



Contracts, Purchasing,
and Risk Management

**REQUEST FOR PROPOSAL
NUMBER P19GB009**

FOR

ACCOUNTING AND FINANCIAL SOFTWARE SYSTEM

DUE DATE AND TIME

June 20, 2019 AT 2:00 P.M., ARIZONA, LOCAL TIME

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PROPOSAL ACKNOWLEDGEMENT RECEIPT

 Contracts, Purchasing, and Risk Management	Proposal Acknowledgement Receipt
CONTRACTS, PURCHASING, AND RISK MANAGEMENT SERVICES	

Request for Proposal number: P19GB009

Request for Proposal description: Accounting and Financial Software System

Complete, sign, and submit this Proposal Acknowledgement Receipt to Contracts, Purchasing, and Risk Management. This completed and signed Proposal Acknowledgement Receipt may be faxed to Contracts, Purchasing, and Risk Management at 928-523-1343, emailed to nau-purchasing@nau.edu or delivered through any other method.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		Fax Number
() -		() -
E-mail address, if available		
Print Name of Offeror's Authorized Agent		Signature of Offeror's Authorized Agent
Title of Authorized Agent		Date

SECTION A REQUEST FOR PROPOSAL

Northern Arizona University (the University) is requesting sealed Offers from qualified firms and/or individuals for an Accounting and Financial Software System.

Offers shall be received in the Office of the Associate Vice President of Procurement, Northern Arizona University, Building 98B, Box 4124, 545 E. Pine Knoll Drive., Flagstaff, AZ 86011-4124 until 2:00 P.M., Arizona Local Time, on June 20, 2019, at which time a representative of Contracts, Purchasing, and Risk Management shall announce publicly the names of those firms submitting Offers. No other public disclosure shall be made until after award of the Contract resulting from this Request for Proposal (RFP).

Any and all questions regarding this RFP shall be directed to Contracts, Purchasing, and Risk Management and to no other office or individual at the University. The University may answer informal questions orally. The University makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to quickly provide minor clarifications. Oral statements or instructions shall not constitute an addendum to this RFP. Offeror shall not be entitled to rely on any verbal response from the University. Formal questions regarding any part of this RFP that may result in a material issue or a formal addendum must be submitted in writing. All correspondence regarding this RFP shall be directed to Contracts, Purchasing, and Risk Management, contact information is below:

Glenn Birkett
Senior Buyer
Telephone: 928-523-6094
Fax: 928-523-1343
E-Mail: glenn.birkett@nau.edu

SECTION B BACKGROUND INFORMATION

1. UNIVERSITY BACKGROUND

The University is governed by the Arizona Board of Regents (ABOR) and is a fully accredited institution of higher learning supported by the State of Arizona. Additional information on the University may be accessed from the following link:

<https://nau.edu/Institutional-Research/Quick-Facts/>

2. PROPOSAL BACKGROUND

2.1. RFP Overview

This RFP is part of a competitive negotiation process intended to allow the University to obtain goods and/or services as outlined herein in a manner which is most advantageous to the University. This RFP provides the University the flexibility to negotiate with Offerors, if desired, to arrive at a mutually agreeable relationship. Price may weigh heavily in the evaluation process but will not be the only factor under consideration and may not be the determining factor. All Offers will be considered public record and available for review, as allowed by law, during regular office hours after award by contacting the University's Associate Vice President of Procurement.

2.2. Intent

2.2.1. It is the University's intent to select the Offer(s), which are most favorable in all respects, including scope, availability of services, quality of services, reputation and price. If not otherwise stated herein, multiple awards may be made or an award(s) may be made partial, by part, by line item, or by any combination of parts if identified as being in the best interest of the University.

2.2.2. The successful Offeror(s) will be expected to work closely with the University's designated representative(s) to administer an effective and efficient program.

SECTION C INSTRUCTIONS TO OFFERORS

1. No department, school, or office at the University has the authority to solicit official RFPs other than Contracts, Purchasing, and Risk Management. All solicitations shall be performed under the direct supervision of the Associate Vice President of Procurement and in accordance with University policies and procedures.
2. Offer shall be submitted in the format shown in Section D. Offers in any other format may be rejected. Conditional Offers shall not be considered. Submit Offer signed by an authorized individual. Offer that is not signed may be rejected.
3. Offers to be submitted as:
 - 3.1. One (1) complete Offer, printed and bound, clearly marked as original; and
 - 3.2. One (1) copy of the complete Offer on electronic storage devices. Limit individual files on each device to no more than three (3).

4. Submit Offer, sealed and marked as follows:

Offeror's Name
RFP Number

5. No telephonic, electronic, or facsimile Offer shall be considered. Offer received after the date and time set for opening will be rejected. The University reserves the right to extend the time and date set for opening.
6. If responding by United States Postal Services mail, allow additional time for on-campus delivery.
7. Any person, firm, corporation, and/or association submitting an Offer shall be deemed to have read and understood all the terms, conditions, and requirements specified herein.
8. Definitions:
 - 8.1. "ACR" - shall refer to Arizona State Retiree Report.
 - 8.2. "ADE" - shall refer to the Arizona Department of Education.
 - 8.3. "ADM" - shall refer to Average Daily Membership.
 - 8.4. "AFR" - shall refer to the Annual Financial Report and Extracurricular Activities Fees Tax Credit
 - 8.5. "ASRS" - shall refer to the Arizona State Retirement System.
 - 8.6. "COBRA" - shall refer to The Consolidated Omnibus Budget Reconciliation Act.
 - 8.7. "Contract" - shall mean the agreement entered into between the ABOR for and on behalf of Northern Arizona University and the successful Offeror as a result of this RFP.
 - 8.8. "DBA" - shall refer to Database Administration.
 - 8.9. "DES" - shall refer to the Arizona Department of Economic Security.

- 8.10. "EFT" - shall refer to Electronic Funds Transfer.
 - 8.11. "ETC" - shall refer to the [Education Technology Consortium](#).
 - 8.12. "Excel" - shall refer to a specific spreadsheet software application.
 - 8.13. "FIFO" - shall refer to First In, First out.
 - 8.14. "FTE" - shall refer to Full Time Equivalency.
 - 8.15. "GUI" - shall refer to Graphical User Interface.
 - 8.16. "HR" - shall refer to Human Resources.
 - 8.17. "LDAP" - shall refer to Lightweight Directory Access Protocol.
 - 8.18. "LEA" - shall refer to a Local Education Agency contracted with ETC.
 - 8.19. "Level 1 and Level 2 Support" - shall refer to front line initial support for basic issues. Level 2 or Tier 2 support is more in-depth troubleshooting or technical support. Problem resolutions typically require some research. Also, there may be an intervention on the part of the support staff for the user, such as a program adjustment, rights adjustment, etc.
 - 8.20. "LIFO" - shall refer to Last In, First Out.
 - 8.21. "M&O" - shall refer to Management and Operations.
 - 8.22. "May" - indicates something that is not mandatory but permissible/desirable.
 - 8.23. "MICR" - shall refer to Magnetic Ink Character Recognition.
 - 8.24. "Offer" - shall mean the proposal from an individual or firm for the provision outlined in this RFP.
 - 8.25. "Offeror" - shall mean a person or firm submitting an Offer in response to this RFP.
 - 8.26. "PAR" - shall refer Personnel Action Request.
 - 8.27. "PC Pentium" - shall refer to a specific brand of Personal Computer.
 - 8.28. "PDF" - shall refer Portable Document Format.
 - 8.29. "PO" - shall refer to Purchase Order.
 - 8.30. "SDER" - shall refer to School District Employee Report.
 - 8.31. "Shall", "Must", "Will" - indicate mandatory requirements. Failure to meet these mandatory requirements will result in rejection of Offer as non-responsive.
 - 8.32. "Should" - indicates something that is recommended but not mandatory. If the Offeror fails to provide recommended information, the University may, at its sole option, ask Offeror to provide the information or evaluate the Offer without the information.
 - 8.33. "USFR" - shall refer to the Uniform System of Financial Records for Arizona School Districts.
9. Any information considered to be proprietary by the Offeror shall be placed in a separate envelope and marked "Proprietary Information". To the extent the Associate Vice President of Procurement concurs, this information shall be considered confidential and not public information. The Associate Vice President of Procurement shall be the final authority as to the extent of material, which will be considered confidential. Pricing information shall not be considered confidential.
 10. Offer may be withdrawn at any time prior to the time and date set for opening.

11. Offer and accompanying documentation will become the property of the University at the time the Offer is opened.
12. The University reserves the right to cancel this solicitation, reject any or all Offers or any part thereof, or to accept any Offer or any part thereof and to waive or decline to waive irregularities in any Offer when it determines that it is in its best interest to do so. The University has the right to hold Offer for a period of ninety (90) days after the opening date, the right to accept an Offer not withdrawn before the date set for opening, to negotiate with any Offeror considered qualified, or make any award without written discussion.
13. The University reserves the right to conduct discussions and negotiations with Offeror, to accept revisions of Offer, and to negotiate price changes.
14. The University may request a presentation, demonstration or samples be given to a selection committee in the event the Offer is deemed to be among the most advantageous to the University. Contracts, Purchasing, and Risk Management will schedule all presentations and in the event a presentation is scheduled, evaluation criteria and scoring may be included in the presentation invitation.
15. Offeror may submit requests for changes or additions to the University terms and conditions set forth in Section F. Any such changes must be submitted with the Offer as required in Section D, or the Offeror will have waived the right to object or add to the University's terms and conditions. Additions may not be submitted as the Offeror's standard terms and conditions, license agreement or any other agreement, but rather as additional terms that do not conflict with the University's terms and that are necessary for the success of the Contract. An Offer contingent upon changes or additions to University terms and conditions may, if the University at its sole discretion determines not to accept the alternate terms and conditions, be rejected as non-responsive.
16. By submitting an Offer, the Offeror agrees that any information provided within the Offer and accepted by the University shall become a binding part of a resulting Contract.
17. The successful Offeror(s) will be expected to enter into a Contract with the University which shall be a summation of the RFP, addenda, the Offer, and negotiations. The order of precedence shall be the RFP, addenda, the Offer, and negotiations. The University's terms and conditions shall be incorporated into the resulting Contract between the University and the successful Offeror.
18. The University is committed to the development of Small Business and Small Disadvantaged Business (SB & SDB) suppliers. If subcontracting is necessary, the Offeror shall make every effort to use SB & SDB in the performance of the Contract.
19. Requests for clarification of information shall be received no later than five (5) days prior to the time and date set for opening. If applicable, addenda shall be issued to each Offeror of record. Failure to request clarification within the timeframe will constitute a waiver of the

right to object and shall not be grounds for a protest.

20. Any objections to alleged errors, irregularities, improprieties, specifications or content shall be made prior to the time and date set for opening. Failure to object prior to the time and date set for opening will constitute a waiver of the right to object and shall not be grounds for a protest.
21. Failure to receive an addendum shall give Offeror the option of:
 - 21.1. Accepting the resulting Contract, if offered, including all addenda, at the proposed price.
 - 21.2. Withdrawing its Offer without penalty.
22. Failure to receive addenda shall not constitute a basis for claim, protest, or reissuance of the RFP.
23. Unless specifically stated to the contrary, manufacturer's names, trade names, brand names, or catalog numbers used in the specifications of this RFP shall be for the purpose of describing and/or establishing the quality, design, and performance required. Such reference shall not be intended to limit or restrict an Offer. Any Offer, which proposes like quality, design, and/or performance, shall be considered.
24. The University will not guarantee any minimum purchase volumes of any kind from the resulting Contract.
25. The University shall not reimburse the Offeror the costs associated with responding to the RFP.
26. Offeror shall acquire and maintain, at their sole expense, all necessary parking permits required by the University. Parking permits along with regulations governing traffic and parking are available from University Transit Services (928-523-6623) located at 113 W Dupont Ave., Flagstaff, AZ 86011. Permit applications and vehicle registration may also be accessed on-line at <http://nau.edu/parking>. Regulations shall be applicable to all employees of Offeror and will be strictly enforced. All fines incurred shall be the sole responsibility of the Offeror.
27. A limited number of specific exclusions to NAU's Hazard Inspection policy can be found in the NAU Policy for Hazard Inspections <https://nau.edu/Facility-Services/Planning/Asbestos,-Lead,-and-PCBs/>. Any work not specifically excluded, or any changes of scope to previously approved work must be inspected prior to commencement of the work activities. Offeror shall acquire and maintain all necessary permits and licenses and shall adhere strictly to all Federal, State, County, or City laws, codes, regulations, and ordinances as applicable.

28. Unless reasonable objection is made in writing as part of the Offer, the resulting Contract shall be for the use of all State of Arizona departments, agencies, commissions and boards. In addition, eligible municipalities, counties, universities, political subdivisions and nonprofit educational or public health institutions may participate at their discretion. In order to participate in any resultant Contract, applicable entities must have entered into a cooperative purchasing agreement with either the Arizona Board of Regents for and on behalf of Northern Arizona University or the State of Arizona pursuant to ARS 41-2632.
29. The University treats Offerors in a fair, honest, and consistent manner by conducting the RFP process in good faith and by granting all Offerors a comparable opportunity to win an award. In the event Offeror feels the process did not follow established policies and qualifies as an interested party, Offeror may file a protest pursuant to the Arizona Board of Regents (ABOR) procurement procedures, Section 3-809. The University takes protests seriously and expects Offerors to do so as well. Frivolous protests shall not result in gain for the Offeror and shall not be considered.

Protests shall be received in the Office of the Associate Vice President of Procurement, Becky McGaugh, Northern Arizona University, Building 98B, Box 4124, 545 E. Pine Knoll Drive., Flagstaff, AZ 86011-4124.

SECTION D OFFER FORMAT

In order to facilitate direct comparison, submit Offer using this format, listed in order, and index tabbed to match. Failure to follow instructions regarding format may result in rejection of Offer. Include the following with Offer:

1. Completed and signed RFP Certification.
2. Completed and signed Legal Worker Certification.
3. Completed and signed Anti-Lobbying Certification.
4. Completed and signed Federal Debarred List Certification.
5. Completed and signed Participation in Boycott of Israel.
6. Offeror's Qualifications and Experience, Project Resources and Client References (Sections E.1. – E.3.).
7. A detailed technical Offer (Section E.4. - E.17.).
8. Exceptions to the Terms and Conditions of the RFP.
9. Pricing Proposal.
10. Vendor Information.

SECTION E REQUIREMENTS

The data, specifications, and requirements outlined herein are intended to serve as a general guideline for the University's requirements. Submit a fully detailed Offer that adequately describes the advantages and benefits to the University.

Provide a detailed response to each requirement under Section E, individually numbered to match each requirement. At minimum, in such case where a detailed response is not applicable, indicate ability to comply with and/or agreement to the numbered requirement. Offeror is encouraged to provide any additional information that is not specifically identified in this RFP.

1. QUALIFICATIONS/EXPERIENCE

- 1.1. Provide a corporate history/management summary and evidence that the Offeror and/or its officers have been engaged for a minimum of three (3) years in providing similar products and services as described herein. Describe Offeror's growth for the past three (3) years.
- 1.2. Describe any restructuring, mergers, and/or downsizing that has occurred over the past three (3) years and/or is anticipated in the next two (2) years and if selected for negotiations, Offeror may be required to provide the last two (2) years of audited financial statements.
- 1.3. Describe the material issues of any current patent or copyright lawsuits or legal actions against Offeror including, but not limited to, parties of dispute, description of technology involved, equipment affected, jurisdiction, and date of legal complaint.
- 1.4. Detail experience with similar/like projects.

2. PROJECT RESOURCES

- 2.1. Provide sufficient personnel, knowledge, and experience required to maintain an appropriate level of professionalism and coverage for performance of requirements outlined herein. The University reserves the right to review Offeror's staff assigned for relevant qualifications and experience.
- 2.2. Provide a list of proposed personnel with resumes specifying qualifications and relevant experience. Describe assignment of account representatives and/or key personnel.
- 2.3. Offeror will be required to conduct relevant and appropriate background checks and fingerprinting according to the [University's policies](#) on all assigned employees and new hires to ensure that it does not assign any employee or agent to the University who may reasonably be considered to pose a threat to the safety or welfare of the University community or its property. Offeror will share background check information and other supporting documentation including disciplinary action for any

employee upon written request by the University.

2.4. Offeror may subcontract installation, training, warranty, or maintenance service with prior University authorization. List and describe any subcontractor's qualifications and relevant experience. Describe how Offeror guarantees subcontractor performance. Offeror shall remain solely responsible for the performance of a resulting Contract from this RFP. All University payments for goods and/or services shall be made directly to the Offeror.

3. CLIENT REFERENCES

Provide, at minimum, three (3) references, not including Northern Arizona University, identifying firms with requirements similar to those of the University. Provide the name of the firm, contact person, email and the telephone number. The University reserves the right to contact additional references not provided by Offeror. Preference may be given for those references, which are most similar to the University, the ETC and their membership (schools and districts).

4. PREFERRED PAYMENT METHOD

The University prefers to pay for goods and/or services via the Corporate VISA liability card. Describe in detail Offeror's ability to accept this preferred method of payment and any additional fees. Describe how the University can utilize its Corporate Visa card to pay for goods and/or services.

5. GENERAL INFORMATION

5.1. Overview.

The [Education Technology Consortium](#) (ETC) of Northern Arizona University is made up of member school districts and charter schools within Arizona. Membership is governed by a Cooperative Purchasing Agreement between the Local Education Agency (LEA) and Northern Arizona University. Each member may select and utilize the specific services offered by the Consortium that are of use to the member. Members are responsible for the cost of such services. Services may include software licensing, maintenance fees, subscription services, implementation and conversion fees, training costs, managed services, and the cost of support and services provided directly by ETC staff.

5.2. ETC Accounting and Financial Software support model.

ETC's current Accounting and Financial Software support model is to provide all Level 1 and Level 2 support to ETC's clients. ETC hosts the software and data, and is responsible for software updates and upgrades. ETC handles all administration tasks in the software, rollovers and annual processing, cyclical processing and maintenance file uploads, background setup, and reporting to state and federal agencies. ETC provides all training and implementation assistance for new modules,

and provides value-added utilities to ETC's support client such as ad hoc report writers and custom reports, exports, and data integrations with other information technology systems.

5.2.1. Provide sample configuration options and recommendations to maintain the ETC Accounting and Financial Software support model.

5.3. ETC finance department staff.

5.3.1. Includes:

5.3.1.1. Finance Manager/Team Lead.

5.3.1.2. Business Analyst.

5.3.1.3. Help Desk Support Services Specialist, Sr. (2 positions).

5.3.1.4. Systems Programmer, Sr./Database Administrator

5.4. ETC expertise.

ETC understands that it will take some time to gain a high level of expertise with a new Accounting and Financial Software system. ETC is seeking an Offeror that will partner with ETC to reach a high level of expertise, and which has similar existing partnerships with other entities. Furthermore, once ETC attains adequate expertise and any necessary certification, ETC expects to add new clients for support who currently may have a direct existing relationship with the awarded Offeror. Moving to ETC support should result in lower software maintenance costs to the member site as the member's reliance upon the Offeror ceases.

5.5. ETC configuration.

Under ETC's current model, the Consortium owns software licenses and pays annual maintenance fees. Each supported district has a separate database with front end web servers. Software licenses are not directly attached to any specific district, and the Consortium is able to add new clients.

ETC is open to other configuration models based on the environment in which the software works best. The Offer should clearly define the configuration scenario to best support ETC's existing sites, and to allow for growth and new clients. If licensing is tied to a specific district, Offeror shall describe any annual requirements for assessing growth, decline, and adding additional users if needed.

Indicate if there are there any restrictions to user licenses, or the number of concurrent users that can use the system at one time?

Describe the process for adding new sites after the initial procurement. Describe

options for existing clients with a direct vendor relationship to transfer support and/or hosting to the ETC.

5.6. ETC finance support district size and number of schools.

Site	ADM	# of schools
District A	9120	16
District B	215	2
District C	5900	13
District D	4900	9
District E	95	1
District F	150	1
District G	1170	10
District H	185	1
District I (County)	0	0

6. EQUIPMENT REQUIREMENTS AND HOSTING OPTIONS

6.1. List all equipment requirements and secure deployment/hosting options. ETC will host the software and data for ETC support clients.

7. TRAINING, SUPPORT AND CERTIFICATION

7.1. Provide full support, training and certification services to ETC staff for providing Level 1 and Level 2 support to ETC members.

7.1.1. Describe in detail the support and training process to include DBA support and training.

7.1.2. While typically, ETC staff provides all training to ETC members, ETC recognizes that this may be impractical for early site implementations. Provide details and a proposed training plan to include subjects, time required, costs, and any additional fees per member site.

7.1.3. Describe all venues for obtaining support. Describe the normal trouble ticket/support resolution process including time to contact, escalation parameters and practices, development vs. customization considerations, and processes for requesting paid development work.

7.1.4. Describe in detail the certification process.

8. IMPLEMENTATION/PLANNING

- 8.1. Describe in detail the implementation process and proposed planning sessions with ETC staff.
- 8.2. Indicate if planning sessions should include ETC member districts. If so, describe the scope and what member staff and management positions such as Business Manager, HR, General Ledger and Payroll should be involved.

9. CONVERSION/TRANSITION

- 9.1. Describe in detail the conversion/transition process from ETC’s current software to the software Offered, and provide anticipated timelines for the conversion/transition process.
- 9.2. Convert historical ETC member data. List any additional costs and timelines associated with converting historical ETC member data.

10. SYSTEM TABLES

10.1. Complete the System Tables:

- 10.1.1. Check the appropriate box for each System Table number.
- 10.1.2. Where applicable:
 - 10.1.2.1. Provide additional comments/information in the box, or on an attached comment submittal sheet referencing the matching System Table number.
 - 10.1.2.2. Describe any applicable limitations such as the number of employees, positions/payroll records per employee, payroll deductions per employee, account codes in the ledger, or fiscal years available.
 - 10.1.2.3. Indicate if the item is not integrated, is available from another source, is in development or can be provided through an enhancement.
 - 10.1.2.4. For items that are in development, indicate the anticipated general release date and provide additional associated costs.
 - 10.1.2.5. List any functionality that requires an import and/or export process as an exception to application integration.

System Tables:

	Comply	Deviate/Additional Information provided
1. Meets State of Arizona accounting requirements for school districts and charter schools described in the Uniform System of Financial Records for Arizona School Districts (USFR) and the Uniform System of Financial Records for Arizona Charter Schools (USFRCS) .		
2. Supports the account codes structure defined in the Chart of Accounts. Permits the option to also include non-mandatory account string options such as cost center.		

3.	Software must be compliant with the most current Governmental Accounting Standards Board statement.		
4.	Software must be updated as needed to meet the reporting requirements of the Arizona Department of Education (ADE) or other state/federal agencies in the format and form required by law.		
5.	Fully integrated applications. Any exceptions must be clearly noted.		
6.	Updates occur in real-time. Any exceptions must be clearly noted.		
7.	Full graphical user interface (GUI) functionality (menu bars, selection lists, scroll boxes, copy/paste, etc.). Any exceptions must be clearly noted.		
8.	Record look-up by typing all or part of the search string.		
9.	Software should take advantage of and operate in the most current operating system, cloud or web browser environment. Indicate any browser restrictions or preferences.		
10.	Store scanned documents with related data records.		
11.	Software support capability includes (but is not limited to) internet-based diagnostic capability, telephone tech support (during regular business hours), internet emergency service, unlimited toll free phone and fax access.		
12.	Software offers LDAP integration and two-factor authentication services.		
13.	Barcode capability to be used for scanning fixed assets during yearly inventory.		
14.	All calculations shall round properly. Additionally, when amounts are distributed by percentage to several account codes, schools, etc. the sum of the distributions must be equal to the amount distributed.		
15.	Account validation that restricts the use of non-existent or invalid account codes.		
16.	Software shall be designed to work in a paperless environment without redundant data entry.		
17.	Vendor will provide most recent releases of software for new installations, upgrades, or additional module installations.		

Human Resources:

	Comply	Deviate/Additional Information provided
18. Position file for all positions in the district.		
19. Web interface for online advertisement of vacant positions.		
20. Allocate positions to account codes for budgeting purposes.		
21. Account validation to avoid coding to non-payroll account codes.		
22. Allocations to account codes by amount or percentage.		
23. Option to encumber open (vacant) positions' salaries and estimated benefits.		

24.	Track positions by accounting unit, site, budget code, and full-time equivalency (FTE).		
25.	Define credentials and qualifications required and preferred for positions.		
26.	Applicants apply electronically.		
27.	Information from the application automatically populates applicant files in the system.		
28.	Applicants' credentials and qualifications are compared with credentials and qualifications defined for open positions.		
29.	Store related information such as interview notes, reference checks, and letters of recommendation.		
30.	Applicant information transfers to employee records when applicants are hired.		
31.	Employees complete hiring forms electronically.		
32.	Hire/start employees at any time during the pay period.		
33.	Transfer employees to new positions at any time during the pay period.		
34.	Employees can be assigned to multiple positions.		
35.	Primary position designator for employees assigned to multiple positions.		
36.	Track years of experience for each position in addition to the employee's years of experience in the district.		
37.	Processes to automatically calculate and update the years of experience fields.		
38.	Pay schedules for salaried and wage employees.		
39.	Allow positions that do not correspond to a pay schedule.		
40.	Automatic FTE calculations for wage employees. For example, 4 hours = .5 FTE if 8 hours is a normal workday.		
41.	System calculated contract amounts for late hires, part-time employees, and wage employees. Describe.		
42.	Process to calculate and award salary/wage increases during the fiscal year for all or selected pay schedules. Increases based on percentage and/or an amount.		
43.	Pay schedules globally adjusted by amounts and/or percentages.		
44.	Print employee contracts and Personnel Action Request (PAR) forms, individually and by classification.		
45.	Print entire contract/PAR or populate pre-printed forms (laser or continuous form).		
46.	List multiple pay amounts for extra pay amounts such as add-on, multiple assignments, and stipends on the employees' contracts/PAR forms. These amounts will be listed separately and may or may not be included in the total contract amount for the employee.		
47.	Create new fiscal year contract records from the current year's records.		
48.	Process to calculate the step advancement on pay schedules for employees based on FTE and hire date.		
49.	Process to incorporate the calculated step advancements into the new fiscal year contract records.		

50.	Employee leave tracking by the hour or day.		
51.	Hour or day tracking can vary for employee groups for the same leave. For example, sick leave tracking by day for certified employees and by hour for classified employees.		
52.	Classifications to define leave that accumulates a balance.		
53.	Define limits on accumulated leave balances that are checked on a current or fiscal year basis.		
54.	Warning mechanism for employees who are in danger of losing leave due to excess balances.		
55.	Classify leave types as leave-without-pay.		
56.	Online notification when employee recording leave in timecard if the employee's leave balance is insufficient.		
57.	Define leave categories that reduce the balance of another leave, such as defining family, personal, and bereavement leave to reduce the sick leave balance.		
58.	Maintenance routines that can be processed at fiscal year-end to add all or a portion of the balances remaining in leave categories to other leave balances.		
59.	Maintenance routines allow parameters to be defined to calculate the amount to be added to the other leave based on the various balance thresholds and the amount to move for each. For example, an employee with a balance of 8 or more hours of personal leave remaining will have half of the hours remaining moved to the sick leave balance. 16 hours remaining in personal leave adds 8 hours to the sick leave balance. 7 hours remaining, adds nothing to sick leave.		
60.	Define automatic leave accruals for employee groups. For example, certified staff accrue 3 personal leave days on 7/1, classified staff accrue 1 day 7/1 and another 1/1.		
61.	Define automatic leave accruals based on actual hours worked. (AZ Prop 206).		
62.	Easily adjust leave accruals for late hires.		
63.	School/department access to record employee absences.		
64.	Provide online time-keeping system for employees to submit time, approval routing and automation, easy import into Payroll module, including the work flow process. Provide details.		
65.	Provide or interface with substitute assignment systems. Provide details.		
66.	Calculates the district's liability for accrued sick leave and vacation benefits.		
67.	Maintains retiree records participating in retirement benefit plans, such as medical insurance, ASRS Alternate Contribution Rate.		
68.	Supports accounting required for COBRA participants.		
69.	Fields to fulfill SDER reporting requirements.		
70.	Fields/tables to store Arizona State certificate, degree, and position codes.		
71.	Maintain employee history. Indicate how long.		
72.	Maintenance routines to delete employee information based on criteria such as inactive employees, or history prior to a specified date.		

73.	Online access for employees to view and update their employee records address, email, emergency contacts, and dependents with automated HR approval process.		
74.	Benefit enrollment online for open enrollment, qualifying events with approval automation and automated benefit plan setup.		
75.	Full integration with payroll, budgeting, and general ledger.		
76.	District/User defined fields available.		
77.	Describe interfaces with other systems not previously addressed.		
78.	Limitations.		
79.	Exceptions to system requirements for HR area.		

Payroll:

	Comply	Deviate/Additional Information provided
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88.	Account validation to avoid coding to non-payroll account codes.		
89.	Supports all federal taxes.		
90.	Describe how tax tables are updated in the system.		
91.	Maintain old tax tables.		
92.	Supports taxable fringe benefits.		
93.	Supports Arizona State tax rates.		
94.	Supports Arizona State Retirement contributions and long-term disability insurance (Section 401(a)).		
95.	Supports Arizona State Retirement alternate contribution rates for both direct employees and contracted employees that have returned to work after retiring.		
96.	Supports pre-tax (Section 125) insurance premiums, flexible spending accounts and health savings accounts.		
97.	Supports tax sheltered annuities (Section 403(b) and 457(b)).		
98.	Define voluntary deductions as amounts and/or percentages of gross or base salary.		
99.	Define start and end dates, deduction schedules, and/or limits for voluntary deductions.		
100.	Capability to define the order in which deductions should be processed.		
101.	Maintenance processes to globally update deduction rates, start and end dates, schedules, and/or limits.		
102.	Supports Industrial Insurance.		
103.	Ability to separate premium portion of overtime pay from Industrial wage calculations.		
104.	Supports unemployment insurance (Arizona Department of Economic Security).		
105.	Supports Arizona State Retirement benefits and long-term disability insurance (Section 401(a)).		
106.	Capability to define benefits as an amount or percentage.		
107.	Capability to define benefits as amounts and/or percentages of gross or base salary.		
108.	Capability to define start and end dates, deduction schedules, and/or limits for benefits.		
109.	Capability to define the object code for each benefit type.		
110.	Option to code benefits to the same account code detail as the employees' earnings, excluding the object code, or to summarize account codes.		
111.	Designate benefits, such as industrial insurance, to be recorded in accounts payable accounts until due.		
112.	Method of paying amounts recorded in accounts payable when due.		
113.	Method of adjusting the expense recorded and the benefit amount in the employees' records when the amount in accounts payable differs from the actual amount due.		
114.	Pre-pay benefits.		
115.	Method to allocate the pre-paid benefits to employees and account codes when the benefits are earned.		

116.	Method to adjust the amounts recorded in the employees' records and the account records if the pre-payment differs from the actual benefit amount.		
117.	Ability to process benefit payments for persons not receiving a paycheck.		
118.	Maintenance processes to globally update benefit rates, start and end dates, schedules, and/or limits.		
119.	Methods of collecting and entering time for wage employees.		
120.	Processing for docks and dock reimbursements.		
121.	Process selected employees for a payroll.		
122.	Process selected voluntary deductions and benefits.		
123.	Issue separate checks to employees for special payments, such as retroactive pay and extra duty contracts.		
124.	Ability to normalize taxes when payments such as retroactive pay are included with regular pay.		
125.	Ability to globally manage salary/wage increases during the fiscal year.		
126.	Deduct more than one payment for selected deductions.		
127.	Process more than one benefit payment for selected employee benefits.		
128.	Create individual checks for each payment when multiple deductions and /or benefits are specified.		
129.	Notification when employees' deductions exceed their gross.		
130.	Process direct deposits through banking firms such as JP Morgan Chase and Wells Fargo.		
131.	Option to disable automatic deposits and create payroll warrants for all employees on a payroll.		
132.	Employees can allocate direct deposits to multiple financial institutions and/or accounts.		
133.	Create transactions for electronic fund transfer of tax withholdings.		
134.	Online warning or mechanism that identifies employees in certified positions that do not have a valid certificate.		
135.	Process payrolls in the new fiscal year concurrently with payrolls in the prior fiscal year.		
136.	Print payroll warrants on pre-printed/pre-numbered warrant forms.		
137.	Print direct deposit stubs on pre-printed forms.		
138.	Online employee access to 12 months of check stubs, 5 years of W2's and 5 years of 1095c's.		
139.	Print entire payroll warrant, including MICR line, on blank stock.		
140.	Print entire direct deposit stub on blank stock.		
141.	Sort code for payroll warrant/direct deposit stub distribution that may differ from school/department code.		
142.	List certification expiration date on payroll warrant/direct deposit stub.		
143.	List employee leave information on payroll warrant/direct deposit stubs. All and selected leave types.		

144.	Provide a list of the information that can be listed on the payroll warrant and direct deposit stubs.		
145.	Provide a sample payroll warrant and direct deposit stub.		
146.	Manual checks. Describe process of issuing and recording in the system and employee's records.		
147.	Restart/recovery procedures when printing checks.		
148.	Print messages to employees on payroll warrant and direct deposit stubs.		
149.	Recalculation of employee payroll and benefits at any time.		
150.	Encumbers salaries and benefits in the general ledger.		
151.	Unencumbers all aspects of payroll encumbrances (salary, benefits, etc. after each payroll is run.		
152.	Option to encumber and unencumber for substitutes.		
153.	Creates payroll transactions for salaries and benefits paid each pay period.		
154.	Creates correcting entries automatically when payroll corrections are processed as described in the payroll corrections section.		
155.	Calculate and record entries in the general ledger for accrued salaries and benefits.		
156.	Create reversing entries for accrued salaries and benefits when paid.		
157.	Process withholdings, deductions, and benefits for accrued salaries' entries based on rates in effect when salaries were earned.		
158.	Reconciliation tools and defined process for: a. Quarter-end. b. Calendar year-end. c. Fiscal year-end.		
159.	Ability to reverse an entire payroll from all payroll and general ledger records affected.		
160.	Ability to correct the following payroll errors: a. Underpayment of wages – paying retroactive amount. Address tax calculations if amount is significant. b. Overpayment of wages – recovering in one payment or over several payrolls. c. Excess tax withholding. d. Excess deduction – pre-tax. e. Excess deduction – taxed. f. Excess benefit payment. g. Shortage in tax withholding. h. Shortage in deduction – pre-tax. i. Shortage in deduction – taxed. j. Shortage in benefit payment. k. Charge to incorrect account code(s).		
161.	Employee online access to their records (check stubs, W-2's 1095c forms, W4 and A1 selections, leave balances, direct deposit info, etc.) including employee ability to enter timecard or leave records.		

162.	Electronic online availability to enter timecard clock in and out, and enter leave hours used and import to the payroll timecard module for processing with payroll.		
163.	Employee access to gross to net calculations when making withholding and deduction decisions.		
164.	Maintain payroll history until manually purged.		
165.	Maintenance routines to delete payroll information based on criteria such as inactive employees, or history prior to a specified date.		
166.	Full integration with human resources, budgeting, accounts payable, bank reconciliation, and general ledger.		
167.	District/User defined fields available.		
168.	Describe interfaces with other systems not previously addressed.		
169.	Limitations.		
170.	Exceptions to system requirements (integration, etc.)		

General Ledger:

	Comply	Deviate/Additional Information provided
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185.	Ability to include unposted entries in data inquiries and reports.		
186.	Restricts entering and posting transactions that are not in balance.		
187.	Method to generate reversing entries for journal entries.		
188.	Defined procedures for Year-end close.		
189.	Defined or automated process to setup new fiscal year records.		
190.	Features to manage recurring journal entries.		
191.	Maintain history until manually deleted.		
192.	Maintenance routines to delete prior fiscal year's history records.		
193.	School/departments/general users have online access to general ledger records if defined by security roles.		
194.	Full integration with human resources, payroll, budgeting, purchasing, accounts payable, fixed assets, warehouse inventory, and accounts receivable.		
195.	District/User defined fields available.		
196.	Describe interfaces with other systems not previously addressed.		
197.	Limitations.		
198.	Exceptions to system requirements (integration, etc.).		

Budgeting:

	Comply	Deviate/Additional Information provided
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210.	Process to calculate a projected step advancement or percentage increase on pay schedules for employees based on FTE and hire date.		
211.	Option to create budgeting scenarios with or without the projected step advancements or percentage increase for comparison purposes.		
212.	Create projections for employees in positions that do not relate to a pay schedule.		
213.	Schools/departments submit budget requests online.		
214.	Schools/departments develop budgets for their departments online. The option to permit users to revise their school/department budget throughout the year online. For example, initiating a request to reallocate funds from travel to supplies within their own department.		
215.	Districts can define limits for budget categories for schools/departments.		
216.	Multi-level approval process for schools/departments' budgets and requests.		
217.	Supports budget revisions during the fiscal year.		
218.	Budget to account code detail.		
219.	Supports revenue budgeting.		
220.	Ability to access the detailed records used to develop a budget amount, such as employee salaries or purchasing requisitions charged to an account code.		
221.	Acceptance of the adopted budget or budget revisions creates budget figures in the general ledger accounts.		
222.	Full integration with human resources, payroll, purchasing, and general ledger.		
223.	Maintain history. Indicate how long.		
224.	Maintenance routines to delete budget scenarios not adopted and prior fiscal years' budget information.		
225.	Ability to track pooled cash for multiple accounts (cash balance at County Treasurer, student activities and other district maintained accounts) and overall.		
226.	Calculate and print budgets on official state or ADE forms, or in an approved state or ADE format.		
227.	Print budget summaries for newspaper publication.		
228.	Electronic transfer of the budget and AFR to the state or ADE.		
229.	District/User defined fields available.		
230.	Describe interfaces with other systems not previously addressed.		
231.	Limitations.		
232.	Exceptions to system requirements (integration, etc.).		

Purchasing:

	Comply	Deviate/Additional Information provided
233. Online requisitioning by schools/departments.		

234.	Online requisition approvals including automated workflow approval processing via email notifications and replies to emails to approve or decline.		
235.	System controlled requisition numbers.		
236.	Default requisition date to date entered and restrict updating this date.		
237.	Purchase order and warehouse requisitions.		
238.	Distribute requisition/PO to multiple account codes.		
239.	Distribute requisition/PO items to various account codes. For example, item 1 is charged to account code 1, item 2 is charge to account codes 1 and 2, item 3 is charged to account codes 3 and 4, and item 4 is charged to account code 1, 2 and 5.		
240.	Distributions to account codes by percentage.		
241.	Distributions to account codes by amount.		
242.	Online over-budget checking during requisition entry and approval.		
243.	Option to include orders in progress in over-budget checking.		
244.	Option to define special approval processes for requisitions over-budget.		
245.	Account validation to avoid coding to invalid account codes, such as payroll accounts, or invalid combos (function to object).		
246.	Requisition items can be requested from different vendors on different purchase orders without reissuing any part of the original requisition.		
247.	Delivery date can vary among items on a requisition.		
248.	Delivery date can vary among items on a purchase order.		
249.	Capability to define a default for delivery date.		
250.	Allows definition of miscellaneous charges, such as an administrative fee charged by a vendor.		
251.	Tax, shipping & handling, discounts, and misc. charges can be applied to the entire requisition/PO or to selected items.		
252.	Shipping & handling, discounts, and misc. charges can be percentages or amounts.		
253.	Field for requisition personnel to make comments or special requests.		
254.	Flexible, multi-level requisition approvals defined at the district, area, and/or school/department level.		
255.	Require special approval when requisitions and/or requisition items exceed district-defined thresholds.		
256.	Approve selected items on a requisition.		
257.	Field for approver to make comments related to the approval.		
258.	Option to require all items be approved before purchase orders are issued.		
259.	Ability to define when re-approvals are required as a result of requisition changes.		
260.	District catalog to define warehouse stock items, commodity codes, and other categories such as bid items.		
261.	Requisition items can be identified by catalog code, commodity code, account code, and/or price and moved into a bidding process.		

262.	Items on a single requisition can be assigned to different bids while others can be issued on purchase orders without going through a bid.		
263.	Bid award process generates purchase orders.		
264.	Automated methodology for conducting a competitive bidding process.		
265.	Bidding system prepares the documents for solicitation of bids and proposals.		
266.	Allow for user input of bid specifications and pricing data.		
267.	Allow for entry of bid responses and prepare tabulation of bids or proposals.		
268.	Option to combine requisitions to the same vendor on a single purchase order.		
269.	Option to fax or email purchase orders to vendors.		
270.	Ability to print a single purchase order.		
271.	Purchase orders printed on laser form stock.		
272.	Capability to define the number of copies and copy distribution for laser purchase orders.		
273.	Print entire purchase order form.		
274.	Restart/recovery procedures when printing purchase orders.		
275.	System controlled purchase order numbers.		
276.	Print terms and conditions on the purchase order.		
277.	Site can modify verbiage/conditions on purchase order.		
278.	Blanket purchase orders with start and end dates.		
279.	Capability to define the number of copies and copy distribution for laser warehouse requisitions.		
280.	Print entire warehouse requisition form.		
281.	System controlled warehouse requisition numbers.		
282.	Option to pre-encumber requisitions.		
283.	Purchase requisition items automatically encumber in the general ledger when added to the purchase requisition and ability remove pre-encumbered amounts.		
284.	Funds automatically unencumbered when orders are cancelled.		
285.	Encumbrance amounts automatically adjust when order amounts or account distributions are changed.		
286.	Purchase order items become open items in the receiving system.		
287.	Upon final approval, warehouse requisition items become stock requests in warehouse system.		
288.	System assigned vendor numbers.		
289.	Manually assigned vendor numbers.		
290.	Year-end process to automatically close outstanding orders charged to funds that do not cross fiscal years.		
291.	Maintenance routine to delete vendors without any related records.		
292.	Online access to requisition, approval, and purchase order records for schools/departments.		
293.	Method to track vendors paid more than the purchasing threshold required for bidding.		
294.	Process to correct a vendor, account code, or amount on a purchase order.		

295.	Maintain purchasing history.		
296.	Maintenance routines to delete prior fiscal year's purchasing history records.		
297.	Maintenance routines to delete vendors with no activity for a specified period of time.		
298.	Full integration with receiving, accounts payable, warehouse inventory, fixed assets, and general ledger.		
299.	District/User defined fields available.		
300.	Describe interfaces with other systems not previously addressed.		
301.	Limitations.		
302.	Exceptions to system requirements (integration, etc.).		

Receiving:

	Comply	Deviate/Additional Information provided
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Accounts Payable:

	Comply	Deviate/Additional Information provided
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321.	Distribute direct payments to account codes by percentage or amount.		
322.	Over-budget checking on direct payments.		
323.	Option to define special approval processes for direct payments, or those over-budget.		
324.	Restrict coding to invalid account codes, such as payroll accounts.		
325.	Code direct payments to balance sheet account codes.		
326.	Designate payments that require receiving entry before items can be paid.		
327.	Line item payment.		
328.	Partial payment of line items.		
329.	Pay order in lump sum.		
330.	Pay partial order in lump sum.		
331.	Ability to close a partially paid order.		
332.	Warning if invoice exceeds the encumbered amount.		
333.	Option to set thresholds that require override approval for invoices that exceed encumbered amounts.		
334.	Funds automatically unencumber when expenditures are processed.		
335.	Encumbrance balance is automatically unencumbered when the final payment is processed or the order is closed.		
336.	Ability to place a hold on a payment.		
337.	Supports credit memos.		
338.	Creates use tax payments.		
339.	Feature to manage recurring accounts payable entries.		
340.	Multiple payments to a vendor are combined on a single warrant.		
341.	Ability to process payments based on vendors' payment terms and due dates.		
342.	Supports electronic funds transfers for vendor payments.		
343.	Print warrants on laser warrant stock.		
344.	Print warrants on pre-printed/pre-numbered warrant forms.		
345.	Print entire warrant including MICR codes on blank stock.		
346.	Print signatures on warrants.		
347.	Issue and record manual warrants.		
348.	Restart/recovery procedures when printing warrants.		
349.	Provide a sample accounts payable warrant.		
350.	Defined process for reconciling/edit checking accounts payable.		
351.	Process to correct the following: a. Overpayment. b. Underpayment. c. Payment to incorrect vendor. d. Payment charged to incorrect account code(s). e. Duplicate payment.		
352.	Process to create 1099MISC forms and reports.		
353.	Transactions are recorded in the general ledger when invoices and credit memos are processed.		

354.	Transactions are recorded in the general ledger when payments are processed.		
355.	Store voucher number reference on transactions.		
356.	Ability to process payments for multiple fiscal years concurrently.		
357.	Process to record transaction detail for banks accounts, such as the M&O revolving account, and miscellaneous receipts clearing account, and credit card accounts to be used in preparing entries to general ledger account codes and vendor records.		
358.	Online invoice and payment inquiry for schools/departments.		
359.	Full integration with purchasing, receiving, fixed assets, warehouse inventory, bank reconciliation, and general ledger.		
360.	District/User defined fields available.		
361.	Describe interfaces with other systems not previously addressed.		
362.	Limitations.		
363.	Exceptions to system requirements (integration, etc.).		

Fixed Assets:

	Comply	Deviate/Additional Information provided
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382.	Maintenance routines to delete inactive asset records. Requires special authorization.		
383.	Full integration with purchasing, receiving, accounts payable, and general ledger.		
384.	District/User defined fields available.		
385.	Describe interfaces with other systems not previously addressed.		
386.	Limitations.		
387.	Exceptions to system requirements (integration, etc.).		

Warehouse Inventory:

		Comply	Deviate/Additional Information provided
388.	Track additions, withdrawals, returns, and adjustments to inventory items.		
389.	Generate a packing list to include with supplies delivered to requisition personnel.		
390.	Provide inventory cards or lists for performing spot checks or complete physical stock counts.		
391.	Allows backorders on requisition items with user definable levels.		
392.	Establish inventory levels for re-orders.		
393.	Generate purchase requisition at re-order point.		
394.	Filled warehouse orders create transactions to schools/departments accounts in the general ledger.		
395.	Costing method for items issued to schools/departments can be specified. (FIFO, LIFO).		
396.	Supports bar code readers for physical inventory.		
397.	Online access to district's warehouse catalog.		
398.	Online access for school/departments to warehouse requisition information.		
399.	Maintain history. Indicate how long.		
400.	Maintenance routines to delete warehouse inventory records.		
401.	Full integration with purchasing, receiving, accounts payable, and general ledger.		
402.	District/User defined fields available.		
403.	Describe interfaces with other systems not previously addressed.		
404.	Limitations.		
405.	Exceptions to system requirements (integration, etc.).		

Bank Reconciliation:

		Comply	Deviate/Additional Information provided
406.	Integration with payroll and accounts payable provides warrant information as warrants are issued.		
407.	Manual warrant entry.		

408.	Restrict deleting warrant records from the system.		
409.	Record voided warrants.		
410.	Load information for paid warrants from files provided by various banks.		
411.	District/User defined fields available.		
412.	Describe interfaces with other systems not previously addressed.		
413.	Limitations.		
414.	Exceptions to system requirements (integration, etc.).		

Accounts Receivable:

	Comply	Deviate/Additional Information provided
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Imports and Exports:

	Comply	Deviate/Additional Information provided
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Reports:

General Reporting:	Comply	Deviate/Additional Information provided
434. User defined report generator.		
435. Describe the features in the proposed solution that will allow the development and distribution of customized reports by and to Consortium members.		
436. Describe interfaces with other systems and software including desktop applications, such as merging information from data files into a spreadsheet or form letter to vendors, employees, insurance companies, etc., and creating graphs and charts.		
437. For each report requiring electronic reporting, describe the methods provided in the proposed solution.		
438. Ability to collect and produce files for W2 and W3's, 1099's, 1094c and 1095c, Unemployment, New hires, ASRS and ACR, EFT's.		
439. Reporting features that allow the user to access the detail data records that created an element of information such as the employee contract detail for a projected budget amount, or the purchase orders, invoices, and credit memos that relate to the amount encumbered for an account.		
440. Record selections in reports provide wild-carding, such as 12% for a program code selection within the account code would select all records with programs codes from 120 through 129.		
441. Report totaling at summary levels of the account code. For example, 001-1xx-1xxx-61xx would total all 001-(100 through 199)-(1000 through 1999)-(6100 through 6199) accounts. Detail may or may not be listed.		
442. Reporting for specified time frames for previous fiscal years, calendar years, and quarters.		
443. Ability to direct report output to a screen, csv of txt file, Excel, PDF then print to local or network printers.		
444. Capability to direct a report to more than one local or remote printer without recreating the report. This functionality is needed to allow the same reports that are printed at the district to be printed at the county office and/or the ETC office.		
Arizona Department of Education Reports:	Comply	Deviate/Additional Information provided
445. Annual financial report and Extracurricular Activities Fees Tax Credit (AFR) including populating the Excel worksheet.		
446. School District Employee Report (SDER).		
447. School district annual expenditure budget - districtwide budget including populating the Excel worksheet.		
448. School district annual expenditure budget - school-by-school budget including populating the Excel worksheet.		

449. Charter school annual budget – school wide budget including populating the Excel worksheet.		
450. Charter school annual budget - school-by-school budgets including populating the Excel worksheet.		
Other Required State Reports:	Comply	Deviate/Additional Information provided
451. Arizona State Retirement (ASRS) including file generation for electronic reporting.		
452. Arizona State Retiree Report (ACR) including file generation for electronic reporting.		
453. Arizona new hire including file generation for electronic reporting.		
454. Arizona Department of Economic Security (DES) unemployment tax and wage report including file generation for electronic reporting.		
455. State fund workers compensation insurance employer's premium report.		
456. Form W2 file to the Arizona Department of Revenue.		
457. Form 1099MISC includes combined federal/state reporting.		
Required Federal Reports:	Comply	Deviate/Additional Information provided
458. Form 941		
459. Form W2 and W3 including file generation for electronic reporting.		
460. Form W2C and W3C including file generation for electronic reporting.		
461. Form 1099MISC including file generation for electronic reporting of 1099 information and generation.		
462. Outreach program/medicaid reimbursement financial data report.		
System Reports:	Comply	Deviate/Additional Information provided
463. For each major area/module, provide a list of available (pre-defined) system reports including report selections and sorts <ul style="list-style-type: none"> a. Human Resources b. Payroll c. Budgeting d. General Ledger e. Purchasing f. Receiving g. Accounts Payable h. Fixed Assets i. Warehouse Inventory j. Accounts Receivable k. Bank Reconciliation 		

	Comply	Deviate/Additional Information provided
Archival:		
464. Provide details on data archival and retrieval functionality available in the proposed solution.		
465. Limitations.		
466. Exceptions to system requirements (integration, etc.).		
Other:	Comply	Deviate/Additional Information provided
467. County modules and interface not previously addressed (i.e. Positive Pay file creation for upload to JP Morgan Chase and Wells Fargo for warrants and warrant file for County Treasurer systems.		
468. Ability to append individual-specific reports to the employee's online portal (total compensation statements)		

11. ADDITIONAL DETAILS

11.1. Complete Exhibit A, Additional Details.

12. ACCESSIBILITY

12.1. Offered system to adhere to Web Content Accessibility Guidelines (WCAG) 2.0 level AA.

12.2. Provide one or both of the following accessibility documents for the version of the product Offered. Third party documents by an appropriately skilled provider are preferred, but not required:

12.2.1. An Accessibility Conformance Report (ACR), which is a completed Voluntary Product Accessibility Template (VPAT).

12.2.2. A completed checklist for conformance to Web Content Accessibility Guidelines.

13. ADDITIONAL AGREEMENTS

Refer to Section C.15. Indicate if additional Contract agreements are required. If applicable, provide sample additional agreements with Offer.

14. WARRANTY

Provide warranty information to the University. The warranty period shall commence upon date of acceptance by the University.

15. QUALITY ASSURANCE PLAN

Provide a quality assurance plan that details the methods by which the Offeror guarantees performance.

16. SUSTAINABILITY

The University is committed to buying products with recycled content or environmentally sustainable alternatives. Identify all environmentally sustainable features and supply all relevant specifications of offered product. Include in the Offer, information regarding Offeror's overall sustainable efforts.

17. ADDITIONAL SERVICES

Offeror may provide additional goods and/or services that are not addressed herein. The University shall determine which additional goods/service options are most beneficial from both a cost and service standpoint, and may further negotiate these options to include or omit dependent on University needs.

SECTION F TERMS AND CONDITIONS

Offeror may submit requests for changes or additions to the University terms and conditions set forth in this Section F. Any such changes must be submitted with the Offer as required in Section F, or the Offeror will have waived the right to object or add to the University's terms and conditions. Additions may not be submitted as the Offeror's standard terms and conditions, license agreement or any other agreement, but rather as additional terms that do not conflict with the University's terms and that are necessary for the success of the Contract. An Offer contingent upon changes or additions to University terms and conditions may, if the University at its sole discretion determines not to accept the alternate terms and conditions, be rejected as non-responsive.

1. **Remedies and Applicable Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Arizona. The University and Offeror shall have all remedies afforded by said law.
2. **Public Records.** The parties acknowledge that Northern Arizona University is a public entity subject to the provisions of the Arizona Public Records Laws, A.R.S. §§ 39-121 et. seq. In the event that a public records request is received by Northern Arizona University requesting records described as confidential, which Northern Arizona University determines must be disclosed, Northern Arizona University shall notify the other party prior to disclosure.
3. **Interpretation-Parol Evidence.** This writing shall be intended by the parties as a final expression of their Contract and shall be intended also as a complete and exclusive statement of the terms of their Contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Contract. Acceptance or acquiescence in a course of performance rendered under this Contract shall not be relevant to determine the meaning of this Contract even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this Contract, the definition contained in the Code is to control.
4. **Dispute Resolution.** Except as otherwise provided herein, all Contract claims and controversies arising under this Contract shall be resolved pursuant to Arizona Board of Regents procurement procedures, Section 3-809, in particular Section 3-809C.
5. **Equal Opportunity Clause.** Offeror and any subcontractor(s) shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that Offeror and any subcontractor(s) take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

6. **Non-Discrimination.** During the performance of this Contract, the Offeror agrees not to discriminate against any employee or applicant for employment because of race, color, sex, religion, or national origin, or because he or she has a disability, or because he or she is a qualified protected veteran. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The parties agree to comply with Arizona Executive Order 99-4, prohibiting discrimination in employment by government Contractors, to the extent applicable to this Contract.
7. **Family Education Rights and Privacy Act.** To the extent Offeror will have access to student educational records, this paragraph will apply. Student educational records are protected by the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. Offeror will comply with the Family Education Rights and Privacy Act and will not access or make any disclosures of the University's student educational records to third parties without prior notice to and consent from the University, or as otherwise provided by law.
8. **Health Insurance Portability and Accountability Act.** Offeror shall abide by all laws and regulations that protect the privacy of healthcare information to which Offeror obtains access under this Contract. Offeror and the University acknowledge that certain portions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d through d-8, and the federal privacy regulations as contained in 45 CFR Part 164 may apply to Offeror and the University, and their relationships and operation under this Contract. If necessary, Offeror and the University will enter into a standard Business Associate Agreement, and any other required Health Insurance Portability Accountability Act agreements. To the extent the terms thereof relate to Offeror's performance under this Contract, the provisions of such Business Associate Agreement shall control.
9. **Americans with Disabilities Act and Rehabilitation Act.** Offeror will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, and all applicable federal regulations.

All electronic and information technology and products and services to be used by University faculty/staff, students, program participants, or other University constituencies must be compliant with the Americans with Disabilities Act as amended and the Rehabilitation Act. Compliance means that a disabled person can acquire the same information, engage in the same interactions, and enjoy the same services as a nondisabled person, in an equally effective and integrated manner, with substantially equivalent ease of use.

- 9.1. **Electronic and Information Technology.** Any acquisition considered electronic and information technology "EIT" as defined by the Access Board at 36 CFR 1194.4 and in the FAR at 2.101 must comply with Section 508 (36 CFR Part 1194) and requires the submission of a completed Voluntary Product Accessibility Template "VPAT" so that the University may ascertain conformance. Offers without a completed VPAT

may be disqualified from competition.

9.1.1. EIT is information technology “IT” and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. EIT includes, but is not limited to:

- 9.1.1.1. telecommunication products, such as telephones;
- 9.1.1.2. information kiosks and transaction machines;
- 9.1.1.3. World Wide Web sites;
- 9.1.1.4. software;
- 9.1.1.5. multimedia (including videotapes); and
- 9.1.1.6. office equipment, such as copiers and fax machines.

9.1.2. The University reserves the right to perform real-world testing of a product or service to validate Offeror’s claims regarding Section 508 conformance. To facilitate testing Offeror will, upon request, provide the University with access to the product being considered for purchase for a period of at least thirty (30) calendar days.

9.2. **Services and Products.** An accessible service or product is one that can be used by as many people as possible, taking into account their physical, cognitive, emotional, and sensory differences.

9.2.1. Services provided include, but are not limited to:

- 9.2.1.1. education and training;
- 9.2.1.2. cultural and athletic events;
- 9.2.1.3. vehicle rentals
- 9.2.1.4. event space and lodging; and
- 9.2.1.5. parking and transportation.

9.2.2. Products include, but are not limited to:

- 9.2.2.1. instructional materials;
- 9.2.2.2. office equipment;
- 9.2.2.3. office and classroom furniture; and
- 9.2.2.4. kiosks.

10. **Indemnification.** Offeror shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as “Indemnatee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys’ fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as “Claims”) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Offeror or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or

amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Offeror to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Offeror from and against any and all claims. It is agreed that Offeror shall be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Contract, the Offeror agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from services performed by the Offeror for the State of Arizona.

11. **Labor Disputes.** Offeror shall give prompt notice to the University of any actual or potential labor dispute which delays or may delay performance of this Contract.
12. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this Contract are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.
13. **No Waiver.** No waiver by the University of any breach of the provisions of this Contract by the Offeror shall in any way be construed to be a waiver of any future breach or bar the University's right to insist on strict performance of the provisions of the Contract.
14. **Modifications.** This Contract shall be modified or rescinded only by a writing signed by both parties or their duly authorized agents.
15. **Assignment-Delegation.** No right or interest in this Contract shall be assigned or delegation of any obligation made by Offeror without the written permission of the University. Any attempted assignment or delegation by Offeror shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
16. **Assignment of Anti-Trust Overcharge Claims.** The parties recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the ultimate purchaser; therefore, Offeror hereby assigns to the Arizona Board of Regents any and all claims for such overcharges.
17. **Cancellation for Lack of Funding.** This Contract may be canceled without any further obligation on the part of the Arizona Board of Regents and Northern Arizona University in the event that sufficient appropriated funding is unavailable to assure full performance of the terms. The Offeror shall be notified in writing of such non-appropriation at the earliest opportunity.
18. **Cancellation of State Contract.** In accordance with A.R.S. §38-511, this Contract may be canceled without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the University shall, at anytime while the Contract or any extension of the Contract shall be in effect, be an employee of any other party to the Contract in any capacity or a consultant to

any other party of the Contract with respect to the subject matter of the Contract.

19. **Cancellation for Conflict of Interest.** The parties agree that this Contract may be canceled for conflict of interest in accordance with A.R.S. §38-511.
20. **Termination.** The University may by written notice, stating the extent and effective date, terminate this Contract for convenience in whole or in part, at any time. The University shall pay the Offeror as full compensation for performance until such termination: (1) the unit or pro rata Contract price for the delivered and accepted portion; and (2) a reasonable amount, not otherwise recoverable from other sources by the Offeror as approved by the University, with respect to the undelivered or unacceptable portion of this Contract, provided compensation hereunder shall in no event exceed the total Contract price.
21. **Termination for Default.** In the event that the Offeror shall fail to maintain or keep in force any of the terms and conditions of this Contract, the University may notify the Offeror in writing of such failure and demand that the same be remedied within ten (10) days. Should the Offeror fail to remedy the same within said period, the University shall then have the right to terminate this Contract.
22. **Insolvency.** The University shall have the right to terminate this Contract at any time in the event the Offeror files a petition in bankruptcy, or is adjudicated bankrupt; or if a petition in bankruptcy is filed against the Offeror and not discharged within thirty (30) days; or if the Offeror becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for the Offeror or its business.
23. **Anti-Kickback.** In compliance with FAR 52.203-7, the University has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operation and direct business relationships.
24. **Gratuities.** The University may, by written notice to the Offeror, cancel this Contract if it is found by the University that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Offeror, or any agent or representative of the Offeror, to any officer or employee of the State of Arizona with a view toward securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Contract. In the event this Contract is canceled by the University pursuant to this provision, the University shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Offeror in providing such gratuities.
25. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Offerors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal

funds that takes place in connection with obtaining and Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

26. **Inspection and Audit.** All books, accounts, reports, files, and other records relating to this Contract shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, Northern Arizona University, or the Auditor General of the State of Arizona, or their agents for five (5) years after completion of this Contract. Such records shall be produced at Northern Arizona University, or such other location as designated by Northern Arizona University, upon reasonable notice to the contracting party.

27. **Insurance Requirements.** Offeror may be requested to provide the University with a Certificate of Insurance prior to the commencement of services/contract. Offeror and subcontractors, without limiting any liabilities or any other obligations, shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Offeror, its agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Offeror from liabilities that might arise out of the performance of the work under this Contract by the Offeror, its agents, representatives, employees or subcontractors, and Offeror is free to purchase additional insurance.

The University reserves the right to request and receive certified copies of any or all of the following listed policies and/or endorsements within ten (10) calendar days of Contract signature. Neither Offeror's failure to provide, nor University's failure to obtain proof of compliance shall act as a waiver of any term of this Contract.

The Certificate of Insurance shall be from an insurance carrier lawfully authorized to do business in the State of Arizona, or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers and rated at least an A-, VII (7) in the current A.M. BEST RATINGS. The State of Arizona in no way warrants that the above required minimum insurer rating is sufficient to protect the Offeror from potential insurer insolvency. Coverage provided by the Offeror shall not be limited to the liability assumed under the indemnification provisions of this Contract. The Certificate shall include the following minimum insurance coverages:

Commercial General Liability of \$1,000,000 minimum combined single limit (CSL) each occurrence and \$2,000,000 general aggregate, to include the following: Policy shall include bodily injury, property damage, personal injury, advertising injury and broad form contractual liability coverage.

Each Occurrence	\$1,000,000
Damage to Rented Premises	\$ 50,000
Personal and Advertising Injury	\$1,000,000

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000

Commercial Automobile Liability of \$1,000,000 minimum combined single limit (CSL) each occurrence, to include either “ANY AUTO” or “SCHEDULED, HIRED, OWNED, NON-OWNED AUTOS”.

Technology Errors and Omissions insurance with minimum limits of \$2,000,000 each claim (or each wrongful act) and \$2,000,000 annual aggregate.

Shall cover any, and all errors, omissions, or negligent acts in the delivery of products, services, and/or licensed programs under this Contract.

Shall include copyright infringement, infringement of trade dress, domain name, title or slogan.

In the event that the Technology Errors and Omissions insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years, beginning at the time work under this Contract is completed.

Network Security (Cyber) and Privacy Liability with minimum limits of \$2,000,000 each claim (or each wrongful act) and \$2,000,000 annual aggregate.

Shall include, but not be limited to, coverage for third party claims and losses with respect to network risks (such as data breaches, unauthorized access or use, ID theft, theft of data) and invasion of privacy regardless of the type of media involved in the loss of private information, crisis management and identity theft response costs. This should also include breach notification costs, credit remediation and credit monitoring, defense and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, computer program and electronic data restoration expenses coverage (data asset protection), network business interruption, computer fraud coverage, and funds transfer loss.

In the event that the Network Security (Cyber) and Privacy Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years, beginning at the time work under this Contract is completed.

The policy shall be endorsed to include the State of Arizona, and its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor. Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

The policy shall contain a waiver of subrogation in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Workers' Compensation coverage for all employees which meets Arizona statutory benefits; including Employers Liability with minimum limits of \$1,000,000 each accident, \$1,000,000 each employee/disease, \$1,000,000 policy limit/disease. Additional insured is not required.

If designated as a Sole Proprietor/Independent Contractor with no employees, the State of Arizona (ARS §23-901, ARS §23-961M) requires submittal of a written Sole Proprietor Waiver or Independent Contractor Agreement. The documents can be found at: [Sole Proprietor Waiver/Independent Contractor Agreement](#)

Certificate Holder: The, State of Arizona, the Arizona Board of Regents and Northern Arizona University shall be named as the certificate holder.

Additional Insured: The certificate shall name The State of Arizona, The Arizona Board of Regents, Northern Arizona University, its departments, agencies, boards, commissions, officers, officials, agents and employees as additional insured on General and Automobile Liability, with respect to liability arising out of the activities performed by or on behalf of the Offeror. Such additional insured shall be covered to the full limits of liability purchased by the Offeror, even if those limits of liability are in excess of those required by this Contract.

Primary Coverage: The following statement shall be included - "the coverage afforded under this certificate shall be primary insurance with respect to all other available sources, except Workers Compensation insurance. Any self-insurance or other insurance carried by the State of Arizona, the Arizona Board of Regents, and Northern Arizona University, their officers, or employees, if any, shall be excess and not contributory to the insurance provided by the named insured.

Waiver of Subrogation: Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Offeror. The waiver of subrogation applies to Commercial General Liability, Commercial Auto Liability, and Workers' Compensation.

The following statement shall be included: Coverage afforded under these policies will not be canceled, terminated, or materially altered until 30 days prior written notice has been given to Northern Arizona University, with the exception of a ten (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this Contract.

Description of activity/property/contract at Northern Arizona University.

Material Breach: Failure on the part of Offeror to meet these requirements shall

constitute a material breach upon which the State of Arizona, the Arizona Board of Regents and the University may immediately terminate this Contract, or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the State of Arizona and the University shall be repaid by Offeror to the University upon demand, or the State of Arizona and the University may offset the cost of the premiums against any monies due to Offeror.

Costs for coverage broader than those required or for limits in excess of those required shall not be charged to the State of Arizona and the University.

28. **Package Goods.** Offeror shall package goods in accordance with good commercial practice. Each shipping container shall be clearly and permanently marked as follows: (a) Offeror's name and address; (b) University's name, address and purchase order number; (c) Container number and total number of containers, e.g., box 1 of 4 boxes; and (d) The number of the container bearing the packing slip. Offeror shall bear cost of packaging unless otherwise provided.
29. **Shipment Under Reservation Prohibited.** Offeror shall not be authorized to ship the goods under reservation and no tender of a bill of lading shall operate as a tender of the goods.
30. **Liens.** All goods delivered and labor performed under this Contract shall be free of all liens and, if the University requests, a formal release of all liens shall be delivered to the University.
31. **No Replacement of Defective Tender.** Every tender of goods shall fully comply with all provisions of this Contract as to time of delivery, quantity, quality, and the like. If a tender is made which does not fully conform, this shall constitute a breach and Offeror shall not have the right to substitute a conforming tender.
32. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to the University until the University actually receives the goods at the point(s) of delivery. Prices shall be F.O.B. Destination. Offeror shall retain title and control of all goods until they are delivered, received and the Contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the Offeror. The Offeror shall file all claims for visible and concealed damage. The University shall notify the Offeror promptly of any damaged goods and shall assist the Offeror in arranging for inspection. Notice of rejection may be made to the Offeror at any time within one month after delivery has been made. When supported by a written statement from the University, the Offeror shall not dispute its claims of damage.
33. **Right of Inspection.** The University shall have the right to inspect the goods at delivery before accepting them.
34. **Warranties.** In addition to any implied warranties, Offeror warrants that the goods furnished shall conform to the specifications, drawings, and descriptions listed herein, and to the sample or samples furnished by the Offeror, if any. In the event of a conflict

between the specifications, drawings, and description, the specifications shall govern.

35. **Sales and Use Tax.** The Offeror shall comply with and require all of his subcontractors to comply with all the provisions of the applicable state and sales excise tax law and compensation use tax law and all amendments to same. The Offeror further agrees to indemnify and save harmless the University, of and from any and all claims and demands made against it by virtue of the failure of the Offeror or any subcontractor to comply with the provisions of any or all said laws in amendments. The University is not exempt from state sales excise tax and compensation use tax.
36. **Changes.** Within the limits allowed by law, Offeror agrees that the University may order additional services, or make changes by altering, adding to, or deducting from the proposed services, the Contract sum being adjusted accordingly, and Offeror shall enter into a modification of the Contract to reflect said changes.
37. **Installment Payment Contract.** The University is precluded from entering into an installment Contract unless such Contract can be canceled for non-allocation of funds at the end of any fiscal year, at no penalty to the University. If funds shall not be allocated for this Contract for periodic payment in any future annual fiscal period, following the University's formal request for funds, the University shall not be obligated to pay the net remainder of agreed to consecutive periodic payments remaining unpaid beyond the end of the then current fiscal year. The University agrees to notify the Offeror of such non-allocation at the earliest possible time. No penalty shall accrue to the University in the event this provision shall be exercised. This provision shall not be construed so as to permit the University to terminate this Contract in order to acquire similar goods and/or services from another party.
38. **Price Adjustment.** Price changes shall only be considered at the end of one Contract period and the beginning of another. Price change requests shall be supported by evidence of increased costs to the Offeror. The University shall not approve price increases that shall merely increase the gross profitability of the Offeror at the expense of the University. Price change requests shall be a factor in the Contract extension review process. The University shall determine whether the requested price increase or an alternate option shall be in the best interest of the University.
39. **Fixed Escalation Clause.** Offeror shall certify a fixed maximum percentage of escalation of costs of goods and/or services for a period of five (5) years following expiration of warranty. Cost shall not exceed five (5) % per year or Consumer Price Index (CPI), whichever is less.
40. **Invoices.** Invoices covering each delivery shall be mailed to Accounts Payable once a month. Invoices shall be for all items delivered within the month. The intent shall be to receive one (1) monthly billing. All invoices shall reference the purchase order number and the Contract.
41. **Payment.** Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes relating to time and manner of submission of claims. The University's obligation

shall be payable only and solely from funds appropriated for the purpose of the Contract.

42. **Debarment and Suspension.** Recipients shall fully comply with the requirements stipulated in Subpart C of 45 CFR 620, entitled "Responsibilities of Participants Regarding Transactions". The recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 45 CFR 620, entitled "Covered Transactions", includes a term or condition requiring compliance with Subpart C. The recipient also is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transaction. The recipient acknowledges that failing to disclose the information required under 45 CFR 620.335 may result in the termination of the award, or pursuance of other available remedies, including suspension and debarment. Recipients may access the Excluded Parties List System at <https://www.sam.gov/index.html/#1>.
43. **Personnel.** Employees of the Offeror assigned to the project and identified by name in the Contract shall remain dedicated to this project. Personnel changes shall be permitted only with prior notification and approval of the University.
44. **Independent Contractor.** It shall be understood that Offeror shall operate as an Independent Contractor, not as an employee or agent of the University.
45. **Service Marks and Trademarks.** For purposes of this provision, the phrase "NAU Mark" means any trade name, trademark, service mark, logo, domain name, and any other distinctive brand feature owned or used by the University. Offeror agrees to comply with the University's trademark licensing program concerning any use or proposed use by Offeror of any of NAU Mark on goods, in relation to services, and in connection with advertisements or promotion of Offeror or its business. Except as expressly authorized in this Agreement, Offeror is not permitted to use any NAU Mark without prior written approval of the University. Prior to any use of an NAU Mark by Offeror or its affiliates or successors or assigns, Offeror will comply with NAU's Licensing Policy <http://nau.edu/licensing>.
46. **Advertising/Publishing.** Offeror shall not advertise or publish, without the University's prior consent, the fact that the University had entered into this Contract, except to the extent necessary to comply with proper request for information provided by appropriate statutes.
47. **Legal Workers.** Pursuant to ARS §41-4401 the University is prohibited after September 30, 2008 from awarding a Contract to any Offeror who fails, or whose subcontractors fail, to comply with ARS § 23-214-A. Offeror warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the Offeror.

Offeror acknowledges that a breach of this warranty by Offeror or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract,

and is grounds for penalties, including termination of this Contract, by the University. The University retains the right to inspect the records of any Offeror, subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of the Offeror and any subcontractor and sub-subcontractor who works on this Contract, to ensure that the Offeror and each subcontractor and sub-subcontractor is complying with the warranties set forth above. The portion of this provision dealing with the Offeror's warranty is not applicable where the Offeror is a governmental entity nor is the Offeror required to pass this provision through to subcontractors and sub-subcontractors who are governmental entities.

48. **Data Ownership.** Northern Arizona University will own, or retain all of its rights in, all data and information that Northern Arizona University provides to Offeror, as well as all data managed by Offeror on behalf of Northern Arizona University, including all output, reports, analyses, and other materials relating to or generated by the services, even if generated by Offeror, as well as all data collected, extracted, or received through Northern Arizona University's or Offeror's use of the services or deliverables (collectively, the "Northern Arizona University Data"). The Northern Arizona University Data shall be considered Northern Arizona University's confidential information. Offeror shall not use, access, disclose, or license or provide to third parties, any Northern Arizona University Data, or any materials derived therefrom, except, in each case, as authorized in writing by Northern Arizona University. Without limiting the generality of the foregoing, Offeror may not use any Northern Arizona University Data, whether or not aggregated or de-identified, for product development, marketing, profiling, benchmarking, or product demonstrations, without, in each case, Northern Arizona University's prior written consent.

49. **Non Disclosure and Trade Secrets.** Offeror may receive (or has received) from the University and otherwise be exposed to confidential and proprietary information relating to the University's business practices, strategies and technologies, NAU Data as well as confidential information to the University necessary to perform the services and/or provide the deliverables (collectively, NAU Confidential Information). The University's confidential information may include, but not limited to, confidential and proprietary information supplied to the Offeror with the legend "NAU Confidential and Proprietary" or other designations of confidentiality. As between the Offeror and the University, the NAU Confidential Information is the sole, exclusive, and valuable property of the University. Accordingly, Offeror will not reproduce or otherwise use any of the NAU Confidential Information except in the performance of the Services or the provision of the Deliverables and will not disclose any of the NAU Confidential Information in any form to any third party, either during or after the Term, except with the University's prior written consent. Upon termination of the Contract, Offeror will cease using and will return to the University, all originals and all copies of the NAU Confidential Information, in all forms and media, in Offeror's possession or under Offeror's control. In addition, Offeror will not disclose or otherwise make available to the University any confidential information of the Offeror or received by contractor from any third party.

Offeror will have no obligation to maintain as confidential any NAU Confidential Information (other than NAU Data) that Offeror can show: (i) was already lawfully in the

possession of or known by Offeror before receipt from the University; (ii) is or becomes generally known in the industry through no violation of the contract or any other agreement between the parties; (iii) is lawfully received by the Offeror from a third party without restriction on disclosure or use; (iv) is required to be disclosed by court order following notice to the University sufficient to allow the University to contest such order; or (v) is approved in writing by the University for release or other use by Offeror.

50. **Weapons.** The University prohibits the use, possession, display, or storage of any weapon, explosive device, or fireworks on all land and buildings owned, leased, or under the control of the University or its affiliated or related entities, in all University residential facilities (whether managed by the University or another entity), in all University vehicles and at all University or University-affiliate sponsored events and activities, except as provided in §12-781 of the Arizona Revised Statutes or unless written permission is given by the NAU Police Department. Notification by Offerors to all persons or entities who are employees, officers, subcontractors, consultants, agents, guests, invitees, or licensees of Offeror “Offeror Parties” of this policy is a condition and requirement of the Contract. Offeror further agrees to enforce this contractual requirement against all Offeror Parties.
51. **Tobacco Free.** The University recognizes that tobacco use is a public health hazard and is dedicated to providing a healthy, comfortable and productive living, learning and working environment. Beginning July 1, 2016 the use of all tobacco products, including those not approved by the FDA for cessation is prohibited on university property, facilities, grounds, parking structures, university-owned vehicles and structures owned or leased by the University. This includes, but is not limited to, the use of cigarettes, e-cigarettes, hookah, e-hookah, chew, dip, snuff, cigars, pipes, vaporizers, etc. For additional information, go to <http://nau.edu/Tobacco-Free/Policy/>.
52. **Participation in Boycott of Israel.** Pursuant to Arizona Revised Statute §§ 35-393 and 35-393.01, Offeror certifies that it is not currently engaged in and agrees, for the duration of the Contract, to not engage in a Boycott of Israel.
53. **Essence of Time.** Time shall be of the essence as to matters contemplated by a resulting Contract under this RFP.

SECTION G EVALUATION CRITERIA

It is the University's intent to make an award to Offeror(s) that, in the opinion of the University, present Offers that appear to be favorable to the University, based upon the scope, availability of services, quality of services, reputation, and price offered. The criteria for evaluation of responses will be based on the following point structure:

1. Offeror's Qualifications, Project Resources, Client References (refer to Section E.1. – E.3.).

20 Points

2. A detailed technical Offer including, but not limited to, clarity and reasonableness of proposed method of accomplishing the requirements and the ability to satisfy all components specified (refer to Section E.4.–E.17.).

35 Points

3. Exceptions to the Terms and Conditions of the RFP (refer to Section F). Points will not be assigned to this category, however Offers that are contingent upon changes to the University's terms and conditions may, if the University at its sole discretion determines not to accept the alternate terms and conditions, be considered non-responsive.

4. Price Proposal (refer to Section H).

30 Points

5. Overall responsiveness to RFP.

15 Points

SECTION H PRICING PROPOSAL

- 1. Total System Cost: \$ _____ annual per user; or
- 2. Total System Cost \$ _____ annual per student

Additional Costs:

- 3. Conversion/Transition: \$ _____ Total per ETC member
- 4. Training: \$ _____ per hour
- 5. Developing: \$ _____ per hour
- 6. Enhancement: \$ _____ per hour
- 7. Support: \$ _____ per hour

- Total System cost to include all annual maintenance and support fees.
- Bulk or term discounts may be Offered.
- Pricing formats in addition to Section H may be Offered.
- Rates for travel expenses shall not exceed rates allowed State of Arizona employees.

SECTION I VENDOR INFORMATION

 Contracts, Purchasing, and Risk Management	NORTHERN ARIZONA UNIVERSITY SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM Contracts, Purchasing and Risk Management Services 928-523-4557	DO NOT SEND TO IRS RETURN TO NAU
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Foreign individuals/business entities doing business within the U.S. should complete the Foreign Substitute W-9 available at <http://nau.edu/Contracting-Purchasing-Services/Forms/>.

1. Taxpayer Identification Number (TIN):		<input type="checkbox"/> Employer ID Number (EIN) <input type="checkbox"/> Social Security Number (SSN)
---	--	--

2 LEGAL NAME: (must match TIN above)	
--	--

3. DUNS # (If applicable)	
----------------------------------	--

4. LEGAL MAILING ADDRESS:	(Where check, tax information, and general correspondence is to be sent)		
----------------------------------	--	--	--

DBA (Doing Business As):			
--------------------------	--	--	--

Address:			
----------	--	--	--

Address Line 2:			
-----------------	--	--	--

City:	State:	ZIP Code:	
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5. Remit to Address:	<input type="checkbox"/> Same as Legal Mailing Address		
-----------------------------	--	--	--

Address:			
----------	--	--	--

Address Line 2:			
-----------------	--	--	--

City:	State:	ZIP Code:	
-------	--------	-----------	--

6. Contact Name:			
-------------------------	--	--	--

Phone Number:			
---------------	--	--	--

Email Address:			
----------------	--	--	--

7. ENTITY TYPE

<input type="checkbox"/> Individual (not a business)	<input type="checkbox"/> Sole proprietor (Individually owned business) or sole proprietor organized as LLC or PLLC	<input type="checkbox"/> Corporation (NOT providing health care, medical or legal services)	<input type="checkbox"/> Corporation (providing health care, medical or legal services)
--	--	---	---

<input type="checkbox"/> The US or any of its policital subdivisions or instrumentalities	<input type="checkbox"/> A state, a possession of the US, or any of their policital subdivisions or instrumentalities	<input type="checkbox"/> Tax-exempt organizations under IRC §501	<input type="checkbox"/> Partnership, LLP or partnership organized as LLC or PLLC
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8. Business Purpose:

<input type="checkbox"/> Medical	<input type="checkbox"/> Merchandise	<input type="checkbox"/> Legal	<input type="checkbox"/> Other, Specify:
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9. Product or Service Provided/ Purpose of Payment:	
--	--



Contracts, Purchasing, and Risk Management

NORTHERN ARIZONA UNIVERSITY
SUBSTITUTE W-9 & VENDOR AUTHORIZATION FORM
Contracts, Purchasing and Risk Management Services
928-523-4557

DO NOT SEND TO IRS RETURN TO NAU

10. FEDERAL INFORMATION - REQUIRED

What is the Federal classification type of your business? - see definitions on link below. (S.B.A. Small Business definition FAR 19.001 and size standards FAR 19.102)

http://www.sba.gov/size

LARGE Business? YES [] NO []

SMALL Business? YES [] NO []

Please check all that apply to your business for Federal Supplier Type:

Table with 3 columns: Service Disabled Veteran Owned (VD), Small Disadvantaged (SD), Women Owned (WO), Veteran Owned (VO), Minority Institution (MI), HUB Zone (HZ). Each cell contains a checkbox.

Note: Supplier type will be verified through the System for Award Management https://www.sam.gov

11. Residency (Select one):

- [] U.S. Person, Includes Resident Alien
[] Nonresident Alien performing services outside the U.S.

12. CERTIFICATION

Under penalties of perjury, I certify that :

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me),
2. I am not subject to backup withholding.
3. I am a U.S. person (including a resident alien). Cross '3' if non-resident doing business outside the U.S.
4. I certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. See Federal Acquisition Regulation section 52.209-6 for more information regarding debarment.

The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

Payment Term: Net 30 in accordance with A.R.S. 35-342

Table with 2 columns: PRINT NAME:, SIGNATURE:, Title:, Date:

NAU Contact Name and Phone/Email:

AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE VENDOR INFORMATION

Northern Arizona University is an Equal Opportunity/Affirmative Action Institution.

SECTION J REQUEST FOR PROPOSAL CERTIFICATION

Date:

Contracts, Purchasing, and Risk Management
Northern Arizona University

The undersigned certifies, pursuant to Arizona Revised Statute [38-503](#), that to the best of his/her knowledge (check one):

- There is no officer or employee of Northern Arizona University who has, or whose relative has, a substantial interest in any Contract award subsequent to this RFP.
- The names of any and all public officers or employees of Northern Arizona University who have, or whose relative has, a substantial interest in any Contract award subsequent to this RFP are identified by name as part of the submittal.

The undersigned further certifies, in accordance with Federal Acquisition Regulation 52.209-5, that Offeror (check one) **IS** or **IS NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, shall one occur, until such time as an award has been made under this procurement action. The debarred list (List of Parties Excluded from Federal Procurement and Non-Procurement Programs) can be found at: <https://www.sam.gov/portal/SAM/#1>.

In compliance with RFP Number: P19GB009 and after carefully reviewing all the terms and conditions imposed therein, the undersigned agrees to furnish such goods and/or services in accordance with the specifications/scope of work according to the Offer submitted or as mutually agreed upon by subsequent negotiation.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
() -		() -
Print Name of Offeror’s Authorized Agent		Signature of Offeror’s Authorized Agent
Title of Offeror’s Authorized Agent		Date

AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE PROPOSAL CERTIFICATION

SECTION K LEGAL WORKER CERTIFICATION

Pursuant to ARS §41-4401 the University is prohibited after September 30, 2008 from awarding a Contract to any Offeror who fails, or whose subcontractors fail, to comply with ARS § 23-214-A. Offeror warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the U.S. Department of Homeland Security’s E-Verify program, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to the Offeror.

Offeror acknowledges that a breach of this warranty by Offeror or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract, and is grounds for penalties, including termination of this Contract, by the University. The University retains the right to inspect the records of any Offeror, subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of the Offeror and any subcontractor and sub-subcontractor who works on this Contract, to ensure that the Offeror and each subcontractor and sub-subcontractor is complying with the warranties set forth above. The portion of this provision dealing with the Offeror’s warranty is not applicable where the Offeror is a governmental entity nor is the Offeror required to pass this provision through to subcontractors and sub-subcontractors who are governmental entities.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
() -		() -
Print Name of Offeror’s Authorized Agent		Signature of Offeror’s Authorized Agent
Title of Offeror’s Authorized Agent		Date

**AN AUTHORIZED AGENT OF THE OFFEROR
SHALL SIGN THE LEGAL WORKER CERTIFICATION**

SECTION L ANTI-LOBBYING CERTIFICATION

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007). In accordance with the Federal Acquisition Regulation, 52.203-11:

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The Offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989.

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of this contract;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the Offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-

Telephone Number	E-mail address, if available
() -	() -
Print Name of Offeror's Authorized Agent	Signature of Offeror's Authorized Agent
Title of Offeror's Authorized Agent	Date

**AN AUTHORIZED AGENT OF THE OFFEROR
SHALL SIGN THE ANTI-LOBBYING CERTIFICATION**

SECTION M FEDERAL DEBARRED LIST CERTIFICATION

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (Dec 2001)

In accordance with the Federal Acquisition Regulation, 52.209-5:

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that—

(i) The Offeror and/or any of its Principals—

(A) (check one) Are () or are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (The debarred list (List of Parties Excluded from Federal Procurement and Nonprocurement Programs) is at <http://epls.arnet.gov> on the Web.)

(B) (check one) Have () or have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) (check one) Are () or are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror (check one) has () or has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) “Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror’s responsibility. Failure of

the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
() -		() -
Print Name of Offeror's Authorized Agent		Signature of Offeror's Authorized Agent
Title of Offeror's Authorized Agent		Date

**AN AUTHORIZED AGENT OF THE OFFEROR
SHALL SIGN THE FEDERAL DEBARRED LIST CERTIFICATION**

SECTION N PARTICIPATION IN BOYCOTT OF ISRAEL

Legislation has been enacted to prohibit the University from contracting with firms currently engaged in a Boycott of Israel. To ensure compliance with A.R.S. §35-393 and §35-393.01 this form to be completed and returned with Offer.

By signing this form, Offeror certifies that it is not currently engaged in and agrees, for the duration of the Contract, to not engage in a Boycott of Israel.

Name of Offeror		
Name of Contact		Title of Contact
Address 1		Address 2
City	State	Zip Code
		-
Telephone Number		E-mail address, if available
() -		() -
Print Name of Offeror's Authorized Agent		Signature of Offeror's Authorized Agent
Title of Offeror's Authorized Agent		Date

AN AUTHORIZED AGENT OF THE OFFEROR SHALL SIGN THE PARTICIPATION IN BOYCOTT OF ISRAEL

EXHIBIT A ADDITIONAL DETAILS

Product Name:		
Product Description:		
<p>When providing a functional area response, use the following key: (F = Fully provided out of the box, CU= Customization, TP = Third Party Product--indicate name of Third Party Product in the comments column, NA = not available).</p>		RESPONSE
COMPLIANCE & INFORMATION ASSURANCE		
GENERAL		
1	Indicate if your product is certified by the IMS Global Learning Consortium	
IDENTITY & ACCESS MANAGEMENT		
2	Integrate with Single Sign-On (SSO)	
3	Describe the Single Sign-On options for this product (i.e., LDAP, CAS, Shiboleth, etc.)	
COMPLIANCE & INFORMATION ASSURANCE		
The following criteria applies only if the proposed solution will be used to store, process, or transmit Personally Identifiable Information (PII) or Sensitive Personal Information (SPI)		
4	The proposed solution must have the ability to handle data in ways that are compliant with all applicable laws, regulations, and standards. List the applicable laws, regulations, and standards to which you comply	
The following criteria applies only if the proposed solution will be used to store, process, or transmit Protected Health Information (PHI) or data covered by the Health Insurance Portability and Accountability Act (HIPAA)		
5	The proposed solution must have the ability to meet HIPAA Administrative, Physical, and Technical Safeguards	
The following criteria applies only if the proposed solution will be used		

	to store, process, or transmit credit, debit, or cash card payment (PCI) on behalf of the University	
6	The proposed solution must have the ability to demonstrate compliance by providing a current Payment Card Industry Data Security Standard (PCI DSS) Attestation of Compliance (AOC) or a current listing in the Visa Global Registry of Service Provider	
APPLICATION ARCHITECTURE		
7	SDK/API framework for development/integrations	
8	List the integration methods the proposed solution supports (i.e., API, XML, flat file, tincan, etc.)	
9	Customizaion of UI, branding, theme, field properties, values, etc.	
DESKTOP ARCHITECTURE		
10	If the proposed solution requires a client component, describe	
DATABASE MANAGEMENT SYSTEM		
11	Provide documented best practices including but not limited to optimum database configuration and client maintenance.	
NETWORK AND OPERATING ENVIRONMENT		
12	Ability to maintain multiple operating environments for development, testing, training and production	
SECURITY OPERATIONS CENTER		
13	Ability to provide summarized and detailed reports on user access, usage and audit logs	
14	Ability to provide access to audit trails for only the users with proper security based upon the user's security profile	
15	Ability to provide customizable audit reports	
16	Ability to allow the audit trail to have a date/time stamp to the nearest second	
17	Ability for the proposed solution to provide data input validation and error messages	
18	Ability for user access to be customized to allow read-only access, update access, or no-access to specific types of records, record attributes, components, or functions	

19	Records who changes security profiles and when changes are made (user name, date and time stamp)	
REPORTING		
20	List the reports that are available out of the box (canned reports)	
21	Ability to generate reports directly to HTML, CSV, XLSX or PDF formats	
22	Ability to modify existing standard reports, with the appropriate security permissions	
23	Ability to schedule applicable reports to run automatically	
24	Ability to distribute reports electronically, e.g. via email, to defined users	
25	Ability to allow print preview of all reports before printing and have print screen functionality	
26	Ability for report-writer to use graphical interface	
27	Ability to provide user-defined dashboarding function of Business Intelligence data by user and/ or role	
28	Ability to support integration with industry leading third-party reporting tools such as SAP Business Objects / Crystal Reports and Microsoft SQL Server Reporting Services (SSRS)	
WORKFLOW		
The following criteria applies only if the proposed solution contains workflow functionality		
29	Ability to initiate and track approval processes	
30	Ability to configure approval notifications where applicable	
31	Ability to provide multiple approval paths based on item to be routed and where applicable	
32	Ability to assign different levels of approval for the same user	
33	Ability to maintain separation of duties related to workflow approval processes	
34	Ability to provide workflow functionality in all system modules	

35	Ability for a designated user to override particular workflow step	
36	Ability to create and edit custom workflows	
	Ability to set workflow rules by:	
37	User;	
38	Role;	
39	Department;	
40	Thresholds;	
41	Percentage argument;	
42	Numerical argument; and	
43	User-Defined criteria	
44	Ability to allow temporary status changes of users (e.g. unavailable due to vacation time)	
45	Ability to re-route workflow assignments based on availability triggered by unavailable status	
46	Ability to integrate with MS Office Outlook Calendar for user availability	
47	Ability to provide escalation paths based on user-defined criteria (e.g. minimum period of no response, workflow status, etc.)	
48	Ability to provide event-driven notifications by email that may be configured at any step in any workflow routine	
49	Ability to allow all notifications to be configurable dependent on role	
	VENDOR SUPPORT	
50	Ability to adhere to service standards defined in the RFP	
	TRAINING	
51	Ability to provide in-person system administration training	
	MOBILE TECHNOLOGY	
52	List the integration capabilities of the proposed solution with other mobile technologies (i.e., MODO, etc.)	
53	Ability to support digital signatures	
54	Ability for offline cache mode (both Windows device & iOS)	
55	Ability to enter data and collect information in both real time and when offline	

56	Ability to generate reports into accessible documents	
	USER INTERFACE	
57	Compatible with assistive technology (screen readers, speech dictation, etc.)	
58	Zooming and scaling must not be disabled	
59	Ability to provide accessible (labeled) drop-down boxes and "pick lists" for data selection	
60	Ability to provide accessible context-relevant help documentation	
61	Ability to integrate with Microsoft Clipboard (copy + paste) - mouse and keyboard navigable	
62	Ability to label required fields as such both visually and in code for screen readers	
63	Ability to navigate purely via the keyboard for desktop versions	
64	Color contrast Ratios meet a minimum of 4.5:1 for regular text and 3:1 for large text	
65	All links have discernible text	
66	All buttons have discernible text	
67	All Form Fields have discernible text	
68	All column and row headers are labeled in tables	
69	All time out features are fully accessible	
70	Tab order is logical and sequential	
71	Focus indicator is visible at all times	
72	All actionable items are keyboard accessible	
73	All audio/video have captioning	
74	Blink elements are not used	
75	Skip Navigation buttons exist to bypass repeated text and jump directly to content of page	
76	<iframe> and <frame> elements contain title attributes	
77	Every HTML document has a language attribute	
78	Images have alternate text	
79	Videos have audio description	
80	Every element has a label	
81	Every HTML document has a level-one heading	

82	Headers work in descending order without skipping levels	
83	Every page contains at least on main landmark	
84	related radio buttons are grouped together	
85	No items have a tabindex greater than zero, exceptions may apply	
86	All text fields must accept speech input through assistive technology	
87	All image maps have alternate text	
88	ARIA attributes are allowed for an element's role	
89	All ARIA roles have all required ARIA attributes	
90	All ARIA roles that require child roles contain them	
91	All ARIA roles that require parent roles are contain by them	
92	Access key attribute values are unique	
93	Links are unique	
94	Button labels are unique	
	VENDOR SUPPORT	
95	All support documentation is available in an accessible format	
	TRAINING	
96	Ability to provide in-person system administration training	
97	All training materials are available in an accessible format	
	MOBILE TECHNOLOGY	
98	All mobile formats must be compatible with the screen reader available for that mobile format	
99	All mobile formats must be compatible with the speech dictation available for that mobile format	