

University Auxiliary Services, Inc. Request for Quote Consulting Services

University Auxiliary Services, Inc. (UAS) is not-for-profit corporation which contracts with the University at Albany - SUNY (“the University”) to operate and provide miscellaneous services at the University.

On behalf of the University at Albany, UAS, Inc. desires to enter into a contract with a qualified special consultant (or consultants) who will assist in the implementation process of People Soft higher education administrative software which includes Financials, Human Resources and Student Administration, at the University. Accordingly, UAS is issuing a Request for Quote (RFQ) for said consulting services.

The University at Albany has begun an implementation of the following PeopleSoft applications: PeopleSoft Financials for the Public Sector Version 7 (including: GL, Payables, Receivables, Asset Management, Budgets, Purchasing, Billing and Projects), and Version 7.5 of the Higher Ed product which includes HR for Public Sector (Core HR, Payroll and Time and Labor) and Student Administration (Admissions, Student Records, Financial Aid, Student Financials, Academic Advisement and Campus Community). During the implementation, UAS will employ consultants to provide consulting services on an as needed basis. It is our intent to procure such services on behalf of the University for specific tasks at strategic points during the University’s implementation schedule. The definition of each engagement will be provided to the vendor(s) at a minimum of six (6) weeks in advance of such services.

Examples of such engagements may include, but not be limited to:

- Assistance and guidance with development of the business rules and applying them to the software.
- Fit/gap analysis and systems analysis for specific modules.
- Assist in the definition and resolution of integration issues in any of the applications.
- Review and validate ongoing implementation strategies.
- Assistance in the development of data interfaces to/from external entities i.e. Office of the State Comptroller (PaySR), Department of Civil Service (NYSTEP), Higher Education Services Corporation, Research Foundation, SUNY System Administration, etc.
- Ongoing validation of the University’s interpretation of the chart fields within the chart of accounts.
- Technical support for enhancements to the software for required customizations or functions not currently supported (such as a Student Housing module).
- Technical support for the integration of Student Administration with the University’s Periphonics touch-tone registration system.
- Technical support for the integration of Student Administration with the University’s Schedule 25/25E classroom scheduling software.

Terms and Condition of Award

UAS reserves the right to reject any and all proposals. The award shall be made in the best interests of UAS and the University at Albany.

The relationship arising out of this contract between the Contractor and UAS shall be that of independent contractor. It is specifically understood that the State University of New York and the State of New York are not parties to this contract, and are not bound by any of its terms. Contractor shall not represent itself as an agent or part of UAS or State University of New York.

In the event of termination of UAS or termination of the UAS/University contract during the term of this contract, UAS shall be permitted to cancel the contract with no penalty of any kind effective on the date of such termination.

The Contractor shall at all times during the term of this agreement provide insurance in the following amounts:

1. Worker's Compensation - statutory amount.
2. Comprehensive Automobile Bodily Injury Liability and Property Damage Liability Insurance with limits of \$500,000 combined single limit per accident.
3. Comprehensive General Liability with a per occurrence limit of \$1,000,000 and a general aggregate limit of \$2,000,000, including premises/operations, products and completed operations and contractual liability insurance: Comprehensive General Liability includes, but is not limited to use of products and machines on campus and contractual to UAS.

Insurance certificates indicating at least the required minimum coverage shall be provided to UAS prior to the award of this contract and throughout its term. These policies shall contain a clause requiring thirty (30) days written notice to UAS before cancellation, reduction or other modification of coverage. Certificates of Insurance shall list as additional insured: University Auxiliary Services at Albany, Inc.; University at Albany, SUNY; State University of New York; State of New York; and People of the State of New York.

Neither party shall be responsible for delay or failures in performance resulting from acts beyond the control of the party. Such acts shall include, but not be limited to, acts of God, lockouts, riots, acts of war, epidemics, governmental regulations imposed after the fact, fire, communication line failures, power failures, earthquakes, or other disasters.

UAS reserves the right to interview any proposed consultants and to approve, reject or cause to be replaced any or all vendor(s) staff assigned to each engagement. All travel and living expenses for the consultants will be paid by UAS but must be in accordance with the New York State Office of the State Comptroller's Traveler's Guide.

UAS reserves the right to award contracts to one or more vendors. The total value of the awarded contracts shall not exceed \$500,000 with no guaranteed minimum. This includes travel and living expenses. The term of this contract shall not exceed three years.

Request for Quote

UAS requests an hourly price quotation for PeopleSoft consulting services as follows:

Technical Consultant

Provide technical consulting expertise in any of the following areas:

PeopleTools/PeopleCode

SQR Report Writing

PeopleSoft Security

Process Scheduler

Web Client

Mass Change/Application Engine/Import Manager

Functional Consultant

Provide functional consulting expertise on the PeopleSoft modules purchased. This could also include interpretation of the Chart of Accounts, interpretation of the SA Academic Organization tree and the use of all PeopleSoft setup tables.

Implementation Consultant

Provide consulting services on implementation issues including the integration between the PeopleSoft modules and implementation planning and review.

In addition, the vendor must respond to each of the following sections in detail.

A. General Information

1. Provide company name and headquarters location. Provide length of time in the consulting business.
2. Provide a list of your employees by type of consultant as described above.
3. Provide a list of PeopleSoft products used internally.

B. Specific Experience Implementing PeopleSoft Products

1. For what length of time have you been providing PeopleSoft consulting services?
2. Describe your experience in the higher education market implementing the PeopleSoft products. List a representative sample of your higher education PeopleSoft clients served by providing the following information.

Name of institution(s) with contact name(s) and phone number(s).

General description of the project(s), including:

Modules installed. Include version numbers.

Number of consultants provided.

Time frame of installation.

Types of consulting services provided specifically related to the expected skill sets of the consultants described above.

3. Provide a representative sample of your PeopleSoft consulting experience outside of the higher education market. Provide the following information for this sample:

Name of organization(s) with contact name(s) and phone number(s).

General description of the project, including:

Modules installed. Include version numbers.

Number of consultants provided.

Time frame of installation.

Types of consulting services provided specifically related to the expected skill sets of the consultants described above.

C. *Relationship with PeopleSoft*

1. Describe in detail your business relationship with PeopleSoft. What specific advantages and benefits would this relationship bring to the University at Albany?
2. What percentage of your business currently is related to implementing PeopleSoft products? How many PeopleSoft customers (past and present) do you have in total?
3. Have you been (or are you currently) a partner with PeopleSoft in the development of any modules? If so, for which modules? Please describe, in detail, how involved you were in the development of the module.

D. *Staffing*

1. Provide resumes (including areas of expertise) and job description of potential staff you propose to employ in this contract.

In case of questions about the Request for Quote, the vendor(s) shall include name(s) of contact person(s), address, phone number, fax number and/or e-mail address. Vendor(s) may direct any questions regarding this Request for Quote to Marybeth Salmon at (518) 442-9073.

An original and three (3) copies of Requests for Quotes along with the enclosed signed and notarized Acknowledgement page shall be received in writing and postmarked no later than February 5, 1999 to:

Dr. Julia M. Filippone
University Auxiliary Services, Inc.
99 Fuller Road
Albany, NY 12203