



STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

PROCUREMENT AND PROPERTY SERVICES

P. O. Box 13030

NACOGDOCHES, TX 75962

REQUEST FOR PROPOSAL

RFP NUMBER

#Accounts Payable Payment Solution-2019

ADDENDUM NO. 1

Dated: 04/09/2019

PROPOSAL MUST BE RECEIVED BEFORE:

5:00PM, FRIDAY, APRIL 19, 2019

MAIL PROPOSAL TO:

Stephen F. Austin State University
Procurement Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

HAND DELIVER AND/OR EXPRESS MAIL TO:

Stephen F. Austin State University
Procurement Services
2124 Wilson Drive
Nacogdoches, TX 75962

Show RFP Number, Due Date and Time on Return Envelope

NOTE: PROPOSAL must be time stamped at **Stephen F. Austin State University Procurement Services** before the hour and date specified for receipt of proposal.

REFER INQUIRIES TO:

Rebecca Galatas
Stephen F. Austin State University
Procurement Services
936-468-4584
email: galatasrs@sfasu.edu

**STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #Accounts Payable Payment Solution-2019**

ADDENDUM NO. 1

THIS ADDENDUM MUST BE ACKNOWLEDGED IN ORDER FOR THE RESPONSE TO RECEIVE CONSIDERATION. FAILURE TO ACKNOWLEDGE THE ADDENDUM WILL RESULT IN DISQUALIFICATION OF THE RESPONSE.

CHANGE IN PROPOSAL CLOSING DATE

All references in the RFP document to the Proposal Due Date, Proposal Closing Date, or Submittal Deadlines are hereby changed as follows:

**PROPOSAL MUST BE RECEIVED BEFORE:
5:00PM, FRIDAY, APRIL 19, 2019**

Please note the following responses to questions received by email during the week of April 1-5, 2019:

1. Are you looking for a solution to handle all payment types (check, ACH and Card) or just a card solution?
Answer: We are looking for a virtual card solution as another avenue of payment for AP Invoices
2. What is the current breakdown of vendor spend from the stated \$55MM that are being paid by check verse ACH?
Answer: 27% ACH and 73% Check estimate
3. What is your driving goal for this RFP- The integration into Banner or Rebate?
Answer: Both- seamless integration with our ERP and Rebate
4. What is your average invoice amount currently?
Answer: About \$13,000
5. We will need a full vendor file for a 12 month period to do a full analysis of the opportunity. Please see attached format: of an excel file: Vendor Name, Address, City, State Zip, Country, TIN, Telephone, Vendor ID, Count, Spend
Answer: A full vendor list will be provided upon award and/or during negotiation phase. When completing Exhibit C, provide estimated percentage or range of percentage of vendors signed up for the payment card solution during campaigns based on previous similar project implementations.
6. What do you expect to be the total spend of all card expenditures for the school's new virtual card program to be on an annual basis?
Answer: Not sure- depending on vendor enrollment. Goal is to have ACH/Direct Deposit, Virtual Card Payments then physical Checks
7. Will the school want any physical PCards for non-automated purchases? If so, how many?
Answer: No physicals cards. Virtual Credit card payments only.

8. In order to maximize the revenue share (rebate) with the school, if we had a listing of your current A/P file in the following format: NAME, ADDRESS, CITY, STATE, ZIP, TELEPHONE, VENDOR ID, # OF PAYMENTS, PAYMENT TYPE, AND TOTAL SPEND, we can analyze it and provide the school with which of vendor/supplies utilize virtual programs and accept cards as payments. Could the school please provide this?
Answer::A full vendor list will be provided upon award and/or during negotiation phase. When completing Exhibit C, provide revenue share methodology and/or matrix to determine estimated revenue share percentages. Include assumptions for methodology and/or matrix percentages.
9. What are the school's typical vendor payment terms?
Answer: We follow the Texas Prompt Payment act. 30 days unless stated otherwise in an executed contract
10. Would the school be willing to accept a longer term contract for more favorable rebates?
Answer: Possibly if it is for the benefit of the University
11. Most payments programs typically require a 3 or 5 year contract, due primarily to the timing and ramp up of the supplier enrollment process. Is this length of contract an option?
Answer: Possibly please provide incentives
12. ACH transactions are mentioned in the RFP. Is it expected that these would be included in the RFP?
Answer: We are looking for another payment option for vendors to participate in. ACH will still be an option.
13. In the following question can you elaborate on how you define University and provider firms? Explain the web portal interface system utilized by the payment solution. Explain all user functions such as the vendor, university and the provider firms. Explain how the vendors are notified that a payment has been made.
Answer: A provider firm would be if a third party email vendor that is used in the web portal interface to send vendors notification that a payment has been made.
14. Please describe your program objectives over the next three years?
Answer: Our goal is to convert as many paper checks to ACH, direct deposit or virtual card payment solution.
15. How important is extending Days Payable Outstanding (DPO) to Stephen F. Austin University?
Answer: We are required to follow Texas Prompt Payment Act 30 days unless stated otherwise in an executed contract.
16. Please describe any challenges related to Stephen F. Austin's current vendor payment process.
Answer: Time and resources in processing paper checks. Delays in vendor receiving paper checks in the mail due to postal system.
17. Section 2, Statement of Work, 2.1.2 (e) states, "Provide a Virtual Card payment solution that will be scalable to incorporate future system expansion needs". Please describe the 2-3-year road map for system expansion projects.
Answer: At this time, there are no planned system expansions.

18. Exhibit D, Scope of Services Questionnaire, Item I state, "Describe how solution promotes ACH transactions if vendor does not choose payment card". Is the vision for Stephen F. Austin State University to process all types of payments (ACH, Wire, Check and Virtual Card/Payment Card) with one single payment file?
Answer: SFA would prefer one single payment file but is open to options.
19. Is Stephen F. Austin seeking a standalone Virtual Card program?
Answer: SFA is open to virtual payment card system solutions as indicated in Section 2, Scope of Work, of the proposal.
20. Understanding that an AP card program will be new, does the University currently have a card program for managing T&E and Procurement activity?
Answer: Yes. The University utilizes procurement cards and travel and expense cards.

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#Accounts Payable Payment Solution-2019

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**STEPHEN F. AUSTIN STATE UNIVERSITY
Request for Proposal #ACCOUNTS PAYABLE PAYMENT SOLUTION -2019**

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SECTION 1 INTRODUCTION

1.1 SCOPE OF PROPOSAL

- 1.1.1 Stephen F. Austin State University, hereafter referred to as "SFASU" or "the University", is seeking proposals from qualified respondents to establish a virtual payment card solution service on behalf of the Stephen F. Austin State University- Accounts Payable Department, located in the Rusk Building on the SFASU main campus. This payment card solution will include all labor, support, equipment and other necessary services to seamlessly establish and maintain an ongoing virtual payment card system, and at a minimum in accordance with Section 2, Statement of Work, and other Terms and Conditions.

Currently the Accounts Payable Department pays vendors for services rendered and / or goods purchased through the generation of a physical accounts payable check or ACH. The department would like to implement an electronic payment solution where the vendors would be paid through an electronic transmission via a virtual credit card network.

The conversion of Accounts Payable payments from checks to electronic will result in cost savings in the form of not producing and mailing physical checks. The SFASU Accounts Payable Department produces approximately 3,515 computer generated check payments totaling approximately \$55 Million on a fiscal year basis. The SFASU utilizes the Banner finance system by Ellucian and the checks are produced using an ERP platform.

The solution will provide multiple levels of security to ensure every payment is authenticated. The successful firm will be required to determine the best electronic payment solution for the SFASU Accounts Payable Department and the one that continues to strengthen relationships with vendors, suppliers, and customers.

Finally, the accounts payable payment solution should provide the following objectives:

- Reduce check processing with utilizing electronic payments
- Revenue Share
- Flexible payment options for vendors
- Minimize risk
- Ability to work with SFASU existing financial system, Banner by Ellucian
- Insure that all information is stored with the highest level of security

1.2 CONTRACT TERM

The Term of the Agreement shall begin after award as mutually agreed and upon executed agreement. The services should commence as set forth in the executed agreement. The term of this agreement is for one (1) year with the option to renew for four additional one year periods as mutually agreed.

1.3 SFASU INFORMATION

SFASU is an institution of higher education operated as an agency of the State of Texas. SFASU employs approximately 1600 full and part-time faculty and staff members. SFASU had an enrollment of 13,144 full and part-time students during the fall 2018 semester. Most staff positions are based on a 12-month appointment coinciding with the fiscal year (9/1-8/31). Contracts are executed only for faculty members, and limited other appointments. A nine-member Board of Regents is appointed by the governor of Texas, with each regent serving staggered six-year terms.

1.4 SCHEDULE OF EVENTS*

- Issuance of Request for Proposals March 29, 2019
 - Deadline to Submit Questions..... April 5, 2019
 - Final Addendum Posted (if applicable)..... April 9, 2019
 - Proposal Closing April 19, 2019, 5:00pm
 - Evaluation of Proposals and Selection of Finalists and/or Negotiations April 23, 2019 – April 30, 2019
 - Award and Start of Project Implementation May/June 2019
- *Dates are tentative and subject to change.

1.5 OPEN RECORDS

The parties understand the information exchanged in the negotiation process is confidential to the fullest extent permitted by law, and neither party will disclose such information to anyone other than representatives of the negotiating parties except as required by Texas law. Final awards and contracts, after all negotiations are completed, may be subject to the Texas Open Records Act. Additionally, state law requires each contract for the purchase of goods or services to be posted on the University’s website. By entering into a contract with the university, the firm acknowledges and accepts the university will comply with all applicable laws regarding the public posting of contracts.

1.6 U.S. DEPARTMENT OF HOMELAND SECURITY’S E-VERIFY SYSTEM

By entering into this Agreement, the Contracting Party certifies and ensures that it utilizes and will continue to utilize, for the term of this Agreement, the U.S. Department of Homeland Security’s E-Verify system to determine the eligibility of:

1. All persons employed to perform duties within Texas, during the term of the Contract; and
2. All persons (including subcontractors) assigned by the Contracting Party to perform work pursuant to the Agreement, within the United States of America.

The Contracting party shall provide, upon request of University, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by Contracting Party, and Contracting Party’s subcontractors, as proof that this provision is being followed.

If this certification is falsely made, the Agreement may be immediately terminated, at the discretion of the University and at no fault to the University, with no prior notification. The Contracting Party shall also be responsible for the costs of any re-solicitation that the University must undertake to replace the terminated Agreement.

1.7 ISRAEL NON-BOYCOTT VERIFICATION

Pursuant to Section 2270.002, *Texas Government Code*, Contracting Party hereby represents, verifies, and warrants that it does not boycott Israel and will not boycott Israel during the term of the Agreement, as that term is defined by Section 808.001(1), *Texas Government Code*.

1.8 CONTRACTS WITH FOREIGN TERRORIST ORGANIZATIONS PROHIBITED

Pursuant to Section 2252.152, Texas Government Code, and to the extent applicable, Contracting Party hereby represents, verifies, and warrants that it does not do business with Iran, Sudan, or any foreign terrorist organization identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153, Texas Government Code.

1.9 TITLE IX

Stephen F. Austin State University strictly adheres to Title IX of the Education Amendments of 1972, the federal Campus Sexual Violence Elimination Act; United States Department of Education regulations and directives; and the university's sexual harassment policy and procedures ("Regulations"). Specifically, the Regulations apply to all students, employees, visitors, and other third parties on Stephen F. Austin State University-controlled property, including institutions and entities with whom Stephen F. Austin State University places its students. Further, such Regulations prohibit unequal treatment on the basis of sex as well as sexual harassment and sexual misconduct. As a condition of employment, enrollment, doing business, or being permitted on the campus, the above-mentioned individuals, organizations, and entities must agree to: 1) Report immediately to the Title IX coordinator any and all claims of sex discrimination or sexual misconduct; 2) Cooperate with Stephen F. Austin State University's Title IX investigation; and, 3) Cooperate fully with all sanctions that Stephen F. Austin State University may impose against such individual, organization, or entity, who is found to have violated the Regulations. If the individual, organization, or entity fails to adhere to any of the aforementioned requirements, Stephen F. Austin State University reserves the right to take appropriate action, including but not necessarily limited to, immediate removal from campus; discipline of employees and students (including termination of employment and/or expulsion from school); and termination of business or contractual relationships.

1.10 UNIVERSITY CLOSINGS

Stephen F. Austin State University will be closed for Memorial Day, May 27, 2019.

1.11 SMOKING, VAPING AND USE OF TOBACCO PRODUCTS

Stephen F. Austin State University is a tobacco and vape free campus

1.12 CONFIDENTIALITY

Pursuant to the Gramm-Leach-Bliley Act (GLBA), every Service Provider (Contractor), defined as any person or entity that receives, maintains, processes or otherwise is permitted access to nonpublic personal information as defined in 16 C.F.R. § 313.3(n), whether in paper, electronic, or other form, about a university employee or student through its provision of services directly to the university is subject to the following requirements:

a. The Service Provider (Contractor) must ensure the security and confidentiality of nonpublic personal information as defined in 16 C.F.R. § 313.3(n), protect against any anticipated threats or hazards to the security and integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any university employee or student.

b. To the extent contractor is provided Stephen F. Austin State University employee or student information owned, possessed or used by Stephen F. Austin State University and that is communicated to, learned, or otherwise acquired by Contractor in the performance of Contractor's duties and obligations under this Agreement, Contractor, its management, employees and agents agree to keep such information confidential, beginning on the date Contractor is first given access to said data and continuing through the term of this Agreement and any time thereafter. Contractor, its employees and agents shall not disclose, communicate

or divulge, or permit disclosure, communication or divulgence, to another or use for Contractor's, its management's, employees' or agents' own benefit or the benefit of another, any such confidential information, unless required by law. Contractor shall take appropriate safeguards to protect the data and limit access to such to only those representatives of Contractor that must have access for the purposes of this Agreement.

SECTION 2 STATEMENT OF WORK

2.1 SCOPE OF WORK

2.1.1 SFASU is seeking proposals to establish a virtual payment card solution on behalf of the Stephen F. Austin State University- Accounts Payable Department, located in the Rusk Building on the SFASU main campus. This payment card solution will include all labor, support, equipment and other necessary services to establish and maintain an ongoing virtual payment card system in accordance with the specifications, terms and conditions herein for the completion of the project. Currently the Accounts Payable Department pays vendors for services rendered and / or goods purchased through the generation of a physical accounts payable check or ACH. The department would like to implement an electronic payment solution where the vendors would be paid through an electronic transmission via a credit card network.

2.1.2 Project scope shall include the contractor providing the following services:

1. Implementation

- a. Establish an electronic Virtual Card payment solution for Stephen F. Austin State University vendors and integrate it with existing Banner Finance system by Ellucian. Process should be turnkey to establish without putting undue burden on SFASU resources.
- b. Awarded vendor will perform and provide a cost/benefit analysis of which current SFASU vendors should be targeted.
- c. Provide SFASU Accounts Payable Department with projected time line for completed project.
- d. Implement a campaign to assist Stephen F. Austin State University suppliers/vendors in signing up to receive a Virtual Card payment or ACH.
- e. Provide a Virtual Card payment solution that will be scalable to incorporate future system expansion needs.

2. Web Portal

- a. Will provide and maintain an online portal for both Stephen F. Austin State University and their vendors. Will maintain vendor contact information and bank account details in a safe and secure fashion.
- b. Will provide on-going customer support for SFASU on any system questions such as: payments issued and remittance, etc. Will provide on-going customer support for SFASU vendors on system questions.

3. Data Security

- a. Shall have data security standards in place according to payment card industry data security standards (PCI DSS), Electronic Payment Association (NACHA) operating rules including federal and state regulations.
- b. Provide information related to data security to Stephen F. Austin State University auditors and IT security staff upon request.
- c. SFASU shall retain absolute data access and ownership including the return of any data not directly associated with the electronic payment transaction, upon engagement termination.

2.1.3 **APPLICABLE CODES AND STANDARDS:** The latest version on all applicable codes and standards should be used as a design and construction guide. The following list is not all inclusive:

- PCI DSS
- NACHA

- Texas Prompt Payment Act

2.1.4 **CONTRACTOR'S RESPONSIBILITIES:** All work shall be performed in accordance with applicable federal, state and local rules and regulations. Contractor shall be required to stay abreast of any changes to applicable rules and regulations related to accounts payable payment solution.

2.1.5 **UNIVERSITY RESPONSIBILITIES:** The University will perform the following tasks under this contract:

- Provide site contact information and SFASU invoicing/vendor information.
- Provide site access, Monday – Friday from 8:00am – 5:00pm, or as mutually agreed.
- Provide timely notification to Contractor of any University closures or work limitations.

2.2 PRICING

Provide requested financial proposal information as referenced in Exhibit C.

2.3 **PROJECT COMPLETION:** The University desires this project to begin implementation by May/June 2019.

2.4 **SCHEDULING WORK:** The selected vendor will be responsible to correspond with SFASU Department designated personnel to complete any implementation process with the current SFASU Banner finance system by Ellucian.

2.5 PARKING ON CAMPUS

2.5.1 All vehicles parked on the University campus must properly display a valid parking permit and comply with all University parking rules. The University Police Department (UPD) supervises and coordinates all parking transportation and traffic related functions on the campus. Permits expire each August 31.

2.5.2 Contractor shall be responsible for obtaining parking permits from UPD and for resolving, should they arise, any parking regulation disputes and violations. The UPD telephone number is 936-468-2608.

2.6 GENERAL TERMS AND CONDITIONS

2.6.1 All work is to be performed in a professional manner and contractor shall comply with all local, state, and Federal orders, ordinances, laws, rules, and regulations of duly constituted authorities having jurisdiction over this work.

2.7 **INSURANCE REQUIREMENTS:** The Contractor shall not commence work under this Contract until he has obtained all the insurance required hereunder and certificates of such insurance have been filed with and reviewed by SFASU. Acceptance of the insurance certificates by SFASU shall not relieve or decrease the liability of the Contractor.

If policies are not written for the amounts specified below (except Worker's Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of primary policy.

This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to the University.

Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.

Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the workers' compensation policy.

The workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the University.

The workers' compensation insurance coverage must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide worker's compensation coverage of a worker, that such insurance coverage is provided by the Contractor's policy.

Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by the Owner, the minimum insurance coverage as follows:

INSURANCE REQUIREMENTS	MINIMUM LIMITS
Workers' Compensation (Statutory)	Statutory
Employer's Liability	\$1,000,000 Each Occur/Aggregate
Commercial General Liability	\$1,000,000 Each Occur \$2,000,000 General Aggregate \$2,000,000 Products/Completed Operations
Comprehensive Automobile Coverage	\$1,000,000 Combined Single Limit NOTE: Required where a vehicle will be used on the premises. Coverage must include: All owned, leased, hired, non-owned and employee non-owned vehicles and, where applicable, Personal Injury Protection.

**SECTION 3
INSTRUCTIONS TO RESPONDENTS**

3.1 CONTACT INFORMATION

- 3.1.1 All questions regarding the RFP, or response must be forwarded to the Contracting Specialist:
Rebecca Galatas
PO Box 13030
Nacogdoches, TX 75962
Phone: 936/468-4584
Fax: 936/468-4282
Email: galatasrs@SFASU.edu

3.2 SUBMITTAL DEADLINE AND LOCATION

- 3.2.1 All proposals must be received by SFASU no later than 5:00pm, Friday April 19, 2019.
- 3.2.2 Proposals are to be submitted to:

MAIL PROPOSAL TO:

Stephen F. Austin State University
Procurement and Property Services
P. O. Box 13030
Nacogdoches, TX 75962-3030

**HAND DELIVER AND/OR
EXPRESS MAIL TO:**

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2124 Wilson Drive
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- 3.2.3 All U.S. Mail addressed to any component of SFASU is delivered to a central mail room and redistributed by SFASU personnel to the addressee's on-campus post office box. Consequently, there is a possibility of delay between receipt of mail at the central mail room and receipt in the Procurement and Property Services Department. Proposals must be in the office of the Procurement and Property Services Department by the time set for RFP closing in order to be considered, and receipt by SFASU at the central mail room will not be deemed sufficient. The University shall not be responsible for responses received after the due date and time. Late responses will not be considered under any circumstances. Properly identified late responses will be returned to the respondent unopened.
- 3.2.4 Proposals will be publicly opened Monday April 22, 2019 at 8:00am in the office of the Director of Procurement, 2124 Wilson Drive. Only the names of the Respondents will be read aloud.
- 3.2.5 Proposals received after the time for closing will be returned to Respondent unopened regardless of the circumstance. It is the responsibility of the Respondent to get the proposals delivered in a timely manner regardless of delivery method or circumstances.
- 3.2.6 Proposals may be withdrawn at any time prior to the time and date set for proposal closing.
- 3.2.7 Stephen F. Austin State University reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities provided such waiver does not substantially change the offer or provide an advantage to any Respondent in the judgment of Stephen F. Austin State University.

3.3 SUBMITTAL INSTRUCTIONS

3.3.1 All proposals must be submitted in the format prescribed in Section 3.6.

3.3.2 Each Respondent must submit one (1) original printed copy of the Proposal with original signatures on the Execution of Offer.

3.3.3 The printed copy shall (1) be unbound; (2) contain divider sheets or tabs; (3) be printed on 8-1/2 in. x 11 in. white paper to enable copying, if needed; and (4) be a complete copy of all information submitted with Proposal. Colors must reproduce in a legible manner on a black-and-white copier.

3.3.4 Respondent shall also submit one (1) complete electronic copy of the printed copy of the Proposal on electronic media (e.g., USB Drive {SFASU's preference}, CD-ROM, or DVD-ROM) in a Microsoft Office (Word, Excel, Project and PowerPoint files) version 2003 or later format, or searchable Adobe .PDF files. . Respondents shall divide the electronic copy into **TWO (2)** separate electronic files, one of which shall contain Respondent's Qualifications and the other of which shall contain **Exhibits A-D**.

3.3.5 All proposals must be complete and convey all of the information requested to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, SFASU alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award.

3.3.6 Proposals shall be signed by a legally authorized representative of the Respondent. Unsigned proposals (Exhibit A) will be rejected as a material failure.

3.4 EVALUATION CRITERIA

3.4.1 Award will be based on a comprehensive review and analysis based on weighted value of averaged evaluation scores and negotiation of the proposal that best meets the needs of the University. Submission of a proposal represents concurrence with this method of evaluation and award. Furthermore, Respondents will not, under any circumstances, dispute any award made using this method.

3.4.2 Evaluation of the proposals will be performed by an evaluation committee representing Stephen F. Austin State University. Proposals will be evaluated using the following criteria, which are listed below in no particular order. Stephen F. Austin State University reserves the right to award an agreement not based only on the cost to the University, but on the criteria that best meet the University's requirements and goals. The University shall be the sole judge of determining which proposal represents the best value to the University.

3.4.3 Evaluation criteria

- a. 35% - Qualifications and Experience;
- b. 35% - Financial Proposal;
- c. 20% - References of similar projects performed and integrated with existing finance systems;
- d. 10% - Past work experience with SFASU

The University may conduct such investigations as deemed necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the respondents.

3.5 ACCEPTANCE AND FORMATION OF AGREEMENT

- 3.5.1 No recommendation for award will be made until Stephen F. Austin State University is fully satisfied that the Respondent is professionally competent and properly equipped to render the specified services.
- 3.5.2 The University reserves the right to further negotiate, after proposals are opened, with any Respondent that submits a proposal. SFASU may award a contract(s) based on initial proposals received without any discussion of such proposals. Therefore, each proposal should be submitted on the most favorable and complete price and terms possible.
- 3.5.3 SFASU reserves the right to enter into an agreement not based only on the cost to the University, but which, in the sole opinion of SFASU, is deemed to represent the best value to SFASU.

3.6 PROPOSAL FORMAT

- 3.6.1 Proposals shall be prepared simply and economically, providing a straightforward concise description, of the ability to meet the requirements of the RFP. Emphasis should be placed on the RFP requirements, completeness, clarity of content, responsiveness to the requirements and an understanding of SFASU's needs. **Respondents shall organize their proposal in a point-by-point format according to Section 3.6.6.** Failure to follow point-by-point presentation could be grounds for disqualification.
- 3.6.2 Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements as directed. The awarded vendor agrees to abide by the terms of this RFP and any resulting agreement. Failure of the selected contractor to fulfill the provisions of this request for proposal shall in no way relieve the obligation of the Contractor to furnish all services necessary to carry out the provisions of the agreement. Incomplete proposals will be considered non-responsive and subject to rejection.
- 3.6.3 Proposals shall be printed on letter-size (8-1/2" x 11") paper and unbound. **DO NOT USE METAL-RING HARD COVER BINDERS.**
- 3.6.4 Submittals shall include a "Table of Contents" and give page numbers for each part of the Proposal.
- 3.6.5 Number all pages of the Proposal submittal sequentially using Arabic numerals (1,2,3,etc); the Proposal is not required to number the pages of the Hub Subcontracting Plan.
- 3.6.6 Proposal shall include the following information and be submitted in the following order: – **Failure to provide any of the following documents will result in disqualification of the proposal from further consideration:**
- a. **Required Submittals**
- Exhibit A – Signed Execution Of Offer
 - Exhibit B – Acknowledgement of Addenda, if any
 - Exhibit C – Financial Proposal
 - Exhibit D – Scope of Services Questionnaire

b. Evaluation of Qualifications:

An overview of your firm and its Accounts Payable Payment Solution system:

- i. Profile to include resumes on personnel that will be working on this project and their credentials and experience. Provide team knowledge that would be relevant to the successful completion of the project and awareness of potential problems that team could resolve.
- ii. Provide a minimum of three (3) references from clients for whom you have successfully implemented and maintained a payment solution system within the last five years to include state agencies or institutions of higher education of similar scope. Include work history of Banner finance systems by Ellucian, if applicable. At a minimum, include institution name, contact name, telephone number, email address, length of business relationship, project description, and summary of work performed.
- iii. Provide a brief description of respondent's availability for this project and details of current project workload related to payment solution systems.
- iv. Provide the length of time your firm has offered a fully automated accounts payable payment solution including a brief history of your firm and its demonstrated expertise and experience.
- v. Provide the total number of employees dedicated to our automated accounts payable payment solution project and provide the number of employees that are dedicated to the enrollment of the vendors during the campaign.
- vi. Provide the total number of employees dedicated to customer support via email/phone after solution is fully implemented and through optional four year renewals.
- vii. Identify number of years of experience with SFASU including detailed description of services. If no experience, please indicate none.

Stephen F. Austin State University reserves the right to check references prior to award. Any negative responses received may be grounds for disqualification of the bid. SFASU reserves the right to enter into an agreement not based only on lowest cost to the University, but which, in the sole opinion of SFASU, is deemed to represent the best value to SFASU.

EXHIBIT A EXECUTION OF OFFER

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services and to comply with all terms, conditions and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications. Failure to sign the response, or signing it with a false statement, shall void the submitted response or any resulting contracts, and the Respondent may be removed from all bid lists.

By the signature hereon affixed, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State or the Federal antitrust laws nor communicated directly or indirectly the response made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Rule 34 TAC 20.38.

Certifications:

Texas Family Code Child Support Certification. By signature hereon, Respondent certifies as follows: "Under Section 231.006, Texas Family Code, the Contractor certifies it is not ineligible to receive the payments specified in the Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate."

Sales Tax Certification. By signing the Agreement, the Respondent certifies as follows: "Under Section 2155.004, Texas Government Code, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Franchise Tax Certification. By signing the Agreement, a corporate or limited liability company, Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the Texas Tax Code, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable. Contractor acknowledges and agrees that if this certification is false or inaccurate, at University's option, the Agreement may be terminated and payment withheld.

Payment of Debts to the State of Texas. That pursuant to Section 403.0551, Texas Government Code, the Respondent agrees that any payments owing to the Contractor under this contract may be applied towards any debt or delinquent taxes that the Contractor owes the State of Texas or any agency of the State of Texas, until such debt or delinquent taxes are paid in full.

The person signing the Response should show title or authority to bind his/her firm in contract.

Federal Employer's Identification Number: _____

Sole Owner should also enter Social Security No.: _____

Respondent/Company: _____

Signature (INK): _____

Name (Typed/Printed): _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No/Fax No: _____

Email: _____

**THIS SHEET MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S PROPOSAL.
FAILURE TO SIGN AND RETURN THIS SHEET MAY RESULT IN THE REJECTION OF YOUR RESPONSE.**

**EXHIBIT B
ACKNOWLEDGEMENT OF ADDENDA**

Receipt is hereby acknowledged of the following addenda to this RFP.

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Respondent/Company: _____

**Refer to the SFASU Procurement and Property Services Department web-site to
confirm all addenda issued:**

<http://www.SFASU.edu/purchasing/122.asp>

**EXHIBIT C
FINANCIAL PROPOSAL**

Having carefully reviewed the specifications and related documents affecting the proposal to Stephen F. Austin State University, the undersigned submits the following Financial Proposal in accordance with the Request for Proposal documents:

Respondent Name: _____

Authorized Signature: _____

A. Estimated percentage of vendors to be signed up for the payment card solution during campaign:

_____ %

B. Revenue Share Percentage

_____ % **(Provide methodology for revenue share percentages)**

C. Total number of months for completion of payment solution

_____ **months**

D. Provide a proposed timeline detailing from beginning to final completion/acceptance of payment solution, clearly showing time allowed for each step in the process including training.

(Attach detailed project schedule)

E. Provide any vendor participation or enrollment fees in proposed accounts payable solution or any other fees.

(Provide details of cost structure)

EXHIBIT D
Scope of Services Questionnaire

1. Scope of Services

- a. Explain in detail if the accounts payable payment solution is fully automated and has a real-time interface with Banner finance system by Ellucian. List or illustrate the steps involved with the solution.
- b. Describe the technical aspects of how the file transmission would interface from the University to your platform. Is the transmission interface owned by the firm or is there a third party provider involved.
- c. Provide the brand of card or provider associated with the automated accounts payable solution.
- d. Explain the web portal interface system utilized by the payment solution. Explain all user functions such as the vendor, university and the provider firms. Explain how the vendors are notified that a payment has been made.
- e. Describe the software product that supports this program. Explain how software will interface, and it shares files with Banner by Ellucian or ERP system.
- f. Describe the controls and security in place that are available to prevent misuse of the accounts payable payment solution. Explain how firm and solution correspond and work with SFASU IT security in handling any threats.
- g. Does the accounts payable payment solution have a 1099 reporting capability?
- h. Describe how voids and credit memos are handled.
- i. Describe how solution promotes ACH transactions if vendor does not choose payment card.
- j. Explain the archiving function of the solution, can it retain for audit purposes up to 7 years? What notification occurs before historical transactions data is deleted?
- k. Explain supplier support. What level of support is provided to vendors for payment assistance?
- l. On an on-going basis, how many people will be assigned to our relationship and what are their roles?

2. Financial Strength

- a. Please provide information regarding your firms financial strength to provide such a service and any rating reports such as Moodys, Standard and Poor's and Fitch.

3. Implementation

- a. List the steps to the campaign and implementation process. Attach a sample plan including timelines.
- b. Describe the roles and responsibilities of the firm and the University during the campaign and implementation process.
- c. Describe the process for reporting and resolving any issues during the implementation process.

4. Pricing

- a. Provide information on revenue sharing, including volume tiers and basis points payout. Include how often revenue sharing is calculated and paid.
- b. Describe any Implementation or programming fees if any.
- c. Describe any vendor participation and enrollment fees.
- d. List any and all fees not addressed above that might apply.

**EXHIBIT E
CAMPUS MAP**

