

Request for Proposal

Title: Enterprise Resource Planning (ERP) System for the Cal Poly Corporation

RFP #: 2024-02

Date Issued: October 27, 2023

Date Questions Due: November 17, 2023

Final Proposal Due: December 15, 2023

RFP Issued by: Cal Poly Corporation

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1. Project Overview

1.1. Purpose

This Request for Proposal (RFP) provides prospective BIDDERS (“BIDDER”) with information to enable them to prepare and submit proposals for consideration by the Cal Poly Corporation (“Corporation”) and the Associated Students, Inc. (“ASI”), hereafter referred to jointly as “CAL POLY”. The Corporation is soliciting proposals for an Enterprise Resource Planning (ERP) Software as a Service (SaaS) cloud-based software. This software must be capable of managing financial and human capital administration needs related to the operation of a non-profit auxiliary to a California State University. This software must meet security and technology requirements of the Corporation, ASI, and California Polytechnic State University, San Luis Obispo.

1.2. Background

The California State University’s (CSU) network of public universities consists of 23 campuses, with bachelor and master degree programs in over 200 subject areas, with more than 478,000 students and 52,000 faculty and staff. CSU is the largest, the most diverse, and one of the most affordable university systems in the country. CSU is the gateway institution for the great majority of students seeking a baccalaureate education in California, and for those who seek professional training as engineers, teachers, nurses, and social workers.

California Polytechnic State University, San Luis Obispo (University) is a comprehensive, regional public university serving the San Luis Obispo and surrounding counties of California’s Central Coast. Founded in 1901, the campus offers more than 66 baccalaureate degrees, 37 master degrees, along with a wide variety of education credential and certificate programs to a student body of more than 21,000. Several major capital projects have been necessary to meet the growing needs of the campus to provide students, faculty and staff with an excellent learning and working environment with superior technological capabilities.

The Cal Poly Corporation supports the University through the administration of sponsored project activities, employment opportunities for students, and by providing food service and retail bookstore outlets on campus. The Corporation is a nonprofit organization providing vital university resources and services that enhance campus life and strengthen the University mission of teaching and learning, research, and public service. The Corporation serves the campus community by fostering a business-like and entrepreneurial environment and by shaping its activities to meet the evolving needs of the University.

Associated Students, Inc. is also a recognized non-profit auxiliary organization of the CSU system. Its exclusive purpose is to administer and oversee facilities, programs, and services funded with University Union and ASI student mandatory fees at the University. The Corporation and ASI operate separate ledgers in the same system and each have their own chart of accounts.

The Corporation and ASI use a fund-accounting system. General ledger activity for each is maintained using ONESolution, which is a Central Square product. All subsidiary ledger data, including the general ledger is stored in an SQL Server database. Human Capital Management is also maintained in ONESolution for both the Corporation and ASI. ONESolution uses Cognos for its reporting module.

When preparing the response to this RFP BIDDERS will provide pricing informed by financial and employment activity at the Corporation and ASI. Dollar values below are rounded values.

Annual Revenues:

Corporation - \$85 million to \$95 million

ASI - \$17 million to \$19 million

Employee Counts:

Corporation – 140 full-time employees, 350 part-time employees, 1,500 part-time student employees

ASI – 65 full-time employees, 30 part-time employees, 500 part-time student employees

1.3. Request for Proposal

Corporation is hereby contacting prospective BIDDERS who are qualified to have an interest in or are known to do business relevant to this Request for Proposal.

1.4. Addendum or Supplement to Request for Proposal

In the event that it becomes necessary to revise any part of the Request for Proposal (RFP), an addendum to this RFP will be provided to each organization that received the original RFP, as well as posted to the Cal Poly Corporation website: <http://www.calpolycorporation.org/publications/requests-for-proposal/>.

1.5. Proposal Submission

Proposals Must Be Received No Later Than 5:00 P.M. (PDT) On December 15, 2023. Bids will only be received by electronic format.

Questions Can Be Directed to:

Matt Ryan, Controller
Cal Poly Corporation
California Polytechnic State University
Bldg. 15, Rm. 116
San Luis Obispo, 93407
Phone: (805) 756-6487
Email: mryan29@calpoly.edu

Bids Are To Be Directed By Email As Follows:

The Subject Line of The Proposal Must Read: "Response To ERP System Selection"
BIDDER'S Name and Address (in the body of the email)
Proposal Must Be Submitted in PDF Format

Proposal must be emailed to mryan29@calpoly.edu
Proposal Deadline: December 15, 2023 at 5 PM PDT

1.6. Late Proposals

Late proposals will not be accepted.

1.7. Rejection of Proposals

Corporation reserves the right to reject any or all bids and to waive formalities and minor irregularities in bids if deemed in the interest of Corporation to do so.

1.8. Cancellation

While it is the intent of the Corporation to compare supplier responses for the purposes of pre-qualification and supplier short-listing, this solicitation does not obligate the Corporation to enter into a contract. The Corporation reserves the right to cancel this RFP at any time should the Corporation determine it is in its best interest to do so.

1.9. Disposition of Responses

Each response becomes the property of the Corporation. Information submitted may be subject to disclosure laws. The Corporation reserves the right to make use of any information or ideas contained in submittals. All materials, ideas, and formats submitted in response to this RFP will become the property of the Corporation on receipt and may be returned only at the Corporation's option and at the Respondent's expense. One copy shall be retained in the Corporation's official files.

1.10. Public Record

After review, BIDDER'S responses become public record and are available for review during the Corporation's regular office hours. The Corporation will, in good faith and to the extent allowed by law, protect Respondent information that is clearly designated and conspicuously labeled as proprietary, and the Corporation agrees that the information is proprietary. At no time shall the entire response be considered proprietary and be kept confidential.

The Corporation shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously labeled; otherwise, the Corporation must provide the information under the California Public Records Act. The Corporation shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. Pricing information cannot be considered proprietary or confidential.

1.11. Errors and Omissions

If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, they shall immediately notify the Corporation of such error in writing and request modification or clarification of the document. Modifications will be made by addendum and referenced at the Corporation's website: <http://www.calpolycorporation.org/publications/requests-for-proposal/>.

1.12. Incurring Costs

Corporation is not liable for any costs incurred by BIDDER prior to issuance of an agreement, contract, or purchase order.

1.13. Acceptance of Proposal Content

The contents of the proposal of the successful BIDDER will become contractual obligations if acquisition action ensues. Failure of the successful BIDDER to accept these obligations in a purchase agreement, purchase order, delivery order, or similar acquisition instrument may result in cancellation of the award and such BIDDER may be removed from future solicitations.

1.14. Award of Bid

The Contract/Purchase Order will be awarded to that BIDDER whose proposal, conforming to the RFP, will be the most advantageous to Corporation and University. Proposals will not be read or approved by public opening.

1.15. Notification of Final Selection

It is anticipated that notification of final selection (if made) will occur on or before May 25th, 2021. However, this may be changed if additional time is required for the clarification of proposals or negotiations with BIDDERS. BIDDERS are requested to issue proposals with terms which are valid at least 150 days after the submitted date. Corporation will notify all BIDDERS when the winning bid is selected and approved by appropriate parties.

1.16. Standard Contract

Corporation reserves the right to incorporate standard contract provisions into any contract negotiations as a result of proposals submitted in response to this RFP.

1.17. Nondiscrimination Certification

The successful BIDDER will be required to sign the standard Corporation Nondiscrimination Certification verifying compliance with All State and Federal Nondiscrimination laws.

2. Proposed Schedule of Events

EVENT	DATE
RFP emailed to prospective BIDDERS	October 27, 2023
Proposal submission deadline	December 15, 2023
Demonstration & Sandbox requests provided to top two-three BIDDERS	January 12, 2024
BIDDER selection and notification (anticipated)	February 9, 2024
Initial Conference (remote)	February 12 – 23, 2024
Submission of Work Plan (Conference call)	February 19 – March 1, 2024
TARGET: Begin user Testing	Fall 2024

3. Response Instructions & Format

3.1. Response Instructions

The proposal must address all points stated in Section 4.1 – PROPOSAL FORMAT AND Section 4.2 – MANDATORY CRITERIA, and be submitted in accordance with section 1.5 of the RFP.

After the initial review of the submitted proposals, it is the intent of Corporation to select the proposal conforming with the RFP which is most advantageous to the Corporation and University. Price and other factors as outlined in Section 4 will be considered. This RFP does not commit the Corporation to execute a contract, to pay for any costs incurred with the preparation of any proposal for the RFP, or to procure the services of those who may respond to this RFP. Corporation reserves the right to accept or reject any/all of the information, proposals, letters of interest, (etc.) received as a result of the RFP or to modify or cancel, in part or in its entirety, this RFP if it is determined to be in the best interest of the Corporation.

Proposal Requirements:

Must be in the format specified in Section 3.2.

Must address mandatory criteria listed in Section 4.2.

Must include the names of the appropriate individuals to contact for further information.

Must include description of the qualifications and experience of the named personnel expected to prepare and negotiate the proposal. Include alternates if the named personnel become unavailable.

3.2. Response Format

To ensure that all proposals are fairly evaluated, all proposals must follow the prescribed format:

- A. Executive Summary.
- B. List of any discrepancies between the proposal and the requirements and specifications within this RFP. (See excel file)
- C. A point-by-point response to the RFP's mandatory requirements in Section 4.2 for Enterprise Resource Planning (ERP) System for Cal Poly. BIDDERS must state the section number of each point, followed by response. Responses must follow the same sequence as the RFP. If the BIDDER is unable to address a point, the proposal response must so state.
- D. Must include a breakdown of costs for all phases of the project. The contract may be awarded in part or in whole at the discretion of Corporation.

This cost breakdown must address the annual base costs of the modules for at least the next three years. Implementation costs and consulting should also be included. Any costs described in response to evaluation criteria should be broken out in the cost proposal. Any activities that may result in over-runs due to overtime, T&M billing, or other non-fixed price methodology should be specifically described and detailed in the cost breakdown.

3.3. References

References must include the names of three institutions similar to Corporation for whom the BIDDER has prepared ERP System Proposals. Include contact person's name and phone number. Corporation reserves the right to contact any and all references and to obtain, without limitation, information on the respondent's performance on relevant jobs.

4. Evaluation Criteria

4.1. General

- A. An evaluation team of at least 3 Corporation, ASI, and University personnel will judge the merit of proposals received in accordance with the general criteria defined within this RFP. Factors to be considered in the selection process include but are not limited to:
 - experience of BIDDER with ERP solutions provided to similar organizations, with particular emphasis placed on California institutions of Higher Education,
 - integration across full life of project and compliance
 - responses to items in 4.2,
 - usability of the system by people with varying technical expertise,
 - thoroughness of bid,
 - ability to meet schedule deadlines, and
 - cost.
- B. Failure of the BIDDER'S proposal to provide any information requested in the RFP may result in disqualification. Complete and accurate responses shall be the responsibility of the bidding individual or firm. BIDDER is expected to raise any questions, exceptions, or additions they have concerning this RFP prior to submission if the BIDDER discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP. The BIDDER should notify immediately the individual referenced in Section 1.5 of any such error and request modification or clarification of the RFP.
- C. The objective of the evaluation committee will be to recommend to the Corporation and University the BIDDER whose proposal is most responsive to the Corporation's needs and falls within the available resources. The specifications within the RFP represent the minimum performance requirements necessary for review.
- D. Time is of the essence in meeting deadlines for the "Proposed Schedule of Events" in Section 2. Emphasis will be placed on the BIDDER'S ability and assurance that these deadlines will be met.
- E. The Corporation will require at least one demonstration of the product to the evaluation team, and may require demonstrations for additional stakeholders.

- F. Failure to provide all information, inaccuracy, or misstatement may be sufficient cause for rejection of the Proposal or rescission of an award.

4.2. Module Evaluation Criteria

See spreadsheet for module specific evaluation criteria.