Request for Proposal No. 2016-21-19

PeopleSoft ERP System Technical Support Services

OPENING: October 8, 2016

Proposals will be accepted in the Purchasing Department, Kendall Campus, Room 9254, 11011 S.W 104th Street, Miami, FL 33176 prior to 3:00 P.M. EST, on October 8, 2015. Proposals received after 3:00 P.M. will be returned to the vendor unopened. The time will be based on the time kept in the Purchasing Department.

Purchasing Director:
ROMAN MARTINEZ, MPA, CPPO, CPPB
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1.0 PURPOSE, SCOPE, TERMS

1.1. Purpose

Miami Dade College is in the midst of PeopleSoft ERP implementation that includes Financials, HCM, and Campus Solutions applications. The modules within the applications will be deployed on a rolling basis starting January 2016. The entire project is expected to be concluded by Dec. 2016. The College is preparing to assume the operations and maintenance of the modules as they go live. To do so, knowledgeable and experienced consultants are needed to augment the existing IT staff. The College is seeking expertise in this software to provide technical support, including customizations, enhancements, and implementation of new releases and/or upgrades, of the system.

It is expected that the awarded proposer will provide a highly qualified and experienced technical manager along with a team of appropriately skilled and experienced technical consultants.

Stated within this RFP are instructions for submitting the proposal, the procedures and criteria by which a vendor will be selected and the contractual terms by which the College proposes to govern the relationship with the selected vendor.

The purpose of this competitive procurement process is to assist the College in selecting a vendor who will best meet the College’s needs. The RFP provides all interested vendors a means to present their services and abilities for an objective review and evaluation. The College appreciates your consideration of this RFP and looks forward to receiving your proposal.

1.2 Minimum Qualification Requirements

The following list below of requirements is hereby provided to assist the College in determining that a proposer meets or exceeds the minimum requirements to provide any/all services under this RFP solicitation. These requirements will be used to determine the proposals that will be evaluated by the Evaluation Committee.

a) Oracle certified PeopleSoft partner.
b) The Proposer must provide similar support services in all three PeopleSoft applications to a minimum of five (5) U.S. Higher Education Institutions, within the last three (3) years.

1.3 Terms

The period of performance under this contract is estimated to be from January 1, 2016 through December 30, 2018. The contract will allow two additional one year renewals at the College’s discretion.
2.0 BACKGROUND INFORMATION

2.1 The College

Miami Dade College (MDC) is the largest institution of higher education in America, enrolling more than 165,000 students. The College, is a publicly supported State College which serves the populous metropolitan Miami-Dade County through various campuses and a number of off-campus centers. The campuses are North Campus, Kendall Campus, Wolfson Campus, Medical Campus, InterAmerican Campus, Homestead Campus (including Tamiami Airport and MIA satellite locations), Hialeah Campus, MDC-West and the Carrie Meek Entrepreneurial Center. The number and locations may extend during the term of this contract.

MDC is one of 28 Colleges in the Florida College System and is a political subdivision of the State of Florida. The District Board of Trustees of Miami Dade College consists of seven appointed members that work directly with the College President in all matters pertaining to the governance and operation of the College. The District Board is responsible to the State Board of Education and the State Commissioner of Education.

Through its open door policy, the College provides educational opportunities to all, regardless of sex, race, color, religion, marital status, age, national origin, ethnicity, disability, sexual orientation, genetic information, and veteran status. The instructional program is designed to prepare students for the upper division of senior Colleges and universities, or for immediate job entry into career fields. Courses are also offered to meet students' personal interests or to upgrade their occupational skills.

The mission of Miami Dade College is to change lives through the opportunity of education.

As democracy’s College, MDC provides high quality teaching and learning experiences that are accessible and affordable to meet the needs of our diverse students and prepare them to be responsible global citizens and successful lifelong learners. The College embraces its responsibility to serve as an economic, cultural and civic beacon in our community.

As a political subdivision of the State of Florida, the College is exempt from all Federal Excise Taxes and State Sales Tax.

For more information on Miami Dade College, its students and unique educational environment, visit its website at www.mdc.edu
2.2 PeopleSoft Implementation

The College is in the midst of a multi-year project that will replace the existing proprietary ERP system with PeopleSoft Financials, HCM, and Campus Solutions applications. The College has retained assistance from Deloitte Consulting for the PeopleSoft implementation and partnered with Oracle for the PeopleSoft hosting. The modules within the applications will be deployed on a rolling basis starting January 2016. The entire project is expected to be concluded by Dec. 2016. The implementation team has identified 2,700 requirements, including 423 RICE-W (Report, Interface, Conversion, Enhancement, Workflow) objects. The implementation infrastructure, hosted by Oracle Managed Cloud Services, consists of 71 environments. The number of environment is expected to decrease to 45 after the project concluded.

The College will strive to achieve best practice by restricting additional customizations/enhancements/modifications except required by local, state, and/or federal laws as well as policies and procedures mandated by senior management and/or oversight Boards. As new releases become available, the College will strive to replace customizations/enhancements/modifications with new native system functionality.

The following table shows the distribution of RICEW objects. Also shown is the programming complexity (Simple, Medium, Complex, Very Complex) of each object.

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>S</th>
<th>M</th>
<th>C</th>
<th>VC</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FSCM</strong></td>
<td>20</td>
<td>36</td>
<td>24</td>
<td>1</td>
<td>81</td>
</tr>
<tr>
<td>R</td>
<td>3</td>
<td>17</td>
<td>8</td>
<td>0</td>
<td>28</td>
</tr>
<tr>
<td>I</td>
<td>1</td>
<td>11</td>
<td>5</td>
<td>0</td>
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<tr>
<td>C</td>
<td>8</td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>E</td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td><strong>HCM</strong></td>
<td>21</td>
<td>95</td>
<td>16</td>
<td>7</td>
<td>139</td>
</tr>
<tr>
<td>R</td>
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<td>1</td>
<td>31</td>
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<td>2</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td><strong>CS</strong></td>
<td>24</td>
<td>81</td>
<td>60</td>
<td>38</td>
<td>203</td>
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<tr>
<td>R</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>65</td>
<td>212</td>
<td>100</td>
<td>46</td>
<td>423</td>
</tr>
</tbody>
</table>
See Appendix A for the definition of complexity.

The following table shows the modules that are being implemented and the anticipated production date:

<table>
<thead>
<tr>
<th>Application</th>
<th>Modules (Anticipated Production Dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Solutions V9.0</td>
<td>- Campus Community (Jan. 2016)&lt;br&gt;- Admissions (April 2016)&lt;br&gt;- Student Records (June 2016)&lt;br&gt;- Student Financials (April 2016)&lt;br&gt;- Financial Aid (April 2016)&lt;br&gt;- Advisement (June 2016)&lt;br&gt;- Self-service (April 2016)</td>
</tr>
</tbody>
</table>
3.0 Timeline

The following timeline is a general guideline for the issuance, evaluation, recommendation for award of this RFP and the issuance of the contract for this service. The College may change tasks or dates of the timeline as required.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/15</td>
<td>RFP Issuance</td>
</tr>
<tr>
<td>9/2/15</td>
<td>Legal Advertisement</td>
</tr>
<tr>
<td>9/16/15</td>
<td>Pre-Proposal Meeting, 10:00am</td>
</tr>
<tr>
<td>9/23/15</td>
<td>Last date to present written questions</td>
</tr>
<tr>
<td>9/30/15</td>
<td>Answers to Questions Posted</td>
</tr>
<tr>
<td>10/8/15</td>
<td>Deadline for submittal of proposals</td>
</tr>
<tr>
<td>10/8/15</td>
<td>(Proposals due prior to 3:00 p.m. EST)</td>
</tr>
<tr>
<td>10/21/15</td>
<td>Evaluation Committee Meeting</td>
</tr>
<tr>
<td>10/28/15</td>
<td>Presentation and Optional Site Visit</td>
</tr>
<tr>
<td>11/16/15</td>
<td>Post of Award Recommendation</td>
</tr>
<tr>
<td>December 2015</td>
<td>Award recommendation presented to the Board of Trustees for ratification</td>
</tr>
<tr>
<td>January 1, 2016</td>
<td>Contract Begins</td>
</tr>
</tbody>
</table>

The Pre-Proposal for this RFP is scheduled for **September 16, 2015 at 10:00am** at the **Kendall Campus, 11011 SW 104th Street, in Building “R”, Room R402, Miami, Florida 33176.** Evaluation Committee Meetings will also be scheduled at the Kendall Campus, room is to be determined (TBD) and will be announced at a later date during this RFP process.
4.0 PROPOSAL INSTRUCTIONS

4.1 Form of Vendor Response

Sealed proposals shall be submitted to the Purchasing Department, Room 9254, Miami Dade College, Kendall Campus, 11011 S.W. 104 Street, Miami, FL 33176-3393, before the opening time of 3:00 p.m. EST on October 8, 2015. Proposals received after 3:00 p.m. EST on October 8, 2015, will be returned to the Proposer unopened. The time of receipt of the proposal will be based on the time kept in the Purchasing Department. Proposals are to be labeled RFP#2016-21-19.

Delivery of the proposals to the College's mailroom or to any location other than the Purchasing Department does not meet the requirements for delivery. It is the sole responsibility of the Proposer to assure that the proposal is delivered according to the terms of this section. No copies of the response to this RFP shall be submitted to any other office or department at the College.

Provide one (1) original binder and one (1) digital pdf copy either on a CD disc or flash drive. Digital copies must be an exact and complete copy of original binder and must include all signed documents, forms, certificates and licenses. Digital copy must be PDF format, one single file.

4.2 Contact with College Personnel

Questions concerning this RFP shall be directed to Roman Martinez, MPA, CPPO, CPPB Group Director, Purchasing by FAX to (305) 237-0737 or his email at rmartin9@mdc.edu and to no other person or department at the College. Questions and requests must be in writing and must be received no later than September 23, 2015, before 5:00 p.m. EST. The fax or email should contain the following information: RFP #2016-21-19, company name, address, phone number, facsimile number, the requestor’s name, the number of pages being faxed or attached to the email and specific questions.

CONE Of SILENCE: FROM THE TIME THE PUBLIC ADVERTISEMENT OF THIS RFP TAKES PLACE UNTIL THE RFP IS AWARDED AND APPROVED BY THE BOARD OF TRUSTEES, A VENDOR SHALL NOT CONTACT ANY OTHER COLLEGE PERSONNEL OR MEMBERS OF THE COLLEGE’S DISTRICT BOARD OF TRUSTEES, OR ADMINISTRATIVE STAFF EITHER DIRECTLY OR INDIRECTLY, TO DISCUSS THE SELECTION PROCESS OR IN AN ATTEMPT TO FURTHER THEIR INTEREST IN BEING SELECTED. FAILURE TO ABIDE BY THE CONE OF SILENCE POLICY IS GROUNDS FOR DISQUALIFICATION FROM THIS PROCESS AND RESPONDENT WILL NOT RECEIVE FURTHER CONSIDERATION.
4.3 Rules, Regulations, and Requirement

All Proposers shall comply with all laws, ordinances, and regulations of any Federal, State of Florida, Dade County, or city government applicable to submitting a response to this RFP and to providing the services described herein.

4.4 Change of Proposal

Should a Proposer desire to change their proposal, the Proposer must do so in writing. Any request for changes must be received prior to the date and hour of the proposal submission deadline. The Proposer name and the RFP# must appear on the envelope.

4.5 Withdrawal of Proposal

A proposal may be withdrawn prior to proposal submission date of October 8, 2015. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of ninety (90) days after the date of the proposal opening, to provide the proposed services.

4.6 Modifications of Proposal

No unsolicited modifications to proposals will be permitted after the proposal submission deadline.
5.0 EVALUATION PROCESS

5.1 Evaluation Committee Meetings

An Evaluation Committee will review all responsive and responsible proposals and will make a recommendation for award to the College President. The recommendation of the Evaluation Committee will be based on an evaluation of the proposals submitted based on the criteria outlined in Section 5.4. The final award recommendation will be presented to the College President who in turn will present the recommendation of award to the District Board of Trustees. The District Board of Trustees of Miami Dade College will make the final approval of any recommendation provided by the Evaluation Committee and the College President.

5.2 Presentation and Interviews

Proposers may be asked to meet with the Evaluation Committee for the purpose of clarifying or expanding upon any information contained in their proposal. In addition, the College may require that additional information be presented at this meeting. Any information provided during the interviews may be included in the evaluation of the firm. An optional site visit may be scheduled with the finalist, this will be determined at a later period in this RFP procurement process.

5.3 Response to RFP

The evaluation of the proposals will be based primarily on information provided by the Proposer; therefore, care should be taken to submit as much information as necessary to fully and completely respond to all sections of this RFP. Proposals that do not comply with the requirements of this RFP including, but not limited to, the use of required forms and the inclusion of all required materials and data may be deemed as “Non-Responsive” and will receive no further consideration.

5.4 Selection Criteria

In the evaluation of the responses to this RFP and in making a recommendation for award, the Evaluation Committee will consider a number of factors. These factors will include, but may not be limited to, the criteria as listed in this section. Information submitted in response to Section 6.0, and 7.0 Scope of Services/Technical Information as well as information obtained from references and/or interviews with the Proposers (if required) will be used during the evaluation process.

There are five (5) Criteria items that comprise the Evaluation Criteria, these criteria items will facilitate the evaluation process and will provide the Evaluation
Committee with a method to score each proposal received as part of this solicitation process. Each criterion will have a numerical weighted score and the determination of how each Proposer will receive their score is dependent on their response to the proposal requirements as outlined herein in this solicitation. The identified points for each criteria is the maximum allowed for each criterion item. The Evaluation Committee will utilize a scale from 0 – 5 with 0 being lowest and 5 being highest. Below is table depicting the sample scoring scale the Evaluation Committee will be utilized:

<table>
<thead>
<tr>
<th>Score</th>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>Significantly exceeds</strong> requirements; achievable; applies best practices; clearly and concisely presented; logically organized; well-integrated.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Somewhat exceeds</strong> requirements; achievable; applies best practices; clearly and concisely presented; logically organized; well-integrated.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Meets requirements</strong>; achievable; suitable; acceptably presented; organized; integrated</td>
</tr>
<tr>
<td>2</td>
<td><strong>Somewhat less</strong> than meeting requirements; achievable; somewhat suitable; less than acceptably presented; somewhat unorganized; somewhat integrated</td>
</tr>
<tr>
<td>1</td>
<td><strong>Significantly less</strong> than requirements; not fully achievable, suitable or addressed</td>
</tr>
<tr>
<td>0</td>
<td><strong>Not addressed</strong> or failed to answer question appropriately</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Support Service</strong> (this criterion incorporates all the services being proposed related to the scope of work).</td>
<td>25</td>
</tr>
<tr>
<td><strong>Project Management</strong> (this criterion incorporates Proposer’s project management methodology).</td>
<td>15</td>
</tr>
<tr>
<td><strong>Staffing</strong> (this criterion incorporates Proposer’s staffing capacity including staff’s credentials and experience in higher education).</td>
<td>20</td>
</tr>
<tr>
<td><strong>References</strong> (this criterion incorporates a listing of higher education institutions whereby the Proposer provided similar support services).</td>
<td>15</td>
</tr>
<tr>
<td><strong>Cost Proposal</strong> (this criterion incorporates the Proposer’s total cost of the proposed services.)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100</td>
</tr>
</tbody>
</table>

The Cost Proposal is to be submitted by each proposer in a sealed envelope and labeled as such. The Cost proposal will be opened at the Evaluation Committee meeting. The cost proposal should not be included in the pdf file.
that will be submitted with the original proposal, it should be submitted as a hard copy in a sealed labeled envelope. The Evaluation Committee will be provided the cost proposal at the Evaluation Meeting so that they could provide their ranking score.

Label this Response to all items (a-b) in Section 7.6 (please include in a sealed envelope).

5.5 Acceptance/Rejection of Proposals

The College may, at its sole and absolute discretion, reject any and all proposals; re-advertise this RFP; postpone or cancel this RFP process at any time; or waive any minor irregularities in the RFP or in the proposals received as a result of this RFP. Also, the determination of the criteria and process whereby proposals are evaluated, the decision as to a recommendation for the award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute discretion of the College. In no event will any successful challenger of these determinations or decisions be automatically entitled to a contract for the services described in the RFP. The submittal of a proposal will be considered by the College as constituting an offer by the Proposer to perform the required service at the stated fees.

5.6 Protest of Intended Decision

A Notice of Intended Decision to recommend or reject proposals will be posted in the Purchasing Department and at the Purchasing website www.mdc.edu/purchasing. In the event an unsuccessful Proposer desires to protest the College’s notice of intended decision to award or reject a proposal, that Proposer shall be required to comply with the Miami Dade College Bid Protest Procedures 6010 (a copy of which is available from the Purchasing Director at Miami Dade College, including, without limitation, filing a notice of protest with the Director of Purchasing, in writing, within seventy-two (72) hours after receipt of the notice or posting of the intended decision, and filing a formal written protest within ten (10) calendar days after the date the notice of protest is filed.

Failure to file a protest that complies with Section 120.53(5), Florida Statutes, within the time prescribed herein shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

5.8 Contract Requirement

The successful Proposer will be required to sign a contract within 60 days after the approval of the recommendation to award by the District Board of Trustees for Miami Dade College, based on the terms, conditions and services described in the RFP and the Proposer’s response, the terms of which are acceptable to the College.
In the event that a contract cannot be executed within sixty (60) days after the award, the College may give notice to such Proposer of intent to award the contract to the next most qualified Proposer or to call for new proposals, and may proceed to act accordingly.

5.9 Public Record

Unless specifically exempted by law, all information supplied to the College is subject to disclosure by the College under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 (“Public Records Law”). The College shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

If a Proposer submits any documents or other information to the College which the Proposer claims is confidential information and exempt from Florida Statutes Chapter 119.07 (“Public Records Law”), the Proposer shall clearly designate that it is confidential information and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07.

The College shall notify the Proposer within three (3) business days of receiving a request in writing from another party for disclosure of any documents or other information provided by the Proposer to the College and designated as confidential information. The Proposer shall thereafter notify the College within seven (7) days after the date of written notification as to whether the Proposer intends to have the College continue to treat the information requested for disclosure as confidential information and pursue its claim of exemption from the Public Records Law in accordance with the process outlined below. The College may release the requested documents or other information to the requesting party within three (3) business days after the above reference seven (7) day period has elapsed or earlier, if required by law; unless (i) the Proposer states in its written response to the College that the Proposer shall, at its own cost and expense, immediately undertake all necessary legal actions, including the filing of any necessary papers with a court or other tribunal, to establish or protect the confidential information and the claimed exception under the Public Records Law and to stay any requirement of the College to release the documents or other information. The Proposer must provide the college with evidence that the required documentation has been filed; (ii) the Proposer must provide written confirmation to the College that the Proposer shall indemnify and hold harmless the College and its trustees, officers, employees and agents, individually and collectively, from and against any and all loss, damages, expenses, demands, claims, liabilities or obligations (including interest, penalties, court costs, costs of preparation and investigation, reasonable attorney’s fees and associated costs, whether suit is instituted or not and if instituted, at all tribunal levels); and (iii) the Proposer shall undertake no
action that would expose the College, its trustees, officers, employees and agents to any civil or criminal liability. If at any time the Proposer determines to release such documents or other information previously claimed to be confidential information and exempt, or otherwise not to prosecute any action to make such a claim, the Proposer shall immediately notify the College in writing thereof.

Notwithstanding the above provision, the college may disclose confidential information to the extent required by law or regulation, or any validly issued subpoena or court order within the required time frame even if it is less time than that outlined above. Also, the College may release the Proposer confidential information if the Proposer fails to strictly comply with any or all of the requirements outlined above.
6.0 REQUESTED INFORMATION

6.1 Requested Forms to Submit with Proposal Response

It is recommended that prospective proposers to this RFP submit as much information as necessary to fully and completely respond to all sections of this RFP. The College understands that responding to this RFP solicitation includes providing requested forms and/or information to be evaluated. In the event proposer does not include all requested information in its submission, the College reserves the right, in its sole discretion, to request such information from proposer. The College will provide a period for such requested information to be submitted to the College’s Purchasing Department. If the requested information is not submitted by the date and time allotted by the College, then the proposer’s submittal may be deemed “Non-Responsive” and may receive no consideration under this RFP procurement process.

6.1.1 Proposal Cover Sheet

Proposer is to complete all requested information on the Proposal Cover Sheet.

Label this Response to Section 6.1.1

6.1.2 Addendum Acknowledgement

If any addendums are issued, the Proposer is requested to acknowledge compliance with the addendum by submitting a signed copy of the addendum in this section. This form will be issued as part of the addendum process. If no addendums are issued, this section only needs to be acknowledged as “None Received”. All addendums will be posted on the Miami Dade College, Purchasing Department Webpage.

Label this Response to Section 6.1.2

6.1.3 Non-Collusion Affidavit

Proposer is to complete all requested information on the Non-Collusion Affidavit Form and submit completed form with their proposal response.

Label this Response to Section 6.1.3
6.1.4 Conflict of Interest Form

Proposer is to complete all requested information on the Conflict of Interest Form and submit completed form with their proposal response.

Label this Response to Section 6.1.4

6.1.5 Non-Discrimination in Employment Form.

Proposer is to complete all requested information on the Non-Discrimination in Employment Form.

Label this Response to Section 6.1.5

6.1.6 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any entity, and may not transact business with any public entity in excess of $15,000 for a period of 36 months from the date of being placed on the convicted vendor list as per State of Florida Statute 287-133(2)(a). The contractor’s proposal must contain a statement acknowledging that the Contractor and the proposal are in compliance with State of Florida Statute 287-133(2)(a) and the intent of the statute.

Label this Response to Section 6.1.6

6.2 References

All Proposers providing a response to this RFP are to provide a minimum of five (5), up to a maximum of eight (8), higher education references whereby the proposer provided PeopleSoft support services, indicating the scope of the services and PeopleSoft products supported. Clearly indicate if any references where for PeopleSoft hosted environments. Proposers is to acknowledge that references may be contacted with regard to performance of the Proposer for previous services as discussed in the scope of this RFP. Please include the following information for each submitted reference:

- Client’s Name
- Client’s Address
• Client Contact Person
• Clients Contact Phone Number
• Clients Contact e-mail
• Identify if client is presently being serviced or is it a past client
• Annual Contract Amount
• Provide a Summary of the Services being provided to this Client
• Was this a PeopleSoft hosted environment? Yes or No. If yes, provide a brief description.

Label this Response to Section 6.2

6.3 Company Information

In order to evaluate the abilities of the Proposer to perform the services requested, information about each Company is requested to be submitted to assist the evaluation committee in determining the Company's ability to meet the criteria outlined on Section 5.4, which are to be considered in the award of this RFP. This section identifies specific information that is requested to be submitted in the proposal response.

Proposer is requested to provide a brief history of the firm/organization submitting the proposal. This history should include:

A. How long the company has been in business under the present management/ownership.

B. Identity and background of the principals, including the position/title of each principal.

C. Name of person(s) authorized to make representations for the Proposer, title, address and phone number.

D. Current number of employees.

E. Description and location of all current facilities operated by proposer.

Label this Response to Section 6.3

6.4 Proposed Project Personnel

Proposer is requested to provide resumes of key personnel working on the project, indicating who the local on-site technical manager will be for the team. Biographical descriptions should include:

A. Current job title and responsibilities with the current firm.
B. The amount of the individual’s time dedicated to this project, e.g., 50% level of effort.

C. Past and current experience providing the same or similar PeopleSoft services for higher education institutions.

D. Clear identification of individual’s PeopleSoft pillar specific knowledge and experience.

E. Proposed work location for each individual, i.e. on-site, on-shore off-site, off-shore.

Label this Response to Section 6.4

6.5 Subcontractors

Proposer shall provide a list of proposed subcontractors, including the names and mailing addresses on any/all proposed subcontractors and a description of the scope and scope of work the subcontractors will perform. Proposer shall also provide biographical resumes of subcontractor personnel including items A-F listed in Section 6.4.

Label this Response to Section 6.5

6.6 Small/Local Business Enterprise

The College encourages Minority Business Enterprise (MBE) Participation in accordance with MDC MSBE Policy No.VI- 3A and utilizes the MDC Small Local Business Enterprise Policy VI-4 and Procedure No. 6550. Proposers are encouraged, whenever possible, to provide small local business utilization. Indicate whether the Proposer or any proposed subcontractors are certified as a small or minority-owned business under the state where the business is located. If certified, provide a copy of the certification or evidence of the certification.

Label this part of the proposal Response to Section 6.6

6.7 Legal Issues

The proposer must indicate if there are any:

A. Suits or proceedings pending, or to the knowledge of the proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the proposer or the Instructors to be used in providing the Services, which, if adversely determined, will have a
material adverse effect on the ability of the proposer or any of its Instructors to perform their obligations as stated in their response.

B. The proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default or violation may reasonably be expected to have a material adverse effect on the financial condition of the proposer.

If there are no issues in these areas, please provide a notarized letter indicating that there are no pending or threatened suits or defaults.

Label this Response to Section 6.7

6.8 Indemnification Agreement

The Contractor shall indemnify and hold harmless the College, its District Board of Trustees, officers, employees, agents, and other representative, individually and collectively (collectively, the “College Indemnities”) from and against any and all Liabilities incurred by any of the College Indemnities. For purposes hereof, Liabilities shall mean, but are not limited to, any losses, damages (including loss of use), expenses, demands, claims, suits, proceedings, liabilities, judgments, deficiencies, assessments, actions, investigations, penalties, interest or obligations (including court costs, costs of preparation and investigation, reasonable attorneys’, accountants’ and other professional advisors’ fees and associated expenses), whether suit is instituted or not and, if instituted, at all tribunal levels and whether raised by the Parties hereto or a third party, incurred or suffered by the College Indemnities or any of them arising directly or indirectly from, in connection with, or as a result of (a) any false or inaccurate representation or warranty made by or on behalf of the Contractor in or pursuant to this RFP and the Agreement; (b) any disputes, actions, or other Liabilities arising with respect to, or in connection with, compliance by the College with any Public Records laws (as hereinafter defined) with respect to the Contractor’s documents and materials; (c) any dispute, actions, or other liabilities arising in connection with the Contractor, the Contractor’s subcontractors, or their respective agents or employees or representatives otherwise sustained or incurred on or about the Premises; (d) any act or omission of, or default or breach in the performance of any of the covenants or agreements made by the Contractor in or pursuant to this RFP or the Contract executed in connection with this RFP; and (e) any services provided by the Contractor, its employees, agents, or authorized representatives in connection with the performance of the Contract executed for this RFP. This indemnification shall survive termination of the RFP and the contract executed in connection with the RFP.

The Contractor must acknowledge acceptance of the Indemnification Agreement.

Label this acceptance Response to Section 6.8
6.9 Additional Considerations (Optional)

In addition to the required information to be submitted, the Proposer may include any additional information which may be helpful to the College in analyzing the Proposer's ability to provide the desired service, as noted in this RFP. Responses to this RFP may include descriptions of additional considerations not otherwise outlined in the equipment, service, and cost information provided in the response. Such considerations may include, but are not limited to, the following:

- Proposer-sponsored student scholarships and/or scholarship donations
- Proposer-sponsored events for students
- Sponsorship of College events and/or Promotional Initiatives of the College, such as Miami International Book Fair, Miami International Film Festival, Hall of Fame Event, etc.
- Annual or one-time Capital/Facilities Investment Contribution (restricted or unrestricted, as it relates to intended use of investment)
- Annual or one-time Funding Contribution for Student Organizations, college-wide
- Special pricing or other product-based incentives for employees and students of the College
- Other considerations that may be of value to the College

Label this Response to Section 6.9

6.10 Request to Waive Requirement

The Proposer must provide a summary of any RFP specifications, requirements, terms, conditions, and provisions the Proposer requests to waive. This summary should include a justification and acceptable alternative to the part being waived. If the response to this RFP is in compliance with all RFP specifications, requirements, terms, conditions, and provisions, the Proposer should acknowledge 100% compliance to this section.

Label this Response to Section 6.10
7.0 STATEMENT OF WORK

Miami Dade College seeks to engage a partner to provide a full range of IT staffing, who will augment existing IT staff, in support of College’s maintenance and upgrade effort of its PeopleSoft ERP system.

The following figure shows the PeopleSoft support organization at MDC.

MDC will be providing Level 1 and Level 2 support in-house. MDC has partnered with Oracle Cloud Management Services for the Level 4 support. The successful bidder will augment MDC staff to provide Level 3 support as shown below:
The selected proposer will be expected to work with MDC IT staff in providing the following technical services:

- Application enhancement
- Report generation
- Custom integration with other 3rd party systems
- Data conversion and migration
- Support for security architecture and administration
- Development of workflows
- System configuration changes and maintenance
- PeopleSoft database administration
- Perform unit, integration, and stress testing
- Application maintenance, upgrade, and break fixes
- Standards and documentation creation; and
- Server configuration consulting

The successful bidder is also expected to work with MDC staff to establish effective governance structures including change management, incident management, and application security.

Ideally, the proposer would provide a team solution by proposing best-suited individual labor categories, possibly consisting of architects, developers, DBAs, and whatever staffing the proposer believes that will best satisfy the scope of work. The proposed team will work closely with in-house PMs, BAs, QAs, Security team, Operation team, and Oracle Cloud Management Service to provide functional and technical support of the system.

The following represent the type of task and/or deliverable expected from this engagement. It is not intended to be comprehensive, but to provide additional insight into the nature of the desired services/deliverables.

- Establish an efficient intake process for the reporting of issues, issue triage, and resolution;
- Review the existing technical environment / infrastructure to recommend any changes that might bring increased performance, efficiency or stability;
- Determine the technical roles needed to provide responsive support of the existing environment and assess the staffing options to satisfy those needs;
- Complete system configuration and workflow changes;
- Develop customized processes or reports as needed;
- Work with in-house PMs, BAs, QAs, Security team, Operation team, and Oracle Cloud Management Service to ensure proper integration and coordination;
- Work with MDC to develop system governance, configuration, and change processes.
- Perform technical analysis of new bundles, PUMs, requested changes, and enhancements;
• Prepare migration package for higher level environments such as integration testing, UAT, and production.
• Perform and provide support for unit, integration, and stress testing;
• Design and develop new integrations between PeopleSoft and other MDC systems. Understand and document integration functions.
• Provide on-going database support and maintenance.

7.1 Staffing

Proposer is expected to provide a team of staff with expertise in all three PeopleSoft pillars. Note that the College retains the right to refuse and receive replacement of any consultant.

a. Provide two staffing plans, one covers calendar year 2016 based on the rollout schedule and one covers calendar year 2017 and beyond. The plans should describe the minimum number of staff required to satisfy the scope of work. For each staff describe the role, skill level, and years of PeopleSoft experience, including experience with Higher Education. From time to time, the College may contract the selected proposer for additional staff based on agreeable rates.

b. Provide information about staff that will be on site, working remote, or off-shore. List the work schedules, time zones consultants will be working in, any holidays consultants will observe, number of hours per year vacation allowed, number of hours training time per year or otherwise not available. The College’s standard work hours are Monday-Friday, 8:00am – 5:00pm EST. The work schedules of the consultants should overlap daily with College’s standard work hours to the extent that the consultants and MDC team can meet/conference as needed.

c. It is expected that the selected proposer maintain a competent and adequate full-time representative approved by the College to coordinate and provide adequate direction of the work and to monitor the progress of the assignments/tasks and quality of the finished work at all times. The representative shall manage the work of its own staff and any sub-contractors and coordinate the work with the College to complete the assignments/tasks in accordance with the College's objectives. The College expects that the representative will reside in South Miami, work on site, and adhere to the College holiday schedules.

d. Describe the bench strength that exists within Proposer’s and their proposed sub-contractor’s companies to ensure that staffing will be consistent at the above mentioned levels, if staff turnover occurs. It is expected that the staff turnover shall not exceed 10% annually. It is expected that the lead representative assigned to this project may not be replaced without the written consent of the College. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any consultants become unavailable due to resignation, illness or other factors that are outside of Contractor's reasonable control, the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays to the work plan.
e. Describe in detail all sub-contract or 3rd party sub-consultants that will be utilized by Proposer, i.e.
   - Company or Individual Name
   - Number of years in business
   - Role of the contractor on this project
   - Previous PeopleSoft specific work contactor has performed for Proposer
   - Number of resources to be assigned to the project by this sub-consultant
   - Workload percentage that will be assigned to the sub-consultant
   - Products/Tasks sub-contractor will be responsible for implementing

Label this Response to all items (a-e) in section 7.1.

7.2 Methodology

a. Provide an overview of the Proposer’s methodology to complete the full lifecycle of the service request from inception to closeout. The overview should specifically address Proposer’s approach to solution design, development of custom components, data conversion, testing, rollout, and support.
b. Provide a detail description of Proposer’s quality assurance framework including coding standards, integration standards, and tool standards.
c. Provide a copy of Proposer’s SLA including request prioritization and maximum resolution time.
d. Provide a detail description of Proposer’s methodology in handling various touchpoints with MDC staff to avoid confusion and clear lines of responsibility of duties.

Label this Response to all items (a-c) in Section 7.2.

7.3 Issue and Communication Management

a. Describe Proposer’s methods for issue resolution between sub-consultants and MDC staff, and between Proposer’s company and Miami Dade College.

b. Describe Proposer’s process for problem management including problem logging, resolution, tracking unresolved problems, escalation procedures, close-out and reporting practices. Include any tools that will be utilized.

c. Describe components of the Proposer’s communication plan and how it will be supported throughout the engagement.

Label this Response to all items (a-c) in Section 7.3.

7.4 Security Management

The College reserves the right to conduct security and compliance audits at appropriate checkpoints throughout the engagement. It is expected that the selected
proposer will facilitate the audit process by making staff and information available as requested by the auditors. The Contractor must implement security controls according to College policies and procedures.

a. Describe in detail the methodology and techniques that will be used to maintain logical, data, and application level security.
b. Describe in detail the training you provided to your developers in writing secure code.
c. Please describe in detail the methodology and techniques that will be used to meet regulatory requirements (e.g. FERPA, HIPPA, data privacy, and other federal, state, and local regulations).

Label this Response to all items (a-c) in Section 7.4.

7.5 Off-hour Handling and Response

Describe Proposer's process in handling off-hour service requests as the result of scheduled maintenances/upgrades and emergency break fixes. Please describe the notification and escalation procedures and expected resolution time.

Label this Response to Section 7.5.

7.6 Cost Proposal

Identify all costs to be charged for performing the tasks necessary to accomplish the objectives of the scope of work as outlined in this RFP.

a. Submit detailed cost proposals for the two staffing plans including staff hours and costs, after-hour support, and any non-labor expenses, such as travel and incidentals, necessary to accomplish the tasks and complete the contract. Any contract awarded as a result of this solicitation will be all-cost inclusive; no additional monies will be paid for items excluded from the proposal. The cost proposal should align costs with service components and be transparent to MDC. MDC reserves the right to negotiate with respondents to this RFP to ensure that the final contract complies with the amount budgeted for the project.
b. Submit a complete rate card for additional staff engagement.

The Cost Proposal is to be submitted by each proposer in a sealed envelope and labeled as such. The Cost proposal will be opened at the Evaluation Committee meeting. The cost proposal should not be included in the pdf file that will be submitted with the original proposal, it should be submitted as a hard copy in a sealed labeled envelope. The Evaluation Committee will be provided the pricing at the Evaluation Meeting so that they could provide their ranking score.

Label this Response to all items (a-b) in Section 7.6 (please include in a sealed envelope).
8.0 GENERAL TERMS AND CONDITIONS

This section of the RFP contains general terms and conditions which will form the basis of the contract between the College and the Contractor.

8.1 Contract

Prior to the start of the services as awarded under this RFP, the successful firm will be required to execute a written contract with the College. The contract shall include, but not be limited to, the RFP (including all attachments and exhibits) and the successful contractor’s response to the RFP. In the case of a conflict, the documents shall prevail as follows: the Contract, the RFP and the RFP Response.

If the College and the successful Contractor, after good faith negotiations, are not able to agree on a contract within 60 days after the award of the RFP, the College may undertake any one of the following actions:

(1) The College may agree to an extension of the date required to conclude a contract with the successful Contractor for another 30-day period.

(2) The College may formally terminate contract negotiations with the successful Contractor, and thereafter begin negotiations with the next succeeding most qualified Contractor(s), if necessary.

8.2 Modification of the Contract

The documents constituting the entire contract may not be changed, modified, discharged or extended except by written instrument duly executed on behalf of the parties. The contractor agrees that no representations of warranties shall be binding upon the College unless expressed in writing. Any failure by the College to insist on the firm’s performance of any provision of the contract or the waiver by the College of the Contractor’s performance of any provision shall not be deemed a permanent waiver by the College of that provision, nor shall each failure affect the College’s right to insist on the firm’s performance at any other time. Any failure by the firm to insist on the College’s performance of any provision of the contract or the waiver by the firm of the College’s performance of any provision shall not be deemed a permanent waiver by the contractor of that provision, nor shall such failure affect the contractor’s right to insist on the College’s performance at any other time.

8.3 Assignment of the Contract

It is to be expressly understood and agreed by the parties that the firm shall not be permitted to assign, sublet, pledge, hypothecate, surrender, transfer or otherwise
encumber or dispose of the contract or any interest in that portion of the contract without the formal written consent of the College which may be withheld in the College’s sole discretion. It shall be understood that any such assignments of the contract shall not in any manner whatsoever, release the firm from responsibility for performing any provisions of the contract or from liability from the breach thereof.

8.4 Paragraph Headings

The paragraph and section headings in the RFP and in the subsequent contract shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning, or intent of the provisions of the RFP or the contract.

8.5 Applicable Law

The firm shall comply with all federal, state and local laws, rules and regulations (“Laws”) applicable to the Contractor’s response to the RFP, the contract executed in connection with the RFP, and the provision of services under the RFP and the RFP contract. The term “Laws” as used in this provision shall be deemed to include all laws which are specifically applicable to the College, as a political subdivision of the State of Florida and an educational institution.

The parties hereby irrevocably submit to any suit, disputes, actions or proceedings arising from or in connection with, the contract shall be determined before the United States District Court for the Southern District of Florida or if jurisdiction is not available therein, the jurisdiction of any State court in Miami-Dade County, State of Florida. The RFP process, the award process and the contract between the College and the Contractor shall be governed by and construed in accordance with the laws of the State of Florida, and Miami-Dade County, Florida and shall not be the forum for any lawsuits arising from an incident in the contract.

Laws applicable to the College – organized under the laws of the State of Florida, and the rules of the State Board of Education, which is a political subdivision of the State of Florida, and as such, must be operated in accordance with the Statutes of the State of Florida and the rules of the State Board of Education. This RFP and the contract to be executed in connection with the award of this RFP must be modified in accordance with any statutory requirement of the State of Florida.

8.6 Contractor’s Relationship to the College

8.6.1 Contractor as Independent Contractor

It is expressly agreed and understood that the Contractor is in all respects an Independent Contractor as to the services requested. The Contractor and/or its employees are in no respect to be considered any agent or
employee of the College. This contract specifies the work to be done by the firm, but the method utilized to accomplish the work shall be the responsibility of the firm and approved by the College.

8.6.2 College Representative(s)

Unless provided elsewhere in the contract, the College may authorize representative(s) to act on behalf of the College on all matters relating to the contract and/or services being performed hereunder. The representative(s) shall decide all issues which may arise as to the quantity, character and quality of services performed or to be performed pursuant to the contract.

8.7 Termination

Nothing contained in this RFP or the contract for this RFP shall prevent the College from pursuing any other remedies at law or in equity that the College may have against the Contractor.

8.7.1 Termination without Cause

The College may terminate the contract at its convenience for any reason with sixty (60) days advance written notice to the Contractor. In the event of such a termination by the College, the College shall only be liable for the payment of all approved and accepted work performed prior to the effective date of termination. If this occurs, all work documents and materials must be turned over to the College.

8.7.2 Termination for Cause

The performance of work under the contract may be terminated by the College in accordance with this clause, in whole or in part, in writing, whenever the College shall have determined that the firm has failed to meet the performance requirements of the contract.

The College has the right to terminate for default if the Contractor fails to perform the work; fails to perform the work in a manner satisfactory to the College per the specifications; fails to perform within the time specified in the contract; fails to perform any other contract provisions.

The College shall provide notice of termination in writing. The date of termination shall be stated in the notice. The College shall be sole judge of non-performance and has the right to exclude the Contractor, subject to applicable Laws, from responding to future invitations to proposal/bid for a period of time to be determined the College.
Upon termination of the Contractor by the College for cause, default or negligence, termination costs, if any, shall not apply.

8.7.3 Suspension

The College shall also have the right to suspend the contract upon written notice to the Contractor. Such written notice shall state the reasons for suspension and allow for a period of ten (10) days during which the Contractor shall be provided with an opportunity to respond with an explanation or justification, and/or shall undertake any reasonable remedial action required by the College. If, in the opinion of the College, the Contractor remains in violation of the contract at the completion of the ten (10) day suspension period, the College shall have the right to terminate this contract whereupon all obligations of the College to the Contractor shall cease.

Nothing contained herein shall prevent the College from pursuing any other remedy, which it may have against the Contractor, including claims for damages.

8.7.4 Default

The Contractor shall be considered “in default” under this Agreement in the event of failure of the Contractor to maintain the equipment as required in the Agreement, or the failure of the Contractor to perform under any other requirements of this Agreement, where such failure continues for more than seven (7) days after receipt of written notice from the College to correct the condition therein specified. In the event of the Contractor’s notification by the College to correct a performance failure, the College shall have (90) days from the Contractor’s receipt of original notice to monitor the Contractor’s performance and notify the Contractor of cancellation. The failure to perform shall be deemed to have been cured if notice is not received by the Contractor within the said ninety-day period.

The College shall coordinate removal of the Contractor’s equipment with installation of another contractor upon termination of this Agreement.

8.7.5 Non-Appropriations

Any contract entered into by the College resulting from the RFP process, shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the Contractor shall not prohibit or otherwise limit the College’s right to pursue and
contract alternate solutions and/or remedies as deemed necessary by the College in the conduct of its affairs.

8.8 Specification Deviations

Any deviation from the specifications indicated herein must be clearly pointed out, otherwise, it will be considered that items offered are in strict compliance with all of the RFP specifications, and the successful firm shall be held responsible therefore. Deviations must be explained in detail and placed as response to Section 6.10, Request to Waive Requirement.

8.9 Publicity Release

The Contractor agrees not to refer to award of this contract in any commercial advertising in such manner as to state or imply that the products or services provided are endorsed or preferred by the user or the College.

8.10 Contract Terms

The agreement may commence on or about January 1, 2016 and will end on September 30, 2018. The contract will allow two additional one year renewals at the College’s discretion. The Agreement will be subject to cancellation by mutual agreement of both parties in writing. The Contractor may cancel this Agreement by written notice to the College sixty (60) days prior to the effective date of such cancellation.

8.11 Invoicing For Services

The Contractor shall submit to the College, to the attention of the Accounts Payable Department at 11011 S.W. 104th Street, Miami, FL 33176, a monthly invoice for services performed. The invoice amount will be determined based on the final award amount and the final period of performance for the Contractor.

8.12 Bankruptcy

In the event that a voluntary petition is filed by the Contractor under the bankruptcy laws of the United States, or an involuntary petition is filed against the Contractor and is not discharged within a reasonable time, or if the Contractor makes a general assignment for the benefit of the creditors, the College may terminate the contract, without prejudice to any rights hereunder.
8.13 Official Notices

All official contract notices from the Contractor to the College shall be in writing and shall be delivered by registered or certified mail with a return receipt requested to:

Mr. Roman Martinez, MPA, CPPO, CPPB, Group Director, Purchasing
Miami Dade College
Purchasing Department – Rm. #9254
11011 SW 104th Street – Miami, FL 33176
Telephone: (305) 237-0012
Fax: (305) 237-0737
Email: rmartin9@mdc.edu

All official agreement notices from the College to the Contractor shall be in writing and shall be delivered by registered or certified mail to the contractor’s CEO or other designated corporate officer at the corporate offices.
SECTION 9.0

FORMS

The forms that follow are requested to be submitted with the proposer’s response to this RFP. In the event proposer does not include all requested forms in its submission, the College reserves the right, in its sole discretion, to request submission of any/all forms from proposer. The College will provide a period for such requested information to be submitted to the College’s Purchasing Department. If the requested information is not submitted by the date and time allotted by the College, then the proposer’s submittal may be deemed “Non-Responsive” and may receive no consideration under this RFP procurement process.
Sealed Proposals will be accepted in the Purchasing Department until 3:00 P.M. EST on September 30, 2015.

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

LEGAL NAME OF PROPOSER(S) ________________________________

MAILING ADDRESS: _________________________________________

CITY, STATE, ZIP CODE: ______________________________________

TELEPHONE NUMBER: ______________________ DATE _____________

FAX NUMBER: ______________________________

E-MAIL CONTACT: ____________________________

FEDERAL EMPLOYEE IDENTIFICATION (FEIN) NUMBER ________________

BY: SIGNATURE (Manual): _______________________________________

BY: SIGNATURE (Typed): ________________________________________

TITLE: _________________________________________
ACKNOWLEDGEMENT OF ADDENDA

RFP 2016-21-19
PeopleSoft ERP System Technical Support Services

I acknowledge that I have received the following Addendum:

Addendum No.______________, Dated___________________
Addendum No.______________, Dated___________________
Addendum No.______________, Dated___________________
Addendum No.______________, Dated___________________
Addendum No.______________, Dated___________________
Addendum No.______________, Dated___________________
Addendum No.______________, Dated___________________
Addendum No.______________, Dated___________________

Company Name: ___________________________________________
Authorized Signature: ______________________________________
Print Name: ______________________________________________
Title: _____________________________________________________
Date: _____________________________________________________
NON-COLLUSION AFFIDAVIT

REQUEST FOR PROPOSAL (RFP) 2016-21-19
PeopleSoft ERP System Technical Support Services

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal (such persons, firms and corporations hereinafter being referred to as the "VENDOR"), being duly sworn, on his or her oath, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other VENDORS, or with any official of the COLLEGE or any employee thereof, or any person, firm or corporation under contract with the COLLEGE whereby the VENDOR, in order to induce acceptance of the foregoing Proposal by said COLLEGE, has paid or is to pay to any other VENDOR or to any of the aforementioned persons anything of value whatever, and that the VENDOR has not, directly or indirectly entered into any arrangement or agreement with any other VENDOR or VENDORS which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

The VENDOR hereby certifies that neither it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer, potential proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other proposers or potential proposers, or to obtain through any unlawful act an advantage over other proposers or the COLLEGE.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the proposer without consultation with other proposers or potential proposers or foreknowledge of the prices to be submitted in response to this solicitation by other proposers or potential proposers on the part of the proposer, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

Signature ____________________________________________

Company Name ____________________________________________

Date  ____________________________________________

___________________________________

Subscribed and sworn to before me this

__________ day of ________________, 2015.

Notary Public in and for the County of _____________________________, State of

___________________. My commission expires: ___________________________
CONFLICT OF INTEREST FORM

REQUEST FOR PROPOSAL (RFP) 2016-21-19
PeopleSoft ERP System Technical Support Services

The undersigned proposer and each person signing on behalf of the proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the COLLEGE, nor any employee, or person, whose salary is payable in whole or in part by the COLLEGE, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein.

Signature ____________________________________________
Company Name ____________________________________________
Date  ____________________________________________

_____________________________________
Subscribed and sworn to before me this

__________ day of ________________, 2015.

Notary Public in and for the County of _____________________________, State of

___________________. My commission expires: ___________________________
NON-DISCRIMINATION IN EMPLOYMENT FORM

Miami Dade College is an equal access/equal opportunity institution which does not discriminate on the basis of sex, race, color, marital status, age, religion, national origin, ethnicity, disability, veteran’s status, sexual orientation or genetic information.

In cases of federal contracts, the COLLEGE and CONTRACTOR agree to abide by the requirements of the Equal Opportunity Clause (41 CFR 60-1.4(a)), the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) (41 CFR 60-300.5(a)), and Section 503 of the Rehabilitation Act (41 CFR 60-741.5). 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, sexual orientation, gender identity or national origin. Moreover, these regulations require that the COLLEGE and the CONTRACTOR take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

(Section 301, Executive Order 10925, March 6, 1961, 26 FR 1977 as amended by Executive Order 11114, June 22, 1963, 28 FR 6485) "During the performance of this contract the Proposer agrees as follows:

"(1) The Proposer will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. Such action 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 Proposer agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

"(2) The Proposer will, in all solicitations or advertisements for employees placed by or on behalf of the Proposer, state that all qualified applicants will receive consideration for employment without regard to race, creed, color or national origin.

"(3) The Proposer will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the said labor union or workers' representative of the Proposer's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
"(4) The Proposer will comply with all provisions of Executive Order No. 10925 of March 6, 1961, as amended, and of the rules, regulations, and relevant orders of the President's Committee on Equal Employment Opportunity created thereby.

"(5) The Proposer will furnish all information and reports required by Executive Order No. 10925 of March 6, 1961, as amended, and by the rules, regulations, and orders of the said Committee, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Committee for purposes of investigation to ascertain compliance with such rules, regulations and orders.

"(6) In the event of the Proposer's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Proposer may be declared ineligible for further Governments contracts in accordance with procedures authorized in Executive Order No. 10925 of March 6, 1961, as amended, and such other sanctions may be imposed and remedies invoked as provided in the said Executive Order or by rule, regulation, or order of the President's Committee on Equal Employment Opportunity, or as otherwise provided by law.

"(7) The Proposer will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the President's Committee on Equal Employment Opportunity issued pursuant to section 303 of Executive Order No. 10925 of March 6, 1961, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Proposer will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provide, however, that in the event the Proposer becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Proposer may request the United States to enter into such litigation to protect the interests of the United States."

Legal Name of Proposer:_________________________________________

By:   _____________________________________________________________  
    Signature (Manual)

By:   _____________________________________________________________  
    Name (Typed)

Date:_____________________________________________________________
This sworn statement is submitted to **MIAMI DADE COLLEGE** by ______________________________________ [Print individual’s name and title]

for ______________________________________ [Print name of submitting sworn statement]

whose business address is _____________________________________________

and (if applicable) its Federal Employer Identification Number (FEIN) is ____________________.

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: ____________________ [Social Security Number]

2. I understand that a “public entity crime” as defined in Paragraph Section 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime; or

An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who
knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133 (1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Initial next to statement which applies.]

_____ Neither the entity submitting this sworn statement nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or against who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

________________________________________________________
[Signature]

Sworn to and subscribed before me this ______________ day of
__________________________, 20_____ personally known
________________________________________________________ OR produced
identification________________________________________________________.

Notary Public – State of ________________________________

My commission expires ________________________________

(Type of Identification)

________________________________________________________

(Printed typed or stamped commission name of notary public)
<table>
<thead>
<tr>
<th>Development Type</th>
<th>Simple</th>
<th>Medium</th>
<th>Complex</th>
<th>Very Complex</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report</strong></td>
<td>New Crystal or XML Publisher based on a simple query (direct select, no joins, no prompts)</td>
<td>New Crystal or XML Publisher based on a medium query (less than 3 joins, some prompts)</td>
<td>New Crystal or XML Publisher based on a complex query (multiple joins, multiple prompts, use of equations, sub-reports)</td>
<td>Complex data selection criteria based on multiple data sets and complex business logic that may need to be dynamically coded with selection code or run control page</td>
</tr>
<tr>
<td>Minor change to an existing Crystal/or SQR (if used)</td>
<td>Clone and rework a delivered Crystal/or SQR to meet new requirements (in the case where it doesn't make sense to build a new one). Some logic changes and new data requirements.</td>
<td>Generally, Queries/Equation engines/Communication Generator/Population with more than 3 table joins and multiple selection criteria</td>
<td>Multiple levels of summarization</td>
<td></td>
</tr>
<tr>
<td>Generally, Queries/Equation engines/Communication Generator/Population updates joining no more than one table and simple selection criteria</td>
<td>Generally, Queries/Equation engines/Communication Generator/Population with more than one table join and multiple selection criteria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interface (Point to Point and Middleware)</td>
<td>Configuration of the architecture to support File I/O (ftp, file share locations, etc.)</td>
<td>Simple custom application engine-based interface with less than 3 File Layouts required</td>
<td>At least one Component interface triggered by an application engine, with some complex PeopleCode processing steps</td>
<td>Very complex data sets, including multiple files and/or multiple data sources</td>
</tr>
<tr>
<td>Leverage an existing interface and small change needed to address requirement</td>
<td>Clone delivered message and make low-complexity changes</td>
<td>Middleware requirements including logging, monitoring and additional transformation</td>
<td>Complex mapping rules and processing requirements based on complex business logic.</td>
<td></td>
</tr>
<tr>
<td>Leverage delivered interface by inserting it into a new business process. This could involve modifying delivered code to send/receive the message</td>
<td>Multi-level App Message with large amount of data mapping and PeopleCode</td>
<td>Multi-stage processing which may include both inbound and outbound transactions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expose an existing component interface as a web service, and generate the relevant XML documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversion</td>
<td>Conversion is done manually (less than 1000 records)</td>
<td>Conversion requires a simple File Layout to load one to five records with data. The input data may be arranged hierarchically.</td>
<td>Conversion requires a complex file layout loading between 5 or more records. Application engine program may require complex PeopleCode Changes</td>
<td>Multiple data sources and large number of data elements</td>
</tr>
<tr>
<td>Conversion is done using a delivered tool such as External File Layout, and requires only limited technical architecture setup</td>
<td>Minimal custom validation PeopleCode required</td>
<td>Conversion requires at least one component interface to load data into PeopleSoft. Component Interface has less than 20 properties exposed, and contains collections with no more than 2 levels</td>
<td>very complex mapping and transformation with extensive custom validation rules</td>
<td></td>
</tr>
</tbody>
</table>
### MIAMI DADE COLLEGE
### RFP # 2016-21-19

<table>
<thead>
<tr>
<th>Enhancement</th>
<th>PeopleCode Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some PeopleCode required to massage input data (i.e. transformations, translations) to ensure it can be correctly entered into PeopleSoft tables.</td>
<td>Complex PeopleCode required to massage input data (i.e. transformations, translations) to ensure it can be correctly entered into PeopleSoft tables.</td>
<td>large number of tables or multiple components to be populated, potentially using multiple passes</td>
</tr>
<tr>
<td>Some PeopleCode required to validate input data prior to it being entered into PeopleSoft</td>
<td>Complex PeopleCode required to validate input data prior to it being entered into PeopleSoft</td>
<td>Extensive data enrichment using custom rules</td>
</tr>
<tr>
<td>Change to a translate value on a field or field labels</td>
<td>Changes to the search view for a delivered component(s).</td>
<td>The addition of complex PeopleCode to a delivered record.</td>
</tr>
<tr>
<td>Minor PeopleCode changes to a delivered page.</td>
<td>Addition or modification of a Simple App Engine (or other process type)</td>
<td>Complex Logic change to a delivered process (PeopleCode, App Engine, etc.)</td>
</tr>
<tr>
<td>Change to an alternate prompt table for a field on a record.</td>
<td>Addition/Changes of fields to a record (as long as that record is NOT used widely within the application)</td>
<td>Alteration to a page, such as a grid and the view behind it, or large page formatting changes</td>
</tr>
<tr>
<td>Simple changes to security objects: permission lists, roles, access control groups.</td>
<td>Change of delivered row-level security</td>
<td>Row level security needed in more than one page.</td>
</tr>
<tr>
<td>Simple record build (not a large number of fields, no derived edit prompts).</td>
<td>Simple addition/change of fields on a page</td>
<td>Significant PeopleCode change to delivered records in order to support a revision to the delivered business process.</td>
</tr>
<tr>
<td>Simple page creation (no scroll levels, no secondary pages, no push buttons)</td>
<td>Simple App Engine (or other process type) triggered from a page or from a Run Control</td>
<td>Addition of a complex custom business process which must dovetail with a complex delivered process.</td>
</tr>
<tr>
<td>Simple search view for the component.</td>
<td>Change to a delivered workflow routing requirement.</td>
<td>Changes to complex self-service pages with potential complex logic behind them</td>
</tr>
<tr>
<td>Minimal PeopleCode required (field defaults, simple field edits, hiding/greying fields)</td>
<td>Change to a delivered workflow routing requirement.</td>
<td>Creation of new complex self-service pages with potential complex logic behind them</td>
</tr>
<tr>
<td></td>
<td>Addition of new workflow rules and routings.</td>
<td>Creation of new complex workflows based on complex logic routing</td>
</tr>
<tr>
<td></td>
<td>Creation of new simple self-service pages and simple logic behind them.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Creation of new simple workflows</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>