

Northeastern Illinois University  
Chicago

**Purchasing Department**

Bernard Office Building  
5500 North St. Louis Avenue  
Chicago IL 60625-4699

**Request for Proposal**

**No. R33192**

**Mandatory Pre-proposal Meeting October 27, 2003, 1:30pm @ SU-214 2<sup>nd</sup> Fl.**

**Conduct Business Systems, Gap & Needs Analyses And  
Write A Request For Proposal For An Enterprise-Wide  
Integrated Application**

ELECTRONIC DOCUMENT SET AVAILABLE @ <http://www.procurestate.univ.state.il.us>

**PROPOSAL DUE DATE: November 7, 2003**

**PROPOSAL DUE TIME: 10:00 A.M. C.S.T.**

*NOTE: Proposer must complete the enclosed 0, Vendor Disclosure of Financial Interests with addendum. Failure to complete and return this form with Proposer's response may result in its being considered non-responsive to this solicitation. All processes described follow the Illinois Procurement Code (30 ILCS 500), and the Higher Education Procurement Rules.*

General questions regarding RFP  
procurement issues should be directed to:

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Director of Purchasing  
Purchasing Office  
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Questions regarding University Coordination should  
be directed to:

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Associate Vice President  
Financial and Administrative Affairs  
773-442-5310  
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Technical questions regarding statistical  
and information aspects should be  
directed to:

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Director of Administrative Information  
Systems  
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**Send or deliver Proposal to:**

**Northeastern Illinois University  
Bernard Office Building,  
Purchasing Office  
5500 North St. Louis Avenue  
Chicago, Illinois 60625-4699**

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## 1. INTRODUCTION

### 1.1. DESCRIPTION OF PROPOSAL

The Board of Trustees of Northeastern Illinois University (“the University”), on behalf of Northeastern Illinois University (“NEIU”), is seeking Proposals from qualified firms (“Proposers”) for services to develop a Request for Proposal that will result in a solicitation for the purchase of a fully integrated information system, that will replace all, or most of, its current information systems. The development of the RFP must be guided by thorough and concise Business Systems, Gap and Needs analysis conducted by the Proposer. Services shall commence on or around January 1, 2004, or from date of execution of contract, if later, concluding no later than June 30, 2004. Any renewal or extension will be at the discretion of NEIU at a rate not to exceed those established in the reply to the RFP.

### 1.2. UNIVERSITY OVERVIEW

NEIU is a fully accredited public university serving nearly 11,500 students from the Chicago metropolitan area. Founded in 1867 in Englewood as the Cook County Normal School, the institution grew into the comprehensive university that it is today. The university serves a population that is diverse in age, culture, language, and race.

### 1.3. PROJECT OVERVIEW

Northeastern Illinois University (“NEIU”) desires to replace all, or most of, its existing Administrative Information Systems (AIS). The Administrative Information Systems are comprised of four major components: Student Information Systems, Human Resources and Payroll, Academic Courseware, and the Business Information System. Interfaces have been written to integrate the data within three of the four distinct systems. These interfaces are run on a daily basis and function within acceptable, but limited, parameters. The Academic Courseware system is not interfaced to any other system at this time.

A Request for Information (RFI) focusing on the Future of Information Technology was issued in January of 2003. The RFI outlined four possible scenarios for NEIU’s future information technology plan: replace, enhance, expand and/or contract for service. There were 23 respondents to the RFI. A task force was formed to review the responses. Of the 23, 8 respondents, 2 from each category, were selected to come to the university to follow up their responses with a presentation. The task force then made the recommendation to pursue the scenario to replace all or most of the administrative information systems with the intention of obtaining a fully integrated administrative information system. Additional information about the RFI process can be found at [http://neon.neiu.edu/~itoption/neiu\\_ito/](http://neon.neiu.edu/~itoption/neiu_ito/).

The consulting company selected by the university through this RFP process would familiarize themselves with the mission, goals and objectives of the organization. They would then meet with the key stakeholders to review current workflow processes and conduct a detailed business systems, Gap and needs analyses. The consulting company will also meet with the technology staff as needed to identify the strengths and weaknesses of the existing systems in the context of the systems ability to support the objectives of Northeastern Illinois University.

The intent of pursuing a fully integrated administrative information system is to enable the university to:

- Improve access to data and services for all users through a transparent unified information system
- Allow for the use of web-enabling tools and applications
- Allow for the use of self-service tools and applications by the university community
- Present a consistent and unified user interface
- Provide increased efficient performance in a secure and reliable manner.

The benefits derived from employing a consulting company to conduct the business systems analysis would be to:

- Obtain an independent and thoroughly objective assessment of business processes
- Create a unifying long-term technology roadmap
- Create a framework for ongoing improvement
- Enable the university to establish a balance between stability and flexibility, integration vs. modularity
- Enhance the university's ability to manage and respond to change
- Establish a methodology for the university to use when change occurs
- Suggest changes in workflow to make optimal use of applications and systems.

It is important to recognize that the overarching purposes of the university will not change, but the methods to achieve those purposes will and should evolve with the constituencies the university serves. NEIU, not unlike other leading institutions of higher education, is looking for ways to align their resources with their unique and enduring purposes, while at the same time preserving the flexibility to change their methods when and how they choose. The project purpose will facilitate the disciplined processes to bring the focus upon the customers, our students, and cultivate the internal and external relationships of the university.

#### **1.4 CONTRACTUAL TERMS AND CONDITIONS**

All terms and conditions of the Contract(s) resulting from this Request for Proposal (RFP) are provided in Appendix III.

## **2. INSTRUCTIONS TO PROPOSERS**

### **2.1. PROPOSAL PACKAGE**

All elements of the following must be submitted including the appropriate signature as required in Appendix I. There is no guarantee that NEIU will request work other than what has been requested for within the scope of the RFP. To facilitate evaluation, submit the Proposal package in three (3) parts as described below. The parts may be submitted in the same package provided the parts are clearly separated and identified as outlined in Sections 2.1.1, 2.1.2, and 2.1.3 below.

#### **2.1.1. Technical Proposal**

Submit one (1) original (clearly marked as "Original") and ten (10) copies of the Technical Proposal in a sealed package clearly marked with the RFP number and "Technical Proposal" together with an electronic copy (disk or CD) in Word or designated required format.

**The following require submitted responses as part of your Technical Proposal if your firm is to be considered for award:**

Company Information

- A. The name, address, telephone, fax number, and primary contact person.
- B. If applicable, the company's branch office addresses, telephone numbers, fax numbers, and contact persons, noting the branch office that would be used to provide the services outlined in this RFP.
- C. Resumes and/or background information and experience of key management, project director and operational staff who will be assigned to provide the services outlined in this RFP, including but not limited to:
  - Technical training and education;
  - General experience;
  - Specific higher education experience regarding services being requested; and
  - Qualifications and abilities to perform the services being requested.
- D. Provide a list of relevant professional association memberships.
- E. Provide at least 2 complete samples of business system, Gap and needs analyses performed for other educational institutions that demonstrate the vendor's experience with the requested activity.
- F. Three (3) references of current or past public university clients, including company name, address, telephone number, fax number, primary contact, email address and type of services the Proposer is performing or has performed for these clients. NOTE: The Proposer certifies that it is empowered to use the names of references it provides and agrees that the University may contact these references and anyone connected with the referenced university.
- G. Provide the company's most recent Annual Report and its financial statements for the past three (3) fiscal years, including Balance Sheets and Statements of Revenue and Expenses, or other documentation that demonstrates financial solvency.
- H. Include company background, including years in business, volume of clients, number of employees, areas of expertise, and a list of relevant services the company provides.
- I. Other information the Proposer deems pertinent to demonstrating its qualifications to perform the services being requested.
- J. Provide the University with a complete unbundled estimate of the costs of individual analyses and creation of the RFP document. This should be extensive and include all costs associated with development of the deliverables. Refer to Appendix II, 1.1.

Project Management and Executive Summary

- A. Provide a Program Plan to support your Proposal. This Program Plan should describe the development vision, assumptions, commitments, and expectations of the Proposer in providing the services required by the University. The Program Plan should include reporting commitments and specific suggestions regarding communication, planning, and performance review.
- B. An organizational staffing plan for the personnel who will perform the services outlined in this RFP and a proposed timeline in gphant chart format using Microsoft Project identifying project stages and milestones for providing services from the requirements of the RFP.
- C. Answers to questions posed within the RFP regarding all aspects of the Proposer's plan to address the issues raised.
- D. Your firm's plans for how it will use the analyses to then write the Request for Proposal for a fully integrated information system.

- E. Describe how your firm will use relevant literature on business systems, Gap and needs analyses in higher education to demonstrate your firm's knowledge of the subject matter and how this will lead to the use of best practices.
- F. Indicate the Quality Assurance Methodology you will use and your plan to create a quality assurance format for use during the entire project.
- G. Indicate the analysis tools you anticipate using for this project.

#### Required Forms

- A. Completed and signed Vendor Disclosure of Financial Interests (Appendix IV with Addendum).
- B. Completed and signed Illinois Public Higher Education Bidder Application Form (Appendix V).

#### **2.1.2. Pricing Proposal**

Submit one (1) original (clearly marked as "Pricing Proposal") and two (2) copies of the completed and signed Pricing Proposal (Appendix II) in a separate and sealed envelope that is clearly marked with the RFP number and "Pricing Proposal" with an electronic copy (disk or CD) in Word format. The response to Appendix II should include any supplemental or renewal option period pricing schedules (Appendix II, Section 2).

#### **2.1.3. Contract**

Complete Articles 1, and 36 by including the requested information. Submit three (3) originals of the completed and signed Contract (Appendix III). Each Contract submitted must bear an original signature and date. Clearly identify any exceptions to the terms and conditions of the Contract(s) by referencing the pertinent Article in a letter submitted with the signed Contracts. Such exceptions will be considered when evaluating the Proposer's response to this RFP. The Contractor's failure to meet mutually established date deadlines for milestones shall be considered a material breach of this Contract unless such failure is caused by the intentional acts of the University.

#### **2.2. DELIVERY OF PROPOSAL PACKAGE**

The Technical Proposal, including the signed Contract, and the Pricing Proposal, may be either delivered by hand or sent to the Purchasing Office through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to the University Purchasing Office and on any correspondence related to the Proposal. The Proposer remains responsible for insuring that its Proposal is received at the time, date, place, and office specified. The University assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the University Postal Delivery System, or some other act or circumstance. **Proposals received after the time specified in the RFP will not be considered. All Proposals received after the specified time will be returned unopened.**

If using an express delivery service, the University recommends that the package be delivered to the designated office and not to the University Receiving facilities. Packages

delivered by express mail services to other locations might not be re-delivered in time to be considered and may subsequently be rejected as non-compliant.

**2.3. UNIFORMITY**

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section, or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. The University reserves the right to waive minor variances or irregularities that would prevent the University from accepting a proposal that is in the best interest of NEIU.

**2.4. PROPOSAL MATERIALS**

The Proposal material submitted in response to the RFP becomes the property of the University upon delivery to the Purchasing Office and is to be appended to any formal document which would further define or expand the Contractual relationship between the University and the Proposer. All material received will be considered part of the RFP response.

**2.5. ADDENDUM**

Any addendum issued to Proposers prior to the Proposal opening date shall include an addendum acknowledgment section. Since all addenda become a part of the Proposal, all addenda must be signed by an authorized Proposer representative and returned with the Proposal on or before the Proposal opening date. Failure to sign and return any and all addendum acknowledgments shall be grounds for rejection of the Proposal response.

**2.6. PROPOSAL MODIFICATION**

Proposals submitted prior to the Proposal opening date may be modified or withdrawn only by written notice to the University. Such notice must be received by the Purchasing Office prior to the time designated for opening of the Proposal. Proposer may change or withdraw the Proposal at any time prior to Proposal opening; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal that are addressed in the same manner as the Proposal and that are received prior to the scheduled Proposal opening time will be accepted. The Proposal, when opened, will then be corrected in accordance with such written requests, provided that the written request is contained in a sealed envelope that is clearly marked with the RFP number and "Modification of Proposal". No modifications of the Proposal will be accepted at any time after the Proposal opening date and time.

A withdrawn Proposal may be resubmitted up to the time designated for the receipt of Proposal provided that it is then fully in conformance with the requirements of the RFP.

**2.7. PERIOD OF FIRM PROPOSAL**

Prices for the proposed service must be kept firm for at least one hundred twenty (120) days after the last time specified for submission of Proposals. Firm Proposals for periods of less than this number of days may be considered non-responsive. The Proposer may specify a longer period of firm price than indicated here. If no period is indicated by the Proposer in the Proposal, the price will be firm until written notice to the contrary is received from the Proposer, unless otherwise specified in this RFP.

**2.8. PROPOSER'S RESPONSIBILITY TO READ RFP**

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposers to fully acquaint themselves with

existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

**2.9. ERRORS AND OMISSIONS**

The Proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services. Should the Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify the University, in writing, and the University shall issue written instructions to be followed. The Proposer is responsible for the contents of its Proposal and for satisfying the requirements set forth in the RFP.

**2.10. RFP INTERPRETATION**

Interpretation of the wording of this document shall be the responsibility of the University and that interpretation shall be final. Questions regarding the RFP must be submitted in writing via e-mail following the instructions on the cover page. All questions will be responded to via e-mail. Questions submitted within 72 hours of the bid opening will not receive a response. Proposers attempting to solicit information from employees of NEIU through any other means will be disqualified.

**2.11. CONFIDENTIALITY**

From the date of issuance of the RFP until the opening date, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the University. The Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Compiled Statutes.

**2.12. USE OF SUBCONTRACTORS**

If the Proposer intends to use subcontractors to perform any portion of the work described in this RFP, the Proposal must clearly state so. The Proposer's response must include a description of which portion(s) of the work will be subcontracted the names and addresses of potential subcontractors and the expected amount of money each will receive under the Contract. Failure to expose the use of subcontractors may result in RFP rejection.

**2.13. PROPOSER'S RESPONSIBILITY FOR SERVICES PROPOSED**

It is understood and the Proposer hereby agrees that it shall be solely responsible for all services they propose, notwithstanding the detail present in the RFP.

The Proposer will expressly warrant that all goods and services covered by this contract will conform to the specifications furnished within the RFP. The Proposer will be required to provide performance bonding at their expense for 1.5 times the total value of the contract. The warranty will be for a term not less than three years from the date of acceptance.

The Proposer will agree to indemnify NEIU and hold NEIU harmless from and against all liability, loss, damage and expense, including reasonable counsel fees, resulting from any actual or claimed trademark, patent, or copyright infringement, or any litigation based thereon, with respect to any part of the services provided to the University.

**Ownership and intellectual Property**

All work undertaken as a result of contracting under the terms of this RFP will note that:

The consultant will not retain any right to re-use any materials or confidential information it gains from its business system, Gap and needs analyses of NEIU.

All intellectual property developed in connection with the analyses will be owned solely by the University.

The developer will not infringe or violate the copyright and other intellectual property rights of third parties.

If the developer is bundling or using any prior intellectual property that it owns and of which it wishes to keep ownership, the University will receive a perpetual, irrevocable, worldwide royalty-free transferable license to the same.

**2.14. ILLINOIS DEPARTMENT OF HUMAN RIGHTS NUMBER**

All responses require an Illinois Department of Human Rights (IDHR) number or a statement by the Proposer that a PC-1 Employer Report Form has been submitted to the Department. Include the IDHR number in Appendix V, Illinois Public Higher Education Bidder Application Form.

**Note:** If a Proposer received an IDHR number prior to July 1, 1998, the Proposer may be required to apply for a new number. Proposer is affected by this notice if the IDHR number is 89999-00-0 or lower. For more information, contact the IDHR, Public Contracts Unit, Suite 5-100, 100 West Randolph Street, Chicago, Illinois 60601, (312) 814-2431.

The following Web Sites may be helpful: <http://www.state.il.us/dhr/index> or <http://www.state.il.us/cms>.

**2.15. TAXPAYER IDENTIFICATION NUMBER**

The Proposer is required to provide its Taxpayer Identification Number (TIN) in the Contract (Appendix III). The following instructions pertain to the TIN.

- Enter the Proposer's taxpayer identification number in the appropriate space in the Contract (Appendix III). **For individuals and sole proprietors**, this is the individual's social security number. **For other entities**, it is the employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.
- If the Proposer does not have a TIN, apply for one immediately. Individuals must complete Form SS-5, Application for a Social Security Number, which can be obtained from a local office of the Social Security Administration. All other entities must complete Form SS-4, Application for Employer Identification Number, which can be obtained from a local office of the Internal Revenue Service.

**2.16. UNIVERSITY'S GOALS FOR CONTRACTING WITH MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES**

In support of the Business Enterprise for Minority, Female and Persons with Disabilities Act (MAFBE; 30 ILCS 575 et seq., as amended) the University has established the goal

of 19% of its contracts to be awarded to minority (5%), female (12%), and disabled (2%) businesses. The University encourages minority, female and disabled business enterprises to compete for and participate in University contracts. The goals can be met by means of contracts let directly to minority, female and disabled business firms by the University, or indirectly by the Proposer's ordering goods or services from minority, female and disabled firms when suppliers or subcontractors are needed to fulfill the Contract.

Information about the Proposer's MAFBE status must be included in the Illinois Public Higher Education Bidder Application Form (Appendix V) as part of the submission. The Proposer, if awarded a Contract, agrees to notify Northeastern Illinois University of changes to its status as a minority, female or disabled business enterprise within fifteen (15) business days of the occurrence of such a change.

The Proposer agrees to identify minority, female and disabled business firms providing the Proposer with goods or services in the fulfillment of the Contract requirements, and further agrees to report, upon request by the University, the dollar value of purchases made with these firms. Upon request, the University will provide a list of certified minority, female and disabled business firms that may be contacted to fulfill the requirements of this Contract. For information regarding MAFBE please consult [www.state.il.us/cms/lowercase/bep/about.htm](http://www.state.il.us/cms/lowercase/bep/about.htm)

### **3. PROPOSAL EVALUATION PROCEDURE AND CRITERIA**

#### **3.1. ACCEPTANCE OF PROPOSALS**

The University reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal or Proposals deemed most favorable to the University.

#### **3.2. PROPOSER QUALIFICATIONS**

The Proposer must demonstrate that it has the management and operational experience, financial resources and personnel necessary to successfully perform the services specified in this RFP. A Proposer must be financially solvent. Full disclosure of financial status as required by Appendix IV and any addendum attached is required.

#### **3.3. PROPOSER PRESENTATIONS**

The University reserves the right to, but is not obligated to, request and require that each Proposer provide a formal presentation of its Proposal at a date and time to be determined. If required by the University, it is anticipated that such presentation will not exceed two (2) hours. No Proposer will be entitled to be present during, or otherwise receive any information regarding, any presentation of any other Proposer.

#### **3.4. RIGHT TO INSPECT**

The University reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualifications of the Proposer and any proposed Subcontractors and to reject any Proposal, irrespective of price, if it shall be administratively determined that the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. The University reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

#### **3.5. PAYMENT TERMS**

Payment terms of less than thirty (30) days will not be considered in making the Contract award. However, any applicable discount offer will be taken if payment is processed

within the stated time. The University is bound to the terms of the Illinois Prompt Payment Act, 30 ILCS 540/, proposed terms in conflict with the Illinois Prompt Payment Act will not be considered. The complete text of the Act is available at [www.legis.state.il.us/ilcs/ch30/ch30act540.htm](http://www.legis.state.il.us/ilcs/ch30/ch30act540.htm)

### **3.6. EVALUATION OF PROPOSALS**

All Proposals will be evaluated by an evaluation team selected by the University. Based on this evaluation the University will determine the award of the Contract or Contracts.

The University will award the Contract or Contracts to the responsible offerors whose Proposal is determined to be the most advantageous to the University, taking into consideration price and the evaluation factors set forth in this RFP.

The following evaluation factors, grouped by relative order of importance and relevance to each section, will be used in determining the best-qualified offers for each section of the request:

#### **Higher importance**

The experience and expertise demonstrated by the Proposer to perform the required services requested including:

- Public university experience

- Demonstrated expertise in business system analysis

- Demonstrated expertise in Gap and needs analyses

- Demonstrated expertise with writing RFPs for higher education institutions

- Demonstrated expertise in writing RFPs for fully integrated information systems

- Planning for integrated processes of disaster recovery and business continuity planning for a fully integrated information system solution

- Demonstrated current experience in public university operations and system applications

- Demonstrated experience in data security analysis, system wide authentication and document capturing and imaging systems

- The ability of the Proposer to perform the requested services and fulfill any reporting requirements as reflected by:

- Technical training and education;

- General experience;

- Specific experience in providing the requested services; and

- Qualifications and abilities of personnel proposed to be assigned to perform the services;

- Expertise in communication, analysis, technology, and information flow;

- Favorable recommendations from referenced clients where similar or like services are being or have been performed;

- Compliance with the RFP specifications and

- Pricing.

#### **Lesser importance**

The proposed equipment and facilities currently available to perform the requested services or demonstrated to be available at the time the requested services are required;

Adequacy of financial resources; and

Overall quality and completeness of response.

#### **4. AWARD OF CONTRACT**

The University will award the Contract to the Proposer(s) who has, in the opinion of the University, best demonstrated competence and qualification for the type of Professional and Artistic Services required at fair and reasonable prices/compensation and whose Proposal is deemed to be in the best interest of the University.

#### **OUT-OF-STATE PREFERENCES**

If the Proposer is out-of-state (not having an establishment for transacting business within the State of Illinois) and if the Proposer's state for transacting business has a preference law favoring in-state Proposers, indicate the percentage of this preference.

#### **MAFBE**

If your firm is not owned by a minority, a female or disabled person, include a plan to order supplies or subcontract for services with such firms if applicable. The plan should indicate the estimated value as a percentage of the total Pricing Proposal, Appendix II. The plan should also indicate the names of the minority, female and disabled businesses that will be used, the type of certification they have, and the agency certifying their status.

#### **5. POST-PERFORMANCE REVIEW**

Post-performance review of the Contractor that provided the required services will be done by the appropriate University committee(s). A feature of the review will be the evaluation of successful performance and demonstrated functionality of the implemented Web sites that reflect the desired outcomes.

## **Request for Proposal**

**No. R33192**

**Mandatory Pre-proposal Meeting October 27, 2003, 1:30pm @ SU-214 2nd Fl.**

### **Conduct Business Systems, Gap & Needs Analyses And Write A Request For Proposal For An Enterprise-Wide Integrated Application**

#### **Appendix I. ENGAGEMENT REQUIREMENTS**

This Appendix I and successful Proposer's (Contractor's) response to it will be incorporated into the final Contract.

## 1. SCOPE OF SERVICES

### SERVICES TO BE PERFORMED

*Any brand names mentioned in the RFP are used for the purpose of describing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Substitution to the items specified must be an equal to the brand specified. The burden of proof that the product is equal rests with the bidder. Determination if the product is equal will be made by the University.*

**Time is of the essence for all services and reports required. The Contractor shall provide a detailed planning and development report as defined in 1.2 below within 10 days of contract award. The Contractor must develop a process that will result in multiple options addressing items 1.1 through 1.3 below including preliminary analysis rollout plans affecting the NEIU community from which NEIU will select or choose to terminate the agreement no later than thirty days following the completion of 1.3. If approval is given the Contractor shall fully complete the entire scope of the project, including the written RFP document and complete it and delivered no later than June 30<sup>th</sup> of 2004.**

The background which is provided with this RFP includes:

The university's Priority Statements including the university's goals and objectives. The Priority Statements represent the highest priorities of the University and serve as the planning document for the University in the development of new and expanded programs, the reallocation of current resources, and requests for new funds to support program and information technology initiatives.

The existing administrative information systems, identifying hardware and software infrastructure and existing interrelationships between the systems.

**The Contractor/s shall be responsible to perform the following tasks:**

**1.1 The analysis is to include:**

- A. Review, identify and document the major Business Processes and Work Flows as they relate to student information systems functionality, financial process functionality and human resource/payroll functionality. The documentation process needs to include an overview and then detailed breakdown and description of the workflow or business processes.

Process/work flows to be examined include but are not limited to:

- Admission of Undergraduate Student
- Admission of Graduate Student
- Enrollment, Registration & Billing of Student
- Student add/drop of classes
- Creation and Use of a Searchable Class Catalog and Schedule
- Awarding of Financial Aid
- Use of Document Imaging
- Electronic Commerce Requirements
- Drill down Capacity on Student Information
- Faculty Workload Assignment
- Timesheet Reporting
- Business Service Processes
- Awarding of Scholarship
- Grading
- Eligibility for Course Enrollment
- Prerequisite review
- Student Transfer Credit
- Articulation Process
- Student Transcript/Degree to Completion Analysis
- Student graduation process
- Hiring of new status employee
- Hire/Rehire of part time faculty
- Promotion/Transfer of employee
- Pay Increase process
- Faculty promotions/awarding of Tenure
- Termination of employee/faculty
- Requisition and Purchase process
- Financial Account Creation
- Appropriation Fund Balancing Process
- Lapse Period Analysis
- Financial Statement Preparation
- Ad Hoc Financial Report preparation
- Cash Accounts Balancing Process
- Fiscal year end financial requirements
- Fund Raising/Development Processes
- Facility Utilization and Room Management Processes
- Classroom Management and Class Schedule Production

As the analysis progresses, it is expected that additional obviating rogue databases and data silos will be identified. Identification and inclusion of the external sources including migration where possible must be included within the analysis scope.

Analysis of work volume and throughput requirements: As a by-product of the Business Process Analysis, the documentation of the exercise should provide the necessary detail to accurately measure and identify the work flow volume and throughput requirements mandated for each process.

Develop a complete set of functional requirements based upon the above analyses.

Conduct a Gap Analysis to identify the operational opportunities that are not currently addressed by the university's information systems including document imaging and management. The Gap Analysis will be drawn against a focus statement to be shared at the Mandatory Pre-Proposal Meeting.

Identification of operational processes that can be streamlined and creation of a plan & timeline of accomplishing operational process changes or eliminations.

Identification of internal information technological requirements relating to the IT infrastructure. Included in this scope is network capacity and communications needs and requirements, bandwidth requirements, storage needs, response expectations and the future requirements including system compatibility and integration.

Identification of external information technological resources that would assist and/or improve the implementation process governed by the selection of a fully integrated information system.

Identification of the associated risks so as to identify succinctly the productivity gains achieved when the fully integrated system has completed implementation.

Analysis of requirements under FERPA, HIPAA and GLBA

Creation of a Request for Proposal for a fully integrated information system.

Deliverables for this contract include but are not be limited to:

- A. Request for Proposal for a fully integrated information system
- B. Business Process Analysis Document
- C. Business Needs Analysis Document
- D. Business Gap Analysis Document
- E. Functional Data Dictionary
- F. High-level project plan for replacement process
- G. Cost Benefit Analysis
- H. Needs based Matrix for Decision Making

Alternate Deliverables:

The University desires the option to contract for the following alternate deliverables at the Proposal prices and stated conditions, contingent upon continuing need and availability of funds:

- A. Assistance in selection of vendor from RFP for fully integrated information system

B. Contractual Negotiations with Full Integrated Information System Provider

**1.2 Submission of planning and development report**

Provide the University with a complete report of staging for review and discussion. This report must provide the University with alternatives based on all requirements within the above sections including the further requirements of the following sections, 2.1 and 2.2.

**1.3 Consultation and decision making**

The planning and development report will provide the vehicle for discussion between the University and the Contractor to reach consensus on specific totals prior to approval to proceed to 2.0 Implementation. The contractor will facilitate the decision making process regarding the choices provided within the report. The facilitation will include: an informational presentation to the university community explaining the contents of the planning and development report, a web published version of the report and the hosting of a group of stakeholders/decision makers regarding the strengths and weaknesses of the proposed plan. If the University and the Contractor can not reach consensus on implementation, the contract will expire and the University will only be obligated to provide payment for sections 1.1 through 1.3.

**2.0 Implementation**

**2.1 Preparation**

- a. Provide planned structure and format to conduct process/work flow interviews.
- b. Provide the methodology to complete business systems, Gap and needs analysis

**2.2 Completion of all steps outlined in 1.1**

**2.3 Prepare the RFP for a fully integrated information system**

**2.4 Assistance in selection of vendor from RFP for fully integrated information system**

Depending upon the amount and complexity of the responses to the RFP for a fully integrated information system, the university may wish to use the consulting company's services to assist in the selection process.

**2.5 Contractual Negotiations with Fully Integrated Information System Provider**

The university may wish to use the consulting company's expertise during the contractual negotiation process with the fully integrated information system provider.

Replacement Sheet
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**Signature**

By signing the Proposer signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP. Any exceptions to terms, conditions and specifications must be

clearly identified in a cover letter referencing the pertinent section from this RFP. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Typed or printed name of individual signing Proposal

Date: \_\_\_\_\_

# **Request for Proposal**

**No. R33192**

**Mandatory Pre-proposal Meeting October 27, 2003, 1:30pm @ SU-214 2nd Fl.**

**Conduct Business Systems, Gap & Needs Analyses And Write A Request  
For Proposal For An Enterprise-Wide Integrated  
Application**

## **Appendix II. PRICING PROPOSAL**

This Appendix II and successful Proposer's (Contractor's) response to it will be incorporated into the final Contract.

**1. METHOD AND RATE OF PAYMENT**

**1.1. ESTIMATED COST OF TASKS AS OUTLINED IN APPENDIX I.**

a. Enter your cost for 1.1, A Request for Proposal for a fully integrated information system		\$ _____ —	Est. Hrs
b. Enter your cost for 1.1, B Business Process Analysis Document		\$ _____ —	Est. Hrs
c. Enter your cost for 1.1, C Business Needs Analysis Document		\$ _____ —	Est. Hrs
d. Enter your cost for 1.1, D Business Gap Analysis Document		\$ _____ —	Est. Hrs
e. Enter your cost for 1.1, E Functional Data Dictionary		\$ _____ —	Est. Hrs
f. Enter your cost for 1.1, F High-level project plan for replacement process		\$ _____ —	Est. Hrs
g. Enter your cost for 1.1, G Cost Benefit Analysis		\$ _____ —	Est. Hrs
h. Enter your cost for 1.1, H Needs Based Matrix For Decision Making		\$ _____ —	Est. Hrs
i. Enter your cost for 1.2 Submission of planning and development report		\$ _____ —	Est. Hrs
j. Enter your cost for 1.3 Consultation and Decision Making		\$ _____ —	Est. Hrs
k. Enter the average hourly rate on which entries for a through j above are based. In an attachment to this Appendix II, include additional rates that might apply to the work being requested by the University.	\$ _____ —		

l. Enter your estimated travel expenses for the completion of the work under your proposal section or sections that you are providing a proposal to complete all services listed in Appendix I. All travel expenses are subject to Appendix II.1.2, below.		\$ _____ —	
m. Enter the total number of trips on which the entry for l. above is based.	\$ _____ —		
n. Enter the total of items a through j plus l for the total amount for completing all aspects of the scope of work defined by the RFP and your proposal.		\$ _____ —	Est. Hrs

<b>Optional Costs which may be activated by University</b>			
o. Enter the cost for 2.4, Assistance in selection of vendor from RFP for fully integrated information system		\$ _____ —	Est. Hrs
p. Enter the cost for 2.5, Contractual Negotiations with Fully Integrated Information System Provider		\$ _____ —	Est. Hrs

**1.2. TRAVEL EXPENSES**

Travel expenses within a 50-mile radius of Northeastern Illinois University are not allowed. Other travel expenses will be reimbursed with prior approval at rates in accordance with the University Travel Guidelines. Current rates are: for mileage, \$.36 per mile; for rental cars, \$40 per day; for meals, \$28 per day in-state and \$32 per day out-of-state; for hotel, \$130 (excluding tax) per day for Cook County and for airfare, the most economical rate available.

The cost you estimate for travel will be considered in the overall analysis of the Pricing Proposal. Include an estimated amount of travel necessary to perform the requested services and the estimated expense.

**1.3. WITHHOLDING OF INVOICE PAYMENTS**

To receive payment, the Contractor shall submit an itemized invoice as each project milestone is achieved and subject to Article 13 of the Contract. Each invoice shall include the name of the project and the achieved milestone. The University shall withhold ten percent (10%) of the payment due on all invoices submitted up to the final invoice for a fully implemented project section. The withheld amounts shall not be considered an amount past due for Contractor’s billing purposes. Thirty (30) days after the University’s

acceptance of the fully implemented project and subject to the terms of Article 13, the University shall pay the Contractor's final invoice for the fully implemented service as well as the amount withheld on previously submitted invoices.

**2. RENEWAL**

The Contractor must offer renewal options. Should the University desire to renew the Contract that may result from this RFP, the University reserves the right to renew it for the periods indicated below at the Proposal prices and stated conditions, contingent upon continuing need and availability of funds. Please indicate option offer in the following table.

Renewal period:	<b>July 1, 2004 through June 30, 2005</b>	
Do you offer a renewal option?	<input type="checkbox"/> yes	
If renewal option is offered, will hourly prices remain firm for the option period?	<input type="checkbox"/> yes <input type="checkbox"/> no	
If prices will not remain firm for the option periods, indicate the maximum percent increase or decrease.	+ _____ % or - _____ %	

If the University decides to exercise its right to renew the Contract, a revised price schedule will be included with the renewal. The revised price schedule will be based on the amounts in Appendix II, adjusted for any increase or decrease as indicated in Appendix II.1.3.

**3. SIGNATURE**

By signing this Proposal, the Proposer signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP signifies that this is an accurate estimate for providing the requested services, and agrees to hold the prices firm as required in the RFP. The Proposer signifies travel costs, if allowed in this RFP, are an accurate estimate. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Typed or printed name of individual signing Proposal

Date: \_\_\_\_\_

# **Request for Proposal**

**No. R33192**

**Mandatory Pre-proposal Meeting October 27, 2003, 1:30pm @ SU-214 2nd Fl.**

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Application**

**Appendix III. CONTRACT**

## CONTRACT BETWEEN

### THE BOARD OF TRUSTEES OF NORTHEASTERN ILLINOIS UNIVERSITY

AND

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#### ARTICLE 1. INTRODUCTION

This Contract is made and entered into on \_\_\_\_\_ between The Board of Trustees of Northeastern Illinois University, a body corporate and politic whose principal office is at Chicago, Illinois, on behalf of Northeastern Illinois University, hereinafter referred to as "University" and \_\_\_\_\_ with principal address at \_\_\_\_\_ hereinafter referred to as "Contractor."

#### ARTICLE 2. SCOPE OF SERVICES

##### 2.01 SERVICES

As set forth herein and including any attached EXHIBITS, Contractor shall provide those services, including all deliverables indicated in Request for Proposal No. \_\_\_\_\_ and in Contractor's response to Request for Proposal No. \_\_\_\_\_ as needed to achieve the University's objective.

##### 2.02.1 REPORTS and OTHER DELIVERABLES

All required documentation to support 2.01.

#### ARTICLE 3. DURATION OF CONTRACT

The term of this Contract shall be from \_\_\_\_\_ through June 30, 2004, and extending until completion of the services identified in the Request for Proposal Number \_\_\_\_\_; or extended by amendment or renewal options to this Contract.

#### ARTICLE 4. TERMINATION FOR CONVENIENCE

The University may terminate this contract for convenience upon thirty (30) days prior written notice to the contractor. In the event of termination for convenience, the Contractor shall be paid for services satisfactorily performed under this contract up to the effective date of termination.

#### ARTICLE 5. TERMINATION FOR CAUSE

The University may cancel the Contract for breach, as determined by the University, for items such as, but not limited to: failure to meet insurance requirements, failure to meet required performance or progress standards as described herein, or if the quality of service is unsatisfactory to the University. This cause for breach may include any cessation or diminution of service which, in the opinion of the University, is not in its best interest or any failure to comply with the terms of the Contract.

The University shall notify the Contractor in writing of any Contract breach. The Contractor shall remedy the breach within ten (10) calendar days. If the breach is not remedied in ten (10) calendar days, the University may cancel the Contract by giving thirty (30) days notice in writing of its intention to cancel this Contract.

Should the University breach any terms or provisions of the Contract, the Contractor shall service written notice on the University setting forth the alleged breach and demanding compliance with the Contract. Unless within ten (10) calendar days after receiving such notice, the allegation shall be contested or such breach shall cease and arrangements be made for corrections, the Contractor may cancel the Contract by giving thirty (30) days notice in writing of its intention to cancel this Contract.

In the event of cancellation for breach, the Contractor shall be paid only for work satisfactorily performed up to the date of cancellation.

In the event of early termination or cancellation for any cause, no payment for services performed will be made until and unless any necessary reports and/or deliverables have been provided.

**ARTICLE 6. ADMINISTRATION OF CONTRACT**

The University Contract Representative named, Robert Filipp, Director of Purchasing,; or other appointed staff member (appointed by the Associate Vice President of Finance and Administration) shall be the University's authorized representative in all matters pertaining to procedures or the administration of the terms and conditions of this contract. All matters of interpretation and/or approval shall be directed to the University Contract Representative who will be the primary point of contact and coordinate any necessary response.

For information purposes, a University Technical Representative may be appointed. If listed, the University Technical Representative may be contacted directly by the Contractor to discuss technical issues or schedules related to performance of duties and responsibilities in the Contract.

**NOTE:** \_\_\_\_\_ shall be the Technical Representative for this Contract.

No substantive changes to any term or condition or work to be performed under the Contract may be authorized by any University Technical Representative without the further approval in writing from the University Contract Representative.

**ARTICLE 7. NOTIFICATION**

All communications hereunder shall be in writing and shall be sent by registered or certified mail, return receipt requested, or by an overnight courier service to the persons listed above and to the Contractor's person whose signature appears on this Contract. A notice shall be deemed to have been given when received at the specified notification address.

**ARTICLE 8. INDEPENDENT CONTRACTOR**

The Contractor will independently perform all services specified in this Contract, except as provided herein. The Contractor shall have sole control over the manner and means of providing the work and services performed under this Contract including the selection and use of any Subcontractors used in the performance of the required services. The University's relationship to the Contractor under this Contract shall be that of Independent Contractor. The Contractor will not be considered an agent or employee of the University for any purpose. Contractor will not hire University's employees to perform any portion of the work or services provided for herein, including clerical, secretarial, and similar incidental services, except with the prior written approval of the University.

**ARTICLE 9. CONFLICT OF INTEREST**

The Contractor affirms that, to the best of its knowledge, there exists no actual or potential conflict between the Contractor's family, business, or financial interests and its services under this Contract, and, in the event of change in either its private interests or services under this Contract, the Contractor will raise with the University any questions regarding possible conflict of interest which may arise as a result of such change.

**ARTICLE 10. ASSIGNMENT**

This Contract may not be assigned, in whole or in part, by either party without the prior written approval of the other party, except in connection with a merger or sale of all or substantially all of the assets of such party provided, however, that the obligations of such party under this Contract shall not be extinguished or otherwise affected by any such assignment.

**ARTICLE 11. SUBCONTRACTORS**

If any Subcontractor is to be used in the performance of the services required under this Contract, the

Contractor has provided the name(s), address(es), and amount(s) expected to be paid to Subcontractor(s) and a description of which portion(s) of the work will be subcontracted out is listed below or in a separate Exhibit to this Contract.

Contractor may not use the services of other Contractors or Subcontractors not named herein without prior written permission of the University. If at any time during the term of the resulting Contract, a Contractor adds or changes any Subcontractor, the Contractor shall promptly notify, in writing, the University Contract Representative of the names and addresses and the expected payment each new or replaced Subcontractor will receive under the Contract.

#### **ARTICLE 12. DISCREPANCIES AND OMISSIONS**

Should anything which is necessary for a clear understanding of the work be omitted from the Contract documents, or should it appear that various instructions are in conflict, the Contractor shall secure written instructions from the University Contract Representative before proceeding with the work affected by such omissions or discrepancies.

#### **ARTICLE 13. COMPENSATION**

##### **13.01 RATE - (Contractor's Technical Response and Pricing shall be attached)**

The Contractor shall receive compensation at the rate \_\_\_\_\_ for the period of this Contract as compensation for all work and services performed. This fee is to include all secretarial, clerical and similar incidental services. Reasonable expenses, including travel expenses, shall be paid separately from this Contract and will be reimbursed with prior University approval and in accordance with University policy. Reimbursement requires appropriate documentation as determined by the University.

##### **13.02 MAXIMUM PRICE**

Maximum price for this Contract is the total compensation for the services specified plus reasonable allowable expenses, not to exceed a total of \_\_\_\_\_.

##### **13.02.1 METHOD OF PAYMENT**

The University agrees to pay the Contractor no more frequently than monthly for services rendered for the contract in accordance with the amounts specified in this Contract. The rate of payment will be **per Application and/or service performed to the University's specifications.** Any applicable discount will be taken if payment is processed within the stated time. Payment of interest may be available if the university fails to comply with the State Prompt Payment Act (30 ILCS 543/0/.01).

The University may withhold or, on account of subsequently discovered evidence, nullify the whole or a part of any invoice to such extent as the University may deem necessary to protect the University from loss on account of: a) Unsatisfactory work performed; b) Failure of the Contractor to make required payments to Subcontractors; c) Damage to University property or related liability; or d) Incomplete, inaccurate, or unauthorized billing.

The Contractor is responsible for completing the scope of work specified in this Contract. The University may withhold final payment until all services, reports and/or other deliverables specified herein have been completed in a form satisfactory to the University.

##### **13.02.2 METHOD OF BILLING**

To receive payment, the Contractor must submit an appropriately itemized invoice to the University for services performed and allowable expenses incurred. Invoices are to be sent in duplicate to the University's Accounts Payable Department. The Purchase Order number must be included on the invoice.

#### **ARTICLE 14. INCREASE IN WAGE RATES OR IN MATERIALS OR EQUIPMENT COSTS**

For the Contract period, it is understood and agreed that should there be any increase in wage rates or in the costs of materials or equipment, or in any other of the Contractor's costs, or should the Contractor be

compelled to pay premium wages for overtime work during the term of this Contract or prior to completion of the Contractor's work thereunder, the Contractor shall absorb all such increased costs within and without addition to the contract sum.

**ARTICLE 15. PRICE ESCALATION**

If the University decides to exercise any right to renew the Contract, a revised price schedule will be included with the renewal. Cost increases or decreases shall be allowed only at the time of Contract renewal.

The cost shall be increased or decreased by a percentage equal to the percentage by which the United States Department of Labor Consumer Price Index (CPI) for all urban consumers (computed on the same basis and by the same methods as are used on the date thereof) shall exceed or be less than the index number published as aforesaid for the month in which the original Contract is signed.

**ARTICLE 16. UNIVERSITY'S RIGHT OF INSPECTION**

The University reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualifications of the Contractor and any of its Subcontractors throughout the life of the Contract.

**ARTICLE 17. UNIVERSITY'S RIGHT TO HAVE WORK EXECUTED**

If the Contractor should neglect to execute the work or any part or parts thereof diligently and properly or fail to perform any provision of the Contract, the University, after ten (10) days' written notice to the Contractor, may without prejudice to any other remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.

**ARTICLE 18. INDEMNIFICATION**

The Contractor shall indemnify and hold harmless the University and University's agents, servants and employees from and against all loss, damage and expense which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from the performance of work under the Contract by the Contractor or its Subcontractors, or due to or arising in any manner from the wrongful act or negligence of the Contractor or its Subcontractors or any employee of any of them.

**ARTICLE 19. INSURANCE**

The Contractor shall cause a Certificate of Insurance to be issued showing the following required coverage in no less than the minimum coverage limits listed below. The insurance companies providing coverage must have a B+:VI or better rating in the current edition of Best's Key Rating Guide. The Contractor must agree to maintain such insurance for the duration of the project or the term for which services will be rendered.

- A. Worker's Compensation and Occupational Diseases
  - Illinois Statutory Limits
  - Employer's Liability (Part B) \$500,000 per occurrence
- B. Commercial General Liability
  - Combined Single Limit \$1,000,000 per occurrence
  - OR
  - Bodily Injury \$1,000,000 per occurrence
  - Property Damage \$1,000,000 per occurrence
- C. Commercial Auto Liability

	Combined Single Limit \$1,000,000 per occurrence	
	OR	
	Bodily Injury	\$1,000,000 per occurrence
	Property Damage	\$1,000,000 per occurrence
D.	Professional Liability/Errors & Omissions	
	Coverage	\$1,000,000 per occurrence

Umbrella liability insurance may be used to meet the general liability coverage limit requirements.

Subcontractors must comply with the same insurance coverage requirements as the Contractor. Subcontractors shall submit the required Certificate of Insurance through the primary Contractor.

With respect to the required Commercial General Liability insurance, The Board of Trustees of Northeastern Illinois University shall be named as an additional insured. In order to meet this requirement, the following wording should appear on any Certificate of Insurance provided: “The Board of Trustees of Northeastern Illinois University is an additionally insured for any liability incurred by the University arising from the activities of the Contractor performing work on behalf of the Contractor.”

The Contractor shall furnish any original Certificate(s) of Insurance evidencing the required coverage to be in force on the date of this Contract, any renewal Certificate(s) of Insurance if coverage has an expiration or renewal date occurring during the term of this Contract to the University Purchasing Department. The receipt of any certificate does not constitute Contract by the University that insurance requirements have been met. Failure of the University to obtain certificates or other insurance evidence from the vendor/contractor shall not be deemed a waiver by the University. Failure to comply with insurance requirements may be regarded as a breach of contract terms.

**ARTICLE 20. COVENANT AGAINST CONTINGENT FEES**

**The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a contract or understanding for a commission, percentage, brokerage, or contingency fee, excepting bona-fide employees or bona-fide established commercial or selling agencies maintained by the Contractor for purposes of securing business. For breach or violation of this warranty, the University shall have the right to annul this Contract without liability, or, in its discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fees.**

**ARTICLE 21. DELAY**

Neither party hereto shall be liable in damages for any delay or default in performing its respective obligations under this Contract if such delay or default is caused by conditions beyond its control. Such conditions include but are not limited to, acts of God, government restrictions, strikes, fires, floods, or work stoppages, or acts or failures to act of third parties. So long as any such delay or default continues, the party affected by the conditions beyond its control shall keep the other party at all times fully informed concerning the matters causing the delay or default and the prospects of their ending.

**ARTICLE 22. COMPLIANCE WITH LAWS**

The Contractor agrees to comply with all laws, statutes, regulations, rulings, or enactments of any governmental authority. The Contractor shall obtain (at its own expense) from third parties, including state and local governments, all licenses and permissions necessary for the performance of the work.

#### **ARTICLE 23. TAXES**

The University certifies that it is tax exempt as defined by the Internal Revenue Code as a political subdivision of the State of Illinois under Section 115. Sales to the University are also exempt from the Retailer's Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois. This exemption is set forth by the State of Illinois Department of Revenue. Any appropriate certificate of exemptions will be provided upon separate request. The University's Tax Exempt Number is: E9990-0981-04.

#### **ARTICLE 24. GOVERNING LAWS**

This Contract is to be governed and construed in accordance with the laws of the State of Illinois.

#### **ARTICLE 25. WAIVER**

The failure of either party hereto at any time or times to enforce any provision of this Contract shall in no way be construed to be a waiver of such provisions or to affect the validity of this Contract or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Contract.

#### **ARTICLE 26. CONFIDENTIALITY**

Any information furnished by the University shall be treated as confidential. The Contractor shall not disclose information unless specifically authorized and required to do so by law. The Contractor is hereby advised that any part of this Contract or any materials provided by the contractor and marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

#### **ARTICLE 27. RIGHTS IN DATA**

##### **27.01 Subject Data**

"Subject Data" as used herein means any copyrightable works and other intellectual property rights including all notes, designs, drawings, memoranda, reports, program codes/scripts, computer programs/input and output, documentation on use of backend and administrative tools, the information architecture for the site, including site specifications and structure, navigation scheme, and verification scheme by user testing and other technical data (whether or not the copyright is registered) which are specified to be delivered under this Contract.

##### **27.02 University's Rights in Data First Produced Under this Contract**

In consideration for the payment described herein, Contractor agrees to assign all right, title and interest in Subject Data first produced under this Contract, including copyright, to the University. Contractor understands the University shall have the exclusive right to use Subject Data for any purpose, including but not limited to use, reproduction, distribution, sale, licensing and sublicensing of the Subject Data and the development of derivative works based in whole or in part of the Subject Data, without further compensation to Contractor.

Other copyrightable works first produced under this Contract which are not specified as "Subject Data" shall be owned by the Contractor but licensed to the University on a royalty-free basis for use in its internally administered programs of teaching, research and public service.

**27.03 Contractor's Warranty of Originality**

Contractor warrants that the Subject Data will be an original work by the Contractor and, to the best of Contractor's knowledge, will not infringe upon the rights of third parties. For any data delivered to the University that is not first produced under this Contract, the Contractor certifies that s/he will acquire the necessary rights/licenses for the University to copy and use said data at its discretion without expense by the University.

**27.04 Restrictions on Contractor's Use of Data**

All original data and records of this work first produced by Contractor under this Contract shall be the property of the University. Permission to use such information for other purposes may be sought by the Contractor from the University, through the University Contract Representative.

**27.05 Restrictive Markings**

The Contractor shall not put any restrictive markings upon any Subject Data unless otherwise specified in this Contract.

**27.06 Administrative Confidential Information**

The Contractor shall not publish or otherwise disclose in any manner, except to the University and except matters of public record, any information or data obtained under this Contract from private individuals, organizations, or public agencies, in a publication whereby the information furnished by any particular person or establishment can be identified, except with the prior written consent of such person or establishment.

**27.07 Northeastern Illinois University Campus Designation**

The Contractor must adhere to all guidelines provided for the use of the University's official local campus designation and logo.

**ARTICLE 28. NON-LIABILITY**

In no event shall the University be liable for any claims or liabilities arising out of the use of any libelous or other unlawful matter contained in data furnished by Contractor under this Contract.

**ARTICLE 29. ACKNOWLEDGMENT OF SPONSORSHIP**

The Contractor agrees not to use the name of the University in advertising or for any other commercial purpose without the prior written approval of the University. The Contractor may be required to acknowledge sponsorship of work performed under this Contract.

**ARTICLE 30. RIGHTS TO INVENTIONS**

All inventions or discoveries first conceived or reduced to practice under this Contract shall belong to the University. The Contractor agrees to disclose promptly and fully to the University each invention or discovery conceived or reduced to practice under this Contract. The University shall have the sole right to determine the disposition of University-owned inventions. The Contractor agrees to execute an assignment and related documents necessary to further the patenting and development of an invention and to cooperate with the University in such activities.

**ARTICLE 31. PATENT AND COPYRIGHT**

The Contractor and its Surety shall pay for all royalties and/or license fees and assume all costs incident to the use in performance of the work or the incorporation in the work of any invention, design, process, product or device which is subject to patent or copyrights held by others, and, additionally, shall defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder.

The Contractor and its Surety shall hold and save the University and their officers, agents, servants and employees harmless from liability of any nature or kind, including cost and expenses, for, or on account of, any patented or unpatented invention, process, article or appliance furnished in the performance of the Contract including its use by the University, unless otherwise specifically stipulated and agreed to in this Contract.

## **ARTICLE 32. CERTIFICATIONS BY CONTRACTOR**

Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

### **32.01 Employment Status**

The Contractor certifies that if any of its personnel are an employee of the State of Illinois, they have permission from their employer to perform the service.

### **32.02 Anti-Bribery**

The Contractor certifies it is not barred under 30 Illinois Compiled Statutes 500/50-5(a) from contracting as a result of a conviction for or admission of bribery or attempted bribery of an officer or employee of the State of Illinois or any other state.

### **32.03 Loan Default**

If the Contractor is an individual, the Contractor certifies that he/she is not in default for a period of six (6) months or more in an amount of \$600 or more on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education.

### **32.04 Convicted of Felony**

The Contractor certifies that it is not barred pursuant to 30 Illinois Compiled Statutes 500/50-10 from conducting business with the State of Illinois or any agency as a result of being convicted of a felony.

### **32.05 Barred from Contracting**

The Contractor certifies that it has not been barred from contracting as a result of a conviction for bid-rigging or bid rotating under 720 Illinois Compiled Statutes 5/33E or a similar law of another state.

### **32.06 Drug Free Workplace**

The Contractor certifies that it is in compliance with the Drug Free Workplace Act (30 Illinois Compiled Statutes 580) as of the effective date of this Contract. The Drug Free Workplace Act requires, in part, that Contractors with twenty-five (25) or more employees certify and agree to take steps to ensure a drug-free workplace by informing employees of the dangers of drug abuse, of the availability of any treatment or assistance program, of prohibited activities and of sanctions that will be imposed for violations; and that individuals with contracts certify that they will not engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the Contract.

### **32.07 International Boycott**

The Contractor certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department

of Commerce promulgated under that Act (Public Act 88-671).

**32.08 Non-Discrimination and Equal Employment Opportunity**

The Contractor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5), the U.S. Civil Rights Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein.

The Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60).

The Contractor agrees to incorporate this clause into all subcontracts under this Contract.

**32.09 Record Retention and Audits**

30 Illinois Compiled Statutes 500/20-65 requires the Contractor (and any Subcontractors) to maintain, for a period of three (3) years after the later of the date of completion of this Contract or the date of final payment under the Contract, all books and records relating to the performance of the Contract and necessary to support amounts charged to the University under the Contract. The Contract and all books and records related to the Contract shall be available for review and audit by the University and the Illinois Auditor General. If this Contract is funded from contract/grant funds provided by the U.S. Government, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. The Contractor agrees to cooperate fully with any audit and to provide full access to all relevant materials. Failure to maintain the required books and records shall establish a presumption in favor of the University for the recovery of any funds paid by the University under this Contract for which adequate books and records are not available.

**32.10 State-Appropriated Funds**

If this Contract is funded from State of Illinois-appropriated funds, the Contractor understands that this Contract is subject to termination and cancellation without any penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Contractor shall be paid for services performed under this Contract up to the effective date of termination.

**32.11 Federal Funding**

Any project authorized by the University and utilizing federal funding must follow the Davis-Bacon Act (the entire Act can be located within [www.dol.gov](http://www.dol.gov)). The requirements include the payment of prevailing wages and the submittal of certified payrolls to the University Contract Representative. Contractors must also post the scale of wages in a prominent and easily accessible place at the work site. Reports required by the University in order to ensure the payment of prevailing wage may be requested. No payment requests will be honored unless the certified payroll is attached. If any worker covered by the contract has been or is being paid a rate of wages less than the rate of wages required, the University may, by written notice to the contractor, terminate the work or such part of the work as to which there has been a failure to pay said required wages and to prosecute the work to completion by contract or otherwise, and the contractor and his/her sureties shall be liable to the University for any excess costs occasioned thereby.

**32.12 Contract Debt Certification**

The Contractor certifies that it is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person or entity from entering into a contract if they

know that they are delinquent in the payment of any debt to the State as defined by the Debt Collection Board. The Contractor further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the Contractor is determined to be delinquent in the payment of any debt during the term of the contract.

**ARTICLE 33. WARRANTIES**

The work product will conform to its specifications and University's requirements and that following University's acceptance, Contractor shall correct and repair, at no cost to the University, any defect, malfunction or non-conformity that prevents such deliverables from conforming and performing as warranted.

**ARTICLE 34. AMENDMENTS**

This Contract shall not be amended, modified, altered or changed except by mutual agreement confirmed in writing by an authorized representative of each party to this Contract. Contractor agrees to waive any and all claims for adjustment in regard to any services performed without prior receipt of an appropriate written amendment.

**ARTICLE 35. ENTIRE CONTRACT**

This Contract, attachments, and incorporated references shall constitute the entire Contract between the parties with respect to the subject matter herein and supersedes all prior communications and writings with respect to the content of said Contract. No modification, renewal, extension, or waiver of this contract or of any of the provisions of this contract, shall be binding upon either the Contractor or the University unless reduced to writing and duly executed as provided for in the contract.

**ARTICLE 36. TAX PAYER IDENTIFICATION & IDHR NUMBER**

Under penalties of perjury, the Contractor certifies that its Federal Taxpayer's Identification Number or Social Security Number is \_\_\_\_\_ and is doing business as a (check one) :

- Individual
- Sole Proprietorship
- Partnership
- Corporation
- Not-for-Profit Corporation
- Limited Liability Corporation
- Real Estate Agent
- Government Entity
- Medical & Health Care Services Provider Corporation
- Tax Exempt Organization (ICR 501 {a} only)
- Trust or Estate

Illinois Department of Human Rights Number (IDHR)

\_\_\_\_\_

**APPROVAL AND EFFECTIVE DATE**

This Contract shall not be binding until signed by all parties. Completed Contract shall be sent to Contractor with the Purchase Order.

**The Board of Trustees of  
Northeastern Illinois University**

**Contractor**

\_\_\_\_\_  
Purchasing Official's Signature

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type or print name

Date: \_\_\_\_\_

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

The Proposal will be attached to this Contract.

# **Appendix IV.**

## **Request for Proposal**

**No. R33192**

**Mandatory Pre-proposal Meeting October 27, 2003, 1:30pm @ SU-214 2nd Fl.**

**Conduct Business Systems, Gap & Needs Analyses And Write A Request For Proposal For An Enterprise-Wide Integrated Application**

**VENDOR DISCLOSURE OF FINANCIAL INTERESTS**

**DISCLOSURES: FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS (Disclosure Form A)**

Public Act 90-572 (Section 50-35 a-b) requires that vendors desiring to enter into certain contracts with the State of Illinois **must disclose** the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 and 2 below as a condition of receiving an award or contract. Submit this information along with your bid, Proposal or offer. This requirement applies to contracts with an annual value exceeding \$10,000.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both Sections 1 and 2 below.

Section 1 Disclosure of Financial Interest in the Vendor

a. If any individuals have one of the following financial interests in the vendor (or its parent), please check all that apply and show their name and address:

- Ownership exceeding 5%
- Ownership value exceeding \$86,937.60
- Distributive Income Share exceeding 5%
- Distributive Income Share exceeding \$86,937.60
- No individuals have any of the above financial interests   
(If none, go to Disclosure Form B, page 4)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

b. For each individual named above, show the type of ownership/distributive income share:

- sole proprietorship       stock       partnership

other (explain) \_\_\_\_\_

c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the vendor (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its parent) is 5% or less, and if the value of the ownership interest of the named individual(s) is \$86,937.60 or less, check here .

If the proportionate share of ownership exceeds 5%, or the value of the ownership interest exceeds \$86,937.60, show either:

the percent of ownership \_\_\_\_\_%, or  
 the value of the ownership interest \$ \_\_\_\_\_

Section 2 Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, check “Yes” or “No” to indicate which, if any, of the following potential conflict of interest relationships apply. If “Yes,” please describe (use space under applicable section-attach additional pages as necessary).

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| a. State employment, currently or in the previous three (3) years, including contractual employment of services.  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous two (2) years.   | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Elective status; the holding of elective office of the State of Illinois, the government of the United States any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous three (3) years.  | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Relationship to anyone holding elective office currently or in the previous two (2) years: spouse, father, mother, son, or daughter.   | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous three (3) years. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Relationship to anyone holding appointive office currently or in the previous two (2) years; spouse, father, mother, son, or daughter.   | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Employment, currently or in the previous three (3) years, as or by any registered lobbyist of the State government.  | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Relationship to anyone who is or was a registered lobbyist in the previous two (2) years spouse, father, mother, son, or daughter.   | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Compensated employment, currently or in the previous three (3) years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections.  | <input type="checkbox"/> | <input type="checkbox"/> |
| j. Relationship to anyone; spouse, father, mother, son, or daughter; who is or was a compensated employee in the last two (2) years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections.                               | <input type="checkbox"/> | <input type="checkbox"/> |

This disclosure is submitted on behalf of

---

(Name of Vendor)

Official authorized to sign on behalf of vendor:

Name (Printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

DISCLOSURES: OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION  
(Disclosure Form B)

Public Act 90-572 (Section 50-35 h) requires that vendors desiring to enter into certain contracts with the State of Illinois **must disclose** the information as specified below.

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with an annual value exceeding \$10,000.

You must submit this information along with your bid, proposal, or offer.

- a. Vendor shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking Yes  or No .

If “yes” is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

- b. Vendor shall identify whether it has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other units of State of Illinois government by checking Yes  or No .

If “yes” is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of

\_\_\_\_\_  
(Name of Vendor)

Official authorized to sign on behalf of vendor:

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Respondent must complete the above “Vendor Disclosure of Financial Interests” form. Failure to complete and return this form with your offer may result in your offer being considered as “non-responsive” to this solicitation.**

# **Request for Proposal**

**No. R33192**

**Mandatory Pre-proposal Meeting October 27, 2003, 1:30pm @ SU-214 2nd Fl.**

**Conduct Business Systems, Gap & Needs Analyses And Write A Request For  
Proposal For An Enterprise-Wide Integrated Application**

**Appendix V. ILLINOIS PUBLIC HIGHER  
EDUCATION BIDDER APPLICATION FORM**

## Bidder Application Form

### Illinois Public Higher Education (IPHE)

This requested information is required to accomplish the statutory purpose of the Illinois Procurement Code [30 ILCS 500].

*Instructions: Please type or print. You must respond to all questions, sign the form, and submit it to the appropriate university. If your answer is "same," "not applicable," or "none," please write this to indicate no questions have been overlooked. It is your responsibility to notify the issuing university if the information in this application changes.*

Today's date \_\_\_\_\_ This application is:     Initial application     Revision of previously submitted application

Submit this completed form to the university closest to you or the university with whom you intend to do the most business. Check that university below:

<input type="checkbox"/> Director of Purchases Chicago State University 9501 King Drive Chicago, IL 60628-1598  <input type="checkbox"/> Director of Purchases Eastern Illinois University Room 113 Old Main Charleston, IL 61920-3099  <input type="checkbox"/> Purchasing Office Governors State University University Park, IL 60466-0975  <input type="checkbox"/> Director of Purchases 1220 Illinois State University Normal, IL 61790-1220  <input type="checkbox"/> Director of Purchasing Northeastern Illinois University 5500 North St. Louis Avenue Chicago, IL 60625-4699	<input type="checkbox"/> Manager of Procurement Services Northern Illinois University B-113 Gilbert Hall DeKalb, IL 60115-2870  <input type="checkbox"/> Director of Purchasing Southern Illinois University Building 108 - Miles Hall Carbondale, IL 62901-6813  <input type="checkbox"/> Director of Purchasing Southern Illinois University Box 1012 Edwardsville, IL 62026-1012  <input type="checkbox"/> Director of Procurement Services SIU Medical School P.O. Box 19605 Springfield, IL 62794-9605	<input type="checkbox"/> Director of Purchases University of Illinois at Chicago Room 312 - M.A.B. (MC-560) 809 South Marshfield Avenue Chicago, IL 60612-7203  <input type="checkbox"/> Business Manager Purchasing B106 University of Illinois at Springfield Springfield, IL 62794-9243  <input type="checkbox"/> Director of Purchases University of Illinois at Urbana-Champaign Room 207, 506 S. Wright St. Urbana, IL 61801-3684  <input type="checkbox"/> Director of Purchases Room 227 Sherman Hall Western Illinois University Macomb, IL 61455-1390
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If you wish to be included on the bid list for other universities, copy this form and submit it to the other universities.

1. Legal name/address to which solicitations are to be mailed:	2. Address to which purchase orders are to be mailed, if different:
3. Address to which payment is to be mailed, if different:	4. Contact person: Phone number: 800 number: FAX number: E-mail:
5. If a division of a corporation, show name and address of parent company:   State of incorporation _____	6. Years in business   U.S. owned business: <input type="checkbox"/> Yes <input type="checkbox"/> No

---

7. Legal and tax status – I certify, under penalty of perjury, that I/we do business as a (check one only):

- |  |  |
|--|--|
| <input type="checkbox"/> Individual                                  | <input type="checkbox"/> Real Estate Agent                           |
| <input type="checkbox"/> Sole Proprietorship                         | <input type="checkbox"/> Government Entity                           |
| <input type="checkbox"/> Partnership                                 | <input type="checkbox"/> Tax Exempt Organizations (IRC 501 (a) only) |
| <input type="checkbox"/> Corporation                                 | <input type="checkbox"/> Trust or Estate                             |
| <input type="checkbox"/> Not-for-Profit Corporation                  | <input type="checkbox"/> Limited Liability Corporation               |
| <input type="checkbox"/> Medical Health Care Services Provider Corp. |  |

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8. Enter your Taxpayer Identification Number (use Social Security Number if individual or sole proprietorship):

FEIN \_\_\_\_\_  SSN \_\_\_\_\_

---

9. Enter your Illinois Department of Human Rights (IDHR) number. Failure to do so will delay the processing of your application. If your IDHR number is 89999-00-0 or lower, you must re-register with the Illinois Department of Human Rights.

IDHR Contractor Registration Number \_\_\_\_\_

IDHR requires all persons wishing to bid on State of Illinois contracts to file an Employers Report Form - Form PC-1 before bid opening. You may obtain a PC-1 form through IDHR at (312) 814-2431, TDD (312) 263-1579, or <http://www.state.il.us/cms/purchase>.

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10. Is your firm authorized to do business in the State of Illinois, as well as locally, with all necessary business licenses?

Yes       No      If no, please explain

---

11. Net worth of business:

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12. Bank reference - name and address:

---

13. Total sales and receipts (include amounts for all affiliated businesses) for most recent fiscal year:

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**14. Special Programs – Complete all of 14 (A – D).**

The public higher education institutions of Illinois have various special programs that may be available to your company. Please check each category which applies, and complete the requested information. You may be requested to complete a more detailed form and provide additional documentation in order to ensure eligibility.

- (A) Small business.** See 30 ILCS 500/45-45. To participate as a small business you must qualify under the following definition and criteria:

“Small business” means a business that is independently owned and operated and is not dominant in its field of operation (that is, it does not exercise a controlling or major influence in a kind of activity in which a number of business concerns are primarily engaged). To compute your size status, include your (and your affiliates’) annual sales and receipts, subject to the following limitations:

**Wholesale business** – annual sales for the most recently completed fiscal year cannot exceed \$7,500,000

Submit a copy of the latest year’s Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

**Retail business or business selling services** – annual sales and receipts cannot exceed \$1,500,000

Submit a copy of the latest year’s Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

**Manufacturing business** – cannot employ more than 250 persons

Submit a copy of the latest year’s Federal or State income tax return page(s) showing an Illinois address and the latest year’s form IL-W-3 (Illinois Annual Withholding Income Tax Return) showing the number of Forms W-2, W-2G, and 1099-F issued (denotes number of employees at the company). If a manufacturing business has been in existence for less than a full fiscal year, its average employment shall be calculated for the period through one month prior to the bid or proposal due date. In such cases, a notarized statement to that effect and proof of when the business came into existence shall be submitted.

**Construction business** – annual sales and receipts cannot exceed \$3,000,000

Submit a copy of the latest year’s Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address.

- 
- (B) Minority, Female, Person with Disability.** See 30 ILCS 575. To participate in this you must qualify under the following criteria and be certified by one of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> DCMS (Department of Central Management Services) | <input type="checkbox"/> CMBDC (Chicago Minority Business Development Council) |
| <input type="checkbox"/> IDOT (Illinois Department of Transportation)     | <input type="checkbox"/> WBDC (Women’s Business Development Center)            |

The business must be at least 51% owned and controlled by one or more individuals who are minority, female, or a person with disabilities. A business owned and controlled at least 51% by any combination of minorities, females, and persons with disabilities should be checked as a business owned and controlled by the eligible group that has the largest percentage of ownership. If this block is checked, also check each of the following which are applicable:

- |  |  |
|--|--|
| <input type="checkbox"/> African American  | <input type="checkbox"/> Female                  |
| <input type="checkbox"/> Hispanic  | <input type="checkbox"/> Native American/Alaskan |
| <input type="checkbox"/> Person with disability (must be severe mental or physical disabilities which substantially limit major life activities) | <input type="checkbox"/> Asian American          |

- (C) Not-for-profit, U.S. tax exempt agency for the disabled.** You must qualify under Section 501 of the Internal Revenue Code See 30 ILCS 575/2A4.1.

- (D) State use – Not-for-profit agency for the severely handicapped.** Must meet requirements of U.S. Department of Labor and the Illinois Department of Rehabilitation Services. See 30 ILCS 500/45-35.

15. In compliance with the Illinois Procurement Code, state the name of each person or company having a beneficial interest of more than 7½% in the bidding enterprise and each person or company, who, together with spouse or minor children, has a beneficial interest of more than 15% in the bidding enterprise (attach additional sheets if necessary):

Name and Address	Percent Owned	Voting Percentage
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If applicant is a corporation, please complete both columns:

Names of Corporate Officers	Names of Corporate Directors
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16. List equipment, supplies, and/or services you can provide. Include brand and manufacturer names or other information that will help buyers to categorize your capabilities. (Additional items may be submitted on an attached sheet.) If the issuing university has provided a separate listing of equipment, supplies, and/or services, provide requested information and return it with this form. If the services available from your firm include professional and/or artistic services (see Item #17 for listing), and you wish to be pre-qualified so you can receive direct notification of opportunities, complete Items #17-24 of this application. If you do not offer such services, or do not wish to pre-qualify, proceed to Item #24.

## Fill out this section to pre-qualify as a provider of Professional and Artistic Services

If you do not offer such services, or do not wish to pre-qualify, proceed to Item #24.

**Completing this section does not guarantee that you will be pre-qualified. Being pre-qualified does not guarantee that you will be awarded a contract. You do not need to be pre-qualified to respond to a solicitation (Illinois Procurement Code [30 ILCS 500/35-15]).** Consult the universities' solicitations to determine specific qualification requirements for individual solicitations.

**Automatic notification** – Once you have been pre-qualified you will be entitled to receive an automatic notification of Procurement Bulletin solicitations for services for which you have pre-qualified if you have listed a FAX number and/or e-mail address as requested in Item #4.

**Do not use this section to pre-qualify for construction or construction-related professional services.** Contact the university with whom you wish to do business for information regarding specific requirements for these categories.

17. Please check the professional and artistic services for which you are requesting pre-qualification. For each service you check, provide the information requested in Items #17-23 of this application.

<p><b>Accounting</b></p> <input type="checkbox"/> Accountant <input type="checkbox"/> Auditor <input type="checkbox"/> Billing Services <input type="checkbox"/> Collection Services	<p><b>Dentistry</b></p> <input type="checkbox"/> Dentist <input type="checkbox"/> Orthodontist <input type="checkbox"/> Periodontist	<p><b>Management/ Administrative Services</b></p> <input type="checkbox"/> Actuary <input type="checkbox"/> Banking Services <input type="checkbox"/> Consultant <input type="checkbox"/> Economist <input type="checkbox"/> Executive Search Services <input type="checkbox"/> Investment Services <input type="checkbox"/> Training and Development	<p><b>Medicine</b></p> <input type="checkbox"/> Audiologist <input type="checkbox"/> Chiropractor <input type="checkbox"/> Dietician <input type="checkbox"/> Medical Transcriber <input type="checkbox"/> Nurse <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Optometrist <input type="checkbox"/> Orthopedist <input type="checkbox"/> Pathologist <input type="checkbox"/> Pharmacist <input type="checkbox"/> Physical Therapist <input type="checkbox"/> Physician <input type="checkbox"/> Podiatrist <input type="checkbox"/> Radiologist <input type="checkbox"/> Surgeon <input type="checkbox"/> Temporary Medical Staffing <input type="checkbox"/> Veterinarian
<p><b>Artistic</b></p> <input type="checkbox"/> Artist <input type="checkbox"/> Entertainer <input type="checkbox"/> Musician <input type="checkbox"/> Sculptor	<p><b>Environmental/Land</b></p> <input type="checkbox"/> Cartographer <input type="checkbox"/> Environmental Analyst <input type="checkbox"/> Environmental Engineer <input type="checkbox"/> Geologist <input type="checkbox"/> Hydrologist <input type="checkbox"/> Land Appraiser <input type="checkbox"/> Land Use Planner <input type="checkbox"/> Meteorologist <input type="checkbox"/> Naturalist	<p><b>Marketing And Media Services</b></p> <input type="checkbox"/> Audio and Video Production <input type="checkbox"/> Commercial Photographer <input type="checkbox"/> Editor <input type="checkbox"/> Graphic Designer <input type="checkbox"/> Media Consultant <input type="checkbox"/> Public Relations	<p><b>Science/Research</b></p> <input type="checkbox"/> Archaeologist <input type="checkbox"/> Biologist <input type="checkbox"/> Botanist <input type="checkbox"/> Chemist <input type="checkbox"/> Educator <input type="checkbox"/> Entomologist <input type="checkbox"/> Historian <input type="checkbox"/> Other
<p><b>Clinical Psychology</b></p> <input type="checkbox"/> Psychotherapist <input type="checkbox"/> Psychiatrist	<p><b>Law</b></p> <input type="checkbox"/> Administrative Law Judge <input type="checkbox"/> Arbitrator <input type="checkbox"/> Attorney <input type="checkbox"/> Court Reporting <input type="checkbox"/> Hearing Officer <input type="checkbox"/> Law Clerk <input type="checkbox"/> Legal Services		
<p><b>Data Processing</b></p> <input type="checkbox"/> Consultant <input type="checkbox"/> Network Design <input type="checkbox"/> Programmer <input type="checkbox"/> Systems Analyst			

18. Licenses and/or professional registration – List names of each key person of the firm. If a requested service requires a licensed/registered practitioner, you may be required to provide a copy of such license/registration to the university before an award can be made or work begun.

Name	Capacity (Owner, Partner, Etc.)	Current Licenses/Registrations (Include Certificate # if Applicable)	License/Registration Exp. Date

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23. Statutory qualifications – Are you or your organization disqualified, ineligible, suspended, or otherwise barred from receiving solicitations and/or awards from any State of Illinois university or agency or any agency of the Federal Government?

Yes       No      If yes, please provide details:

---

**24. I understand that:**

Information provided in this application may be audited by any State university or verified by other means.

Provision of information in this application does not relieve me from providing the same or additional information as required in a response to a solicitation.

Submittal of this application does not guarantee pre-qualification. Pre-qualification will be given only if I meet all statutory or regulatory requirements, including any that may not be listed in this application.

I must update significant information changes within a reasonable amount of time. Significant changes include, but are not limited to change of legal status, TIN, ownership, name, address, as well as loss of licensure or registration, filing of bankruptcy, or suspension or debarment by any Federal, state, or local governmental agency.

Failure to provide accurate and reliable information required by this form may, in accordance with any and all applicable laws, result in penalties including, but not limited to, suspension or debarment from doing business with any university and termination of contracts, and loss of profits in appropriate cases.

**Under penalty of perjury, I swear or affirm that:**

The information provided in this application is true and correct as of the time of signing.

I have not been barred from contracting with a unit of State or local government as a result of a violation of Section 33-E or 33E-4 of the Criminal Code of 1961.

I, along with other officers and employees, have not been convicted of bribery nor attempted bribery of an officer or employee of the State of Illinois, nor have made an admission of guilt of such conduct that is a matter of record.

I am an equal opportunity employer and in compliance with the equal opportunity requirements of applicable state and federal laws.

---

Signature \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

# Attachment I

**PRESIDENT'S REPORT TO THE  
BOARD OF TRUSTEES OF NORTHEASTERN ILLINOIS UNIVERSITY  
APRIL 10, 2003**

## **FISCAL YEARS 2005 - 2010 PRIORITIES STATEMENTS**

The University has identified seven major goals to be pursued during the planning period from FY 2005-2010.

- Goal 1:** Recruit and retain a diverse student body at both the undergraduate and graduate levels through coordinated enrollment management.
- Goal 2:** Foster a student/learner-centered community that supports successful outcomes.
- Goal 3:** Create a University environment that fosters excellence in teaching, learning, and scholarship through the use of information technology and learning resources.
- Goal 4:** Strengthen and expand international educational opportunities to enhance understanding of social, cultural, economic, political, and scientific aspects of a global society.
- Goal 5:** Collaborate with external constituents to provide instruction, research, and service programs that build upon the programmatic strengths of the University and are consistent with the University's instructional, research, and service missions.
- Goal 6:** Secure the necessary resources to enhance working conditions for faculty and staff and to meet programmatic needs.
- Goal 7:** Allocate resources through integrated budget, planning, and evaluation processes which clearly identify the University's strengths, weaknesses, opportunities, challenges, goals, and priorities.

**Goal 1: Recruit and retain a diverse student body at both the undergraduate and graduate levels through coordinated enrollment management.**

**Strategies**

- 1.1 Maintain a diverse undergraduate enrollment that includes the following:
  - Increasing the number of freshmen and full-time students and their rate of degree completion,
  - Maintaining a stable enrollment of students admitted through Special Programs,
  - Increasing programs and enrollments at CICS and El Centro, and
  - Increasing enrollments through expanded weekend offerings.
- 1.2 Increase diverse graduate enrollments and rate of degree completion and increase the number of new graduate students in selected graduate programs in the College of Arts and Science and the College of Business and Management.
- 1.3 Increase overall enrollments by ten percent during the FY2005 to FY2010 planning period.
- 1.4 Review and enhance the strategic marketing and promotional plan that builds on the University's mission and reputation and contributes positively to Northeastern Illinois University's ability to enroll students at all University sites.
- 1.5 Improve the coordination of student services, including admission, registration, academic advisement, orientation, financial aid, and placement testing and web-enable these services. Ensure that these services are available to all students, including those enrolled during the evenings, weekends, and summer at all campus sites.
- 1.6 Improve the strategic use of financial aid for both the recruitment and retention of students.
- 1.7 Assess retention efforts by analyzing academic performance and persistence rates as well as demographic characteristics related to student access and diversity.
- 1.8 Integrate and expand services such as student support services, internships, job search skills, and career counseling to enable students to secure employment, continue with further education, or pursue professional opportunities.
- 1.9 Increase the number of required course sections and strengthen academic and program advising at all levels to allow students to attain their educational goals more quickly.

**Goal 2: Foster a student/learner-centered community that supports successful outcomes.**

**Strategies**

- 2.1 Articulate, implement, integrate, and evaluate assessment strategies in all areas, including identifying and enhancing “value added” aspects of the curriculum and of students’ educational experience.
- 2.2 Expand and refine the use of assessment tools and data to contribute to successful decision-making, particularly in the areas of curriculum and faculty development and increased institutional effectiveness and productivity.
- 2.3 Provide an effective general education program through the review, modification, and assessment of student achievement in designated general education learning outcomes.
- 2.4 Improve the systematic program review process.
- 2.5 Strengthen existing and develop additional opportunities for student research, leadership and volunteer activities, and creative activities.
- 2.6 Strengthen programs, including co-curricular programs, that foster a welcoming atmosphere for students and their families, to assist first-year students in their adjustment to collegiate life and reduce the risk of dropout during the first year.
- 2.7 Develop new academic programs that will prepare students to respond to the needs of the 21<sup>st</sup> century.
- 2.8 Promote interdisciplinarity and learning from our diversity throughout and across the curricula and colleges.
- 2.9 Strengthen faculty intellectual contributions, including research, publications, and creative activities.
- 2.10 Enhance learning by providing informal gathering places for students.

**Goal 3: Create a University environment that fosters excellence in teaching, learning, and scholarship through the use of information technology and learning resources.**

**Strategies**

- 3.1 Continually reassess current and emerging technologies in terms of their ability to support the University's student/learner-centered mission.
- 3.2 Upgrade and enhance remote access to information and computing resources at the University.
- 3.3 Assure reliable and secure access to University networked systems and information resources for faculty, staff, and students independent of location.
- 3.4 Connect and integrate technology with pedagogy in support of the University's student/learner-centered vision through:
  - Expanding training and support for development of web-based and technology-enhanced courses,
  - Developing mechanisms to share and recognize effective faculty integration of learning technologies into their courses, and
  - Integrating assessment into all classroom applications of learning technologies.
- 3.5 Redesign and maintain the University web site as a campus-wide information system and use it to connect and integrate all University programs, activities, and services.

**Goal 4: Strengthen and expand international educational opportunities to enhance understanding of social, cultural, economic, political, and scientific aspects of a global society.**

**Strategies**

- 4.1 Establish a University-wide plan that builds upon our strength as a diverse community to engage University learners in international education.
- 4.2 Collaborate with other institutions and associations, including the Illinois Consortium on International Education, committed to international studies to enhance exposure and broaden opportunities for the University learning community.
- 4.3 Target and develop financial and other resources to support the University's international initiatives.
- 4.4 Establish and foster an international identity as a leading institution in international initiatives.
- 4.5 Provide a cultural framework prior to any international experience.
- 4.6 Develop a minor in international education.

**Goal 5: Collaborate with external constituents to provide instruction, research, and service programs that build upon the programmatic strengths of the University and are consistent with the University's instructional, research, and service missions.**

### **Strategies**

- 5.1 Collaborate with statewide and national initiatives to offer programs cooperatively to better serve the underserved.
- 5.2 Increase involvement in academic outreach programs and initiatives in the metropolitan area by strengthening internships and community partnerships with local schools, colleges, universities, businesses, industry, and professional and social service organizations.
- 5.3 Support the Lake County Initiative and the Multi-University Center by assessing the educational needs of the area and by offering currently approved programs and requesting approval for new, high-demand programs.
- 5.4 Expand, strengthen, and integrate the University's academic and public service offerings at the Center for Inner City Studies and El Centro and through non-traditional means of program delivery.
- 5.5 Expand programming in the Fine Arts Center to attain greater recognition for the University and the Arts initiative through expanded marketing and promotion.

**Goal 6:           Secure the necessary resources to enhance working conditions for faculty and staff and to meet programmatic needs.**

**Strategies**

- 6.1 Assure the appropriate level of faculty and staff to provide the highest quality academic programs and support services.
- 6.2 Provide the appropriate compensation to attract and retain high caliber and diverse faculty and staff.
- 6.3 Rehabilitate and equip the classrooms, the Library, academic and research laboratories, recreational facilities, and support space to better respond to programmatic requirements.
- 6.4 Review space requirements and utilization to meet changing programmatic, legal, and administrative needs.
- 6.5 Strengthen University financial support from private and corporate donors to enhance educational initiatives, faculty scholarship and research, and student financial aid.
- 6.6 Promote and coordinate grant and foundation development activities to increase support for educational initiatives, pedagogic innovations, and academic support services.
- 6.7 Design and implement a staff development program to enhance the delivery of support services to the University community and to expand promotional opportunities for University staff.
- 6.8 Assure the availability of technology training to faculty and staff.
- 6.9 Improve the health, fitness and wellness of the University community by promoting healthy lifestyles; expanding health, fitness, recreational and wellness programs; and developing new avenues for promoting and marketing available programs.

**Goal 7: Allocate resources through integrated budget, planning, and evaluation processes which clearly identify the University's strengths, weaknesses, opportunities, challenges, goals and priorities.**

**Strategies**

- 7.1 Strengthen through shared governance university-wide planning and budgeting processes to assure university-wide participation and the targeting of public and private resources to the highest institutional priorities.
- 7.2 Strengthen processes to better integrate assessment into planning and budget development.
- 7.3 Review and assess university operations for productivity improvement opportunities.
- 7.4 Prioritize and provide resources for internal and external communication initiatives and annually evaluate effectiveness in meeting set objectives and goals.
- 7.5 Implement a sustainable, life-cycle funding process for the acquisition and replacement of computers and infrastructure to ensure access to current technology across the University.
- 7.6 Integrate technology planning into all university planning processes.

# Attachment II

## 5.1. REQUEST FOR INFORMATION - INDEX

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## PURPOSE STATEMENT

Northeastern Illinois University is exploring information technology options and the future direction of our Administrative Information Systems (AIS). To date, the University has identified four broad options (replace, expand, enhance, and contract) that are explained later in this document. This Request for Information (RFI) is developed to solicit information and counsel on the future direction of AIS at the University and is not intended to solicit specific branded vendor solutions. Participation by market leaders in providing AIS is encouraged. The goal is to determine if one of the identified options best fits the University needs.

## 6. INTRODUCTION

### The University

Northeastern Illinois University is a fully accredited, comprehensive (Carnegie Classification Master's I) state university of 11,000 commuter students located on a 67-acre campus in a residential neighborhood on the northwest side of Chicago. Along with quality academic programming consistent with the University's mission of excellence and access, the University is known for support of the fine arts, global education opportunities for students, a strong track record in external grant funding, and leadership in teacher preparation and education.

In addition, the University has outreach centers in the metropolitan area: The Center for Inner City Studies addresses educational needs in the Bronzeville area on the south side of Chicago, El Centro provides educational opportunities in the Hispanic community on the northwest side of Chicago, and the Chicago Teachers' Center is actively engaged in Chicago public school reform. The University is an active participant in the Multi-University consortium campus in the northern suburbs.

### The Students

**Northeastern is nationally recognized as having the most ethnically diverse student body in the Midwest. 44% of our students are under the age of 22. Another 30% are 23 to 29 and about 26% are over the age of 30. Students from 49 countries attended classes in Spring of 2001. 44% of our undergraduate students are White, 27% Hispanic, 14% Asian and 13% Black.**

### The Employees

Northeastern employs approximately 346 full-time and 229 part-time faculty that are supported by 586 staff. All are committed to excellence in teaching. The faculties varied academic backgrounds and professional accomplishments provide students with many learning opportunities.

### The Operating Budget

Northeastern Illinois University has an operating budget of approximately \$100 million and this would provide the funding base for an enhancement of administrative information system technology.

## **ADMINISTRATIVE INFORMATION SYSTEMS**

The Administrative Information Systems are comprised of four major components: Student Information System, Human Resources & Payroll, Academic Courseware and the Business Information System. Interfaces have been written to integrate the data within three of the four distinct systems. These interfaces are run on a daily basis and function within acceptable, but limited, parameters. The Academic Courseware system is not interfaced to any other system at this time.

### Student Information System (SIS)

Currently the University utilizes the CARS Jenzabar application. This application includes the admissions, registration, financial aid and student billing modules. The application resides on a Hewlett Packard N4000 server, running UNIX as an operating system under an Informix database license. The SIS is currently not web enabled. The system uses a touchtone registration system (EPOS) allowing students to register and confirm registrations via touchtone telephones. However, it does not offer the functionality to pay via credit card using the touchtone system. The University has been using this SIS application for approximately 8 years. It has been heavily customized but is kept current on releases provided under a software maintenance agreement with the vendor. The Student Information Systems supports 175 concurrent users. The database is approximately 150 gigabytes in size and processes thousands of transactions per day.

### Human Resource & Payroll

At this time the University contracts with ADP and uses the Enterprise Human Resource and Payroll application that is fully web enabled. It resides on DELL PowerEdge Servers, operating under Windows 2000 and uses the Oracle 8i database. Reportsmith functions as a user based reporting tool and produces a majority of the University's Human Resource and Payroll reports. This application has been in use for approximately three years and just recently went through a major upgrade that included the web enablement component. It has a handful of customizations included within its architecture. While all data entry and payroll setup is performed on campus, the payroll data is transmitted to ADP for actual payroll run, check production, wage garnishment processing, tax reporting to state and federal governments, and year-end processing. The Enterprise system supports 40 users across 10 departments. The database is approximately 30 gigabytes in size.

### Business Information System (BIS)

SCT FRS Plus 2000 provides the financial application and it resides on a mainframe. The University leases CPU time and space from a provider. The application uses VSAM file structure and runs on a CICS platform. Focus is used as a reporting and data extraction tool to enhance user access to the data. The University has used this application for approximately 23 years. The current application is not customized and is a current release.

### Academic Courseware

Blackboard version 5.5.1, provides the instructional support at the classroom level. The University contracts with Blackboard and runs a hosted product in Virginia. The system allows the student to access course materials and assessments via the web. The University currently has one third of its faculty utilizing the software to enhance face-to-face courses. Approximately 3000 students are engaged in over 300 Blackboard courses during the fall, 2002 semester. The URL for the University server is <http://neu.blackboard.com>.

## OPTIONS/CHOICES

Over the past several years, the University has considered several different alternatives to expand the administrative information systems. The University is now poised to fully explore these options.

### Replace

The first option under consideration is to replace all administrative information systems with a new fully integrated administrative computing system. This option envisions a full enterprise product with a core database and full web enablement providing a seamless environment to students, faculty and staff.

### Expand

The second option considered is to expand only one of the administrative systems with new modules from a vendor that has a current relationship with the University. This option envisions a comprehensive dynamic integration thus creating a more robust administrative system.

### Enhance

**The third option identified is to keep the existing administrative information systems and incorporate a comprehensive web enabled layer to enable students, staff and faculty access to all administrative systems via the web. This option envisions the development of value added software engineering that enhances the systems with e-commerce capacities and portal style customized user views.**

### Contracted Service

The fourth option seeks out a third party capable of providing the University with a fully integrated administrative information system and also the computing capacity to successfully support the University on an on-going basis. In addition, this organization, preferably, but not limited to a university, would have the capability to expand and completely maintain administrative information services.

## **REQUEST**

The University seeks information and counsel on the above-identified alternatives. The responses to this request will assist the University in assessing the University's long-term future administrative computing and technology initiatives. Responses should address technology issues, of today and the future, and what direction (option) your firm believes that the University should consider when developing its next step, the creation of a Request for Proposal. Your deliverable should include support for the option that you believe is in the University's best interest to pursue including why this option would provide a long term solution for administrative information systems, information management, classroom content management and workflow integration including full consideration of a business content management system supported by document imaging to replace the University's dependency on stored paper. The University will use this requested information as a critical component prior to implementation of one of the options.

It must be stressed that this request is not a solicitation for vendor specific solutions. To meet the intent of the request your response must provide the University with information regarding why we should choose one of the options over another.

## **RESPONSE DUE**

All information must be submitted to the Purchasing Department no later than March 17th, 2003. The deliverables must include an electronic copy that can be accessed via a password protected web site hosted by the vendor. In addition, vendors can also submit one printed copy.

The submission address is:

Purchasing Department  
Bernard Office Building  
Northeastern Illinois University  
5500 N St Louis Ave  
Chicago, IL 60625-4699

## **ON-SITE PRESENTATION**

All responders will be considered for an on-site half-day visit to present their option for consideration by a group of University stakeholders.

## **TIME-LINE**

Dependent on funding conditions the University intends to move from this RFI step to a Request for Proposal step within the next 270 days after determination of the option.

## **Attachment III**

NDS Networking image.

This information will be provided at the mandatory Pre-proposal meeting scheduled for Monday, October 27, 2003 in Room SU-214 of the Student Union Building.