Notifications	
1098T Processing	
TRS Reporting	
Document Imaging	
Dept. of Education Connections	
State Financial Aid Reporting	
Veterans Certifications	
Counseling Notes	
National Student Data Warehouse	
State Applications	
Loans	
ISIR Corrections	
State Reporting for Registrar	
ID Machine	
Direct Deposit of Student Refunds	
Check Processing (Payroll, Student Billing, Accounts Payable)	
Continuing Education	
Special Populations Program	
Housing	
Parking Security	
Bookstore	
POISE-System Software/Hardware "Operating system"	
POISE-Secure GUI Interface "Access"	
Alumni	
Institutional Advancement	
On-line Scholarship Application	
Employee Portal	
Electronic Transcripts	
Electronic Forms	
Degree Audit/Planning	
Electronic Health Submission	
Intellitrak	

CISCO COLLEGE may elect to: (1) purchase some of these solutions as part of the purchase of a new SIS, and (2) purchase some of these solutions from other vendors, and (3) purchase other solutions in addition to those shown. Vendors should identify external modules or software packages that are included or must be purchased separately

SCHEDULE FOR RFP PROCESS

The anticipated schedule that CISCO COLLEGE intends to use to select its next SIS/ERP is shown below. The college reserves the right to adjust the schedule as necessary to best fit its needs. Any change will be communicated to all vendors by the issuance of an addendum.

Request for Proposal Publicly Issued	May 5
Deadline for Submission of Questions by Potential Respondents	May 12
Responses/Addendums Issued	May 16
Proposals Due 12:00 p.m. CST	May 31
Complete On Site Demonstrations	June 30
Negotiations Completed	July 15
Contract Award 7pm Board Meeting	August 8
Notification of Award	August 9

CONTACT INFORMATION FOR QUESTIONS

Vendors **must** submit their proposals in the manner explained in the “Methods of Submission/Address” section below. This section deals with the method vendors must use to **submit questions** during the RFP process.

CISCO COLLEGE is using a broad based approach to its effort to upgrade its information systems. However, the college has designated a single point of contact for those companies that intend to respond to this RFP in order to insure that all communications are logged and that each responding company is treated fairly. That contact is:

Beverly Massey
Director of Purchasing & Payment Services
CISCO COLLEGE
717 East Industrial Blvd
Abilene, Texas 79602
beverly.massey@cisco.edu

Mrs. Massey will make sure that the appropriate personnel at the college receive the communication from each prospective vendor and that each vendor receives a timely response. Responses from Cisco employees back to the vendor will be forwarded to Mrs. Massey for distribution to the respective vendor. Please do not contact any Cisco employee directly but rather send any/all questions through Mrs. Massey. This will ensure consistent and proper question/answers back to the qualified vendor.

Questions that pertain to the process or that affect other potential vendors will be communicated equally to all interested vendors.

ADDENDUMS

In the event that the college must revise this RFP, it will issue an addendum. Each vendor will be asked to acknowledge the receipt of each addendum in writing. The RFP and all addendums will be posted on the college website www.cisco.edu/purchasing&paymentservices/RFP

METHODS OF SUBMISSION/ADDRESS

In order to be considered, a proposal must be in writing, enclosed in a sealed envelope and clearly marked on the outside of the envelope as follows: "PROPOSAL FOR SIS/ERP."

Proposals may be submitted in person, via the U.S. Mail Service, or via overnight delivery service. **Proposals submitted by any other means will not be considered. This includes submissions via facsimile (fax) or e-mail.**

Proposals must be delivered to the following address:

Beverly Massey
Director of Purchasing & Payment Services
CISCO COLLEGE
717 East Industrial Blvd
Abilene, Texas 79602
beverly.massey@cisco.edu

COPIES

Each proposal must include one (1) signed original hard copy and one (1) copy

DEADLINE

In order to be considered, a proposal must be received by the college no later than 12 p.m. CST on May 31, 2022. **No late proposal will be considered. No electronic submissions will be accepted. Each vendor is advised to take any actions necessary to insure that its proposal is received by the deadline.**

CRITERIA FOR SELECTION

Those proposals that meet the minimum requirements for consideration will be judged by the following criteria:

- Access/ease of use in online & mobile environments
- Capabilities of application software
- Vendor experience & financial viability
- Implementation services & schedule
- Price of total solution, including 5 years of maintenance
- Demonstrated history of conversions being on time/on budget
- Demonstrated history of data retrieval and conversion
- Outlined plan for data retrieval and conversion methodology

NO OFFER TO CONTRACT

Individuals or business entities receiving this RFP are hereby notified that this is a request for proposals only, and does not constitute an offer by the College to enter into a contract, nor does this RFP create any obligation on the part of the College to any person or entity responding to this RFP.

Any agreement(s) resulting from this RFP will be awarded to the responsive and responsible RFP responder(s) whose proposal, in the opinion of the College, offers the greatest benefit to the College when considering the total value, including, but not limited to, the quality of products, service, and total cost, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges. No contract can be executed without the expressed public approval of the Cisco College Governing Board of Regents

Note: While the enterprise-level software is the property of the vendor, Cisco College is the sole owner of all data that are contained within the system. This includes all expressions of those data such as student records, business files, confidential information, employee records including any/all Cisco College data. Should at any time in the future the contractual relationship between the vendor and Cisco College is severed, the vendor will be required to return all forms of those data in a useable format within 90 days of the contract severance date.

CONFIDENTIAL INFORMATION

Potential respondents are advised that all information received by the College in response to this RFP may be subject to public disclosure under applicable laws. Should a vendor wish the college to treat any information as confidential within the constraints of applicable law, then that information should be enclosed in a sealed envelope that is clearly marked "CONFIDENTIAL." The state of Texas, through a court order, has final say over the release of any documents received, accepted, or processed by Cisco College.

ALTERNATIVE PROPOSALS

A vendor may provide alternative proposals if they wish. Alternative proposals are encouraged to provide information on hosting sites or consortium pricing. If a vendor proposes an alternative, some information may be incorporated by reference, but some information must be provided separately.

The following submissions may be incorporated by reference in the alternative proposal:

- Cover letter
- Table of contents
- General information about the company
- Evidence of financial capability
- Unabridged list of current clients
- Unabridged list of former clients going back five years
- References

The following submissions **must** be submitted separately for each alternative proposal:

- Proposal Form for RFP for Student Information System (SIS)
- Proposal page
- Description of costs (with summary sheet and full supporting detail)

The following submissions may only be incorporated by reference if they are absolutely identical with the original proposal:

- Proposed hardware and operating system
- Detail functions of each application software
- Proposed implementation including timetable
- Description of maintenance and support services

The vendor will be fully bound by the detail of each submission that is incorporated by reference.

BID BOND

Each proposal must be accompanied by a bid bond in the amount of \$25,000 to protect CISCO COLLEGE in the event that the proposing company does not fulfill its obligations under this RFP process. In the event that a vendor makes alternate proposals, only one bid bond will be required.

COMPANY INFORMATION

Each proposal should include a general description of the proposing company that addresses each of the issues shown below. The proposal is not limited to these items.

- 1) the location(s) of the company's office(s),
- 2) the year it began business,
- 3) its form of business (corporation, partnership, sole ownership)
- 4) any related business operations, such as its parent company or any subsidiaries
- 5) a discussion of each of the company's lines of business
- 6) its history of and plans for updating its products
- 7) any bankruptcy proceeding to which the company has been party
- 8) any changes in ownership within the last ten years
- 9) a full description of its product development, answering particularly the following questions:
 - a) Is vendor currently in product development stage, or will it be, for new systems or enhancements in the next five (5) year period?
 - b) If so, describe these systems or enhancements.
 - c) If CISCO COLLEGE were a customer at the time these were released, describe what financial incentives the college would receive if it decides to implement any of the modules or enhancements.

INDEPENDENT EVIDENCE OF FINANCIAL CAPABILITY

The company must include within its proposal sufficient independent evidence that it is financially able to complete its obligations under the proposal. The college will be the sole judge as to the sufficiency of the evidence provided.

QUALIFICATIONS OF COMPANY PERSONNEL

Each proposal should include a list of those personnel that will work on the sale, data retrieval, implementation, and support of the SIS proposed to CISCO COLLEGE, including the professional credentials that qualify them to provide these services.

CURRENT CLIENTS

CISCO COLLEGE requests that a complete, unabridged list of all the clients of the proposing company be part of each proposal. CISCO COLLEGE reserves the right to contact other colleges, particularly to learn the vendor's history of making conversions on schedule and under budget.

If not included in the proposal, CISCO COLLEGE will expect this information prior to signing any contracts.

FORMER CLIENTS

CISCO COLLEGE requests that a complete, unabridged list of all entities that have been clients of the proposing company within the last five years, but that are no longer clients, be part of each proposal. That list should also include contact information for each of these entities and an explanation for the cessation of the business relationship. If not included in the proposal, CISCO COLLEGE will expect this information prior to signing any contracts.

PROPOSED OPERATING SYSTEM/HOSTING/HARDWARE

Each proposal must include a description of the operating systems that are included in the proposal and the minimum technology requirements for user stations (including Apple computer products).

Although data backup systems may be physically present within Cisco College's data centers, this proposal is limited to cloud-based (SAAS) solutions

Each proposal must clearly explain all hardware that must be purchased and any on-going fees or charges associated with that hardware. Costs should be stated in annual amounts

Minimum requirements are:

1. Microsoft Hyper-V virtualized environment based on Windows Server 2012 R2.
2. VMware products and services

PROPOSED APPLICATION SOFTWARE

The Compilation Instructions include sheets for each application in which the college has an interest. Furthermore, those sheets include particular features that the college desires. Each proposal is to include how the proposing company will address each desired feature in each application included in this RFP.

PROPOSED IMPLEMENTATION SERVICES

The proposing company must provide an explanation of its plan for data retrieval, system

implementation, and timetable for that implementation.

PROPOSED MAINTENANCE AND SUPPORT

Each proposal must provide an explanation of the support and maintenance services to be provided. Of special note is any support to be provided for the reports that the college must provide to the State of Texas. Further, any enterprise-level software must comply with the State of Texas TX-RAMP requirements. (dir.texas.gov/tx-ramp).

[Texas Government Code § 2054.0593](#) mandates that state agencies, as defined by [Texas Government Code § 2054.003\(13\)](#), must only enter or renew contracts to receive cloud computing services that comply with TX-RAMP requirements beginning January 1, 2022. The law specifically applies to Texas state agencies, institutions of higher education, and public junior colleges.

PROPOSED COST

Each proposal must include an explanation of the costs to purchase, retrieve data, implement, and maintain the proposed SIS. This information should include a summary sheet showing the costs by these categories: hardware and operating system, application software, implementation services including data retrieval, annual maintenance and support. That summary should be supported by additional sheets that detail the amount shown on the summary sheet.

REFERENCES/SITE VISITS

The proposal should include at least three community colleges that are similar to CISCO COLLEGE, that are currently using a solution that closely resembles the one proposed to CISCO COLLEGE, that have agreed to discuss that solution with CISCO COLLEGE representatives, and that may potentially agree to host CISCO COLLEGE representatives to view the proposed solution in an active setting.

Among other things, CISCO COLLEGE will seek to learn the vendor's history in making conversions on schedule and under budget.

INSTRUCTIONS FOR COMPILING A PROPOSAL

CISCO COLLEGE is not liable for any costs incurred by individuals or business entities in preparing or submitting information hereunder. In issuing this RFP, the college does not intend to extend a legal offer to contract with any respondent, and issuance of this Request for Proposal in no way obligates the college to provide any form of consideration for any information received in response.

Alternative proposals are encouraged to provide information on hosting sites or consortium pricing.

Each proposal should adhere to the following sequence and format:

1. Completed Proposal Form for RFP Student Information System (SIS)
2. An unaltered, completed and originally-signed Proposal cover page
3. A cover letter
4. A table of contents
5. General information about the proposing company
6. Evidence from an independent source that provides reasonable assurance that the proposing company is financially able to fulfill its obligations under its proposal,
7. A bid bond in the amount of \$25,000 (include with original only. It is not necessary to include with the other copies or alternative proposals)
8. Qualifications of company personnel that would work with CISCO COLLEGE
9. An unabridged list of all current clients
10. An unabridged list of all former clients that terminated their business relationship with the proposing company within the last five years
11. A completed form that describes the proposed hardware and operating systems (form provided)
12. A completed form for each application software product proposed (forms provided)
13. A description of the proposed implementation, including a time table
14. A description of the proposed data retrieval methodology, including timeline and resources
15. A description of the maintenance and support services proposed
16. A description of the costs involved, as explained in the RFP
17. At least three active clients that will serve as references

Various forms to complete this proposal are provided on the following pages.

Please see an earlier section of this RFP for information about the requirements of any alternative proposals.

PROPOSAL FORM FOR RFP ENTERPRISE RESOURCE PLANNING (ERP)

RFP OF: _____
(Name of Company)

TO: CISCO COLLEGE
Attn: Mrs. Beverly Massey
Director of Purchasing & Payment Services
717 East Industrial Blvd., Abilene, Texas
79602

The undersigned Company, having carefully examined the RFP documents and being familiar with all requirements and conditions affecting the Services to be provided hereby offers to provide the Services at the rates attached hereto, in strict conformance with the RFP documents.

1. Company hereby acknowledges that it understands that persons submitting a response to this RFP must comply with all applicable laws, ordinance, rules and regulations including the provisions of the State of Texas Local Government Code Chapter 176. As applicable, the person submitting a response to this RFP must complete and submit the Conflict of Interest Questionnaire form at the end of this document.
2. Company hereby acknowledges that in accordance with Section 44.034 of the Texas Education Code, a person or business entity that enters into a contract with CISCO COLLEGE must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. Furthermore, the Owner may terminate a contract with a person or business entity if they misrepresented the conduct resulting in the conviction. This requirement does not apply to a publicly held corporation.
3. Requests for clarification or interpretation of the RFP must be made in writing not later than the close of business on the date specified herein. In the event, an addendum is issued, CISCO COLLEGE will distribute the addendum to the prospective companies. Any addendum will be included as part of the Contract Documents. Companies shall acknowledge receipt of addenda in the spaces provided on the Proposal Form. Only Written interpretations or corrections by means of an addendum shall be binding. No Company shall rely upon any information given by any other method.
4. If the Company fails to sign the Agreement and/or provide the required insurance certificate within ten (10) calendar days after receipt of the Agreement, such failure may be construed by the College as abandonment of the Project, and the College may annul the award. By reasons of the difficulty of determining accurately the amount of damages accruing to the College by reason of Company's failure to execute the Agreement and provide the bonds and/or certificate of insurance, the Bid Bond accompanying the Proposal

shall be the agreed amount of damages which the College will suffer by reason of such failure. The filing of a Proposal will be interpreted as an acceptance of this provision.

5. Proposing Company understands, acknowledges and agrees:
- (a) That Company has not and will not offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment or an offer of employment in connection with or arising from this RFP or subsequent contract or subcontract.
 - (b) That is Proposal is made without previous understanding, agreement or connection with any person, firm, or corporation making a Proposal on the same project, and is in all respects fair and without collusion, fraud or unlawful acts.
 - (c) That the person whose signature appears below is the owner, partner or corporate officer of the Company and is legally empowered to bind the Company in whose name the Proposal is entered.
6. **Assumption of Contract:** If awarded a contract, Company agrees to execute an agreement and provide a certificate of insurance within ten (10) calendar days of receipt of written notice of acceptance of this Proposal by the College unless otherwise stated herein. If awarded a contract valued at \$50,000 or more, and that offer is accepted by the Cisco College Board of Regents, Company will be required to complete Form 1295 on the Texas Ethics Commission website: <https://www.ethics.state.tx.us/filinginfo/1295/>
7. **Exceptions to RFP:** Company must indicate below whether it takes any exceptions to the RFP.

Exceptions are to be listed on a sheet titled "Exceptions to RFP" and attached to this Proposal. If Company indicates "No Exceptions" it affirms acceptance of the provisions and requirements of the RFP. Check one of the following as applicable:

_____ NO EXCEPTIONS _____ EXCEPTIONS ARE ATTACHED

RFP CERTIFICATION. The undersigned, on behalf of the Proposer, certifies that this RFP is made without previous understanding, agreement or connection with any person or corporation making a RFP on the same project, and is in all respects fair and without collusion, fraud or unlawful acts. It is further certified that the person whose signature appears below is legally empowered to bind the company in whose name the RFP is entered.

Submitted this _____ day of _____, 20__ by and for the Company identified as follows:

Company: _____

Street Address: _____

City/State/Zip: _____

Signature: _____

Printed Name: _____

Officer Title: _____

Telephone #: _____

Facsimile #: _____ Email Address _____

**PROPOSAL FORM
CISCO COLLEGE**

Provision of a Student Information System (SIS)/ Enterprise Resource Planning (ERP)

Issue date: May 5, 2022

Closing Time: Proposal must be received **before** 12 p.m. CST on May 31, 2022

DELIVERY OF PROPOSALS:

One (1) signed original and 1 copy must be delivered by hand, U. S. Postal Service or courier to:

Beverly Massey
Director of Purchasing & Payment Services
CISCO COLLEGE
717 East Industrial Blvd
Abilene, Texas 79602

Proposals must be included in sealed envelopes which are clearly marked with the name and address of the proposing company. It should also be clearly marked "PROPOSAL FOR SIS/ERP."

TO BE COMPLETED BY PROPOSING COMPANY:

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:

Legal Name of Proposing Company (and Doing Business As Name, if applicable):

Printed Name of Authorized Representative:

Address of Proposing Company:

Title:

<i>Date:</i>	<i>Authorized Representative phone, fax and e-mail address:</i>

COVER LETTER FROM PROPOSING COMPANY

Each proposal must include a cover letter to CISCO COLLEGE from the proposing company.

TABLE OF CONTENTS

Each proposal must include a table of contents that is organized as shown in the RFP and that provides page numbers to the appropriate required sections.

INFORMATION ABOUT PROPOSING COMPANY

The proposing company is to provide information about itself. Minimum requirements are:

- 1) the location(s) of the company's office(s),
- 2) the year it began business,
- 3) its form of business (corporation, partnership, sole ownership)
- 4) any related business operations, such as its parent company or any subsidiaries
- 5) a discussion of each of the company's lines of business
- 6) its history of and plans for updating its products
- 7) any bankruptcy proceeding to which the company has been party
- 8) any changes in ownership within the last ten years
- 9) A full description of its product development, including how any future products will be made available to CISCO COLLEGE.

INDEPENDENT EVIDENCE OF FINANCIAL CAPABILITY

The company must include within its proposal sufficient **independent** evidence that it is financially able to complete its obligations under the proposal. The college will be the sole judge as to the sufficiency of the evidence provided.

BID BOND

Each proposal must be accompanied by a bid bond in the amount of \$25,000 to protect CISCO COLLEGE in the event that the proposing company does not fulfill its obligations under this RFP process. This is only necessary for the original proposal. It may be excluded from the paper copies and alternative proposals.

QUALIFICATIONS OF COMPANY PERSONNEL

Each proposal is to include a list of those personnel that will work on the sale, implementation, data retrieval, and support of the SIS/ERP proposed to CISCO COLLEGE, including the professional credentials that qualify them to provide these services.

UNABRIDGED LIST OF CURRENT CLIENTS

CISCO COLLEGE requests that the proposing company provide a complete, unabridged list of all its clients.

Each proposing company is put on notice that CISCO COLLEGE will not sign any contract documents until this information is provided.

UNABRIDGED LIST OF FORMER CLIENTS

CISCO COLLEGE requests a complete, unabridged list of all entities that have been clients of the proposing company within the last five years, but that are no longer clients, be part of each proposal. That list should also include contact information for each of these entities and an explanation for the cessation of the business relationship.

Each proposing company is put on notice that CISCO COLLEGE will not sign any contract documents until this information is provided.

PROPOSED HARDWARE AND OPERATING SYSTEMS

Some proposals may require the purchase of hardware. For those proposals, the proposed system must meet or exceed the following minimum standards:

1. Standard desktop configuration running Microsoft Windows 10 or greater
2. Standard Mac operating systems
3. Microsoft Hyper-V virtualized environment based on Windows Server 2012 R2
4. VMware products & services

IMPLEMENTATION PLAN AND TIMETABLE

The proposing company must provide an explanation of its plan for data retrieval, system implementation, and time table for that implementation.

MAINTENANCE AND SUPPORT SERVICES

Each proposal should provide an explanation of the support and maintenance services to be provided. Of special note is any support to be provided for the reports that the college must provide to the State of Texas and the support provided for the college's reporting to the U. S. Department of Education for Federal financial aid.

PROPOSED COSTS

Each proposal must include an explanation of the costs to purchase, implement, and maintain the proposed SIS/ERP. This information should include a summary sheet showing the costs by these categories: hardware and operating system, application software, implementation services, data retrieval, annual maintenance and support. That summary should be supported by additional sheets that detail the amount shown on the summary sheet.

Separate proposed costs must be shown for each alternative proposal presented. Examples of potential alternative proposals include pricing as a member of a consortium and pricing for alternative hosting sites (i. e. in-house, cloud).

REFERENCES

The proposal must include at least three community colleges that are similar to CISCO COLLEGE, that are currently using a solution that closely resembles the one proposed to CISCO COLLEGE, that have agreed to discuss that solution with CISCO COLLEGE representatives, and that may potentially agree to host CISCO COLLEGE representatives to view the proposed solution in an active setting.

**LOCAL
DISCLOSURE**

**GOVERNMENT OFFICER CONFLICTS
SURE STATEMENT**

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

6 SIGNATURE I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government
Officer

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the ____ day of _____,
20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath
administering oath
Title of officer administering oath
Printed name of officer

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Local Government Code § 176.001(2-a): “Family relationship” means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

COMPLIANCE DISCLOSURES

HB 1295 In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. This new law stipulates the College may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties. If you submit an offer as part of this solicitation that results in a contract valued at \$50,000 or more, and that offer is accepted by the Cisco College Board of Regents, you will be required to complete Form 1295 on the Texas Ethics Commission website: <https://www.ethics.state.tx.us/filinginfo/1295/>

HB 89 Boycott Israel Government Code 2270 prohibits governmental entities from contracting with companies who boycott Israel. The District will review Texas Comptroller website list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.

Terrorist Organization. Government Code 2252 – Contracting with Governmental Entities prohibits governmental entities from contracting with Iran, Sudan, or any known terrorist organization. The District will review Texas Comptroller website list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.

Domestic Preferences for Procurement and Buy America Provisions

As appropriate and to the extent consistent with law, Cisco College has a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products) when spending federal funds. Vendor agrees that the requirements of this section will be included in all sub awards including all contracts and purchase orders for work or products under this award, to the greatest extent practicable under a Federal award. (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.