University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

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INVITATION FOR BIDS: ** Date of Close has been pushed to April 29, 2020; Q&A added

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Purchasing Department, Bibb Graves Hall, Room 126, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on April 29, 2020.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a noted timeframes on the specification page. Time is of the essence to this bid and if delivery is not made within the time specified, the University reserves the right to cancel any order placed as a result of this bid. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.

DIRECTIONS FOR MAILING BIDS:

<u>Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.</u>

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via any postal service University of North Alabama Purchasing Department - Bid 2020-05 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2020-05 Bibb Graves Hall, Room 126 One Harrison Plaza Florence, AL 35632-0001
BID FOR:	Travel and Expense Software Bid No. 2020-05	

CAUTION – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. <u>It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.</u>

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.

Bids received in the Purchasing Department after the specified date and time set forth above will not be considered

Bids will be opened in Bibb Graves Hall, Room 126 at 2:00 p.m. local time on April 29, 2020.

Revised 1/30/08

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INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Assistant Vice President of Business Services, University of North Alabama (forms enclosed). All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephone bids will not be accepted. Bids submitted by "fax" machine will not be accepted. All bids are to be mailed or delivered in a sealed envelope.

2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.

3. Pictures, descriptions, and specifications should accompany all bids when required or desirable. Samples may be required and, if so, shall be furnished free of cost to the Owner.

4. Reference to manufacturers, suppliers, catalog numbers, etc., is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number or level of quality. Alternates will not be considered unless they conform to the specifications.

5. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.

6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive informalities.

7. All prices submitted on the proposal are to be delivered prices to the University of North Alabama and shall not include any state or local sales tax.

8. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.

9. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.

10. Should a bidder find discrepancies in, or omissions from the bid documents or should he be in doubt as to their meaning, he should at once notify the Owner who will send written instructions to all bidders.

11. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.

12. If required, a bond may be requested and must be supplied within forty-eight (48) hours after request to protect the University from any risk of loss.

13. **EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT:** By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 - Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

14. Verbal communication before or while Bid is open shall have no force or affect whatsoever toward this bid as written, or the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the bid nor a contract, except as specifically set forth herein. The bid or final contract, agreement, or order, can only be changed, altered, modified or amended by written agreement from both parties.

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PROPOSAL FORM

In compliance with the University of North Alabama **INVITATION FOR BIDS** and **INSTRUCTIONS TO BIDDERS**, the undersigned hereby proposes to furnish and supply items to the University of North Alabama, Florence, Alabama, in strict accordance with the **SCHEDULE** and **SPECIFICATIONS**.

The undersigned bidder/proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder/proposer, potential bidder/proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid/proposal, to refrain from bidding/proposing, to manipulate or ascertain the price(s) of other bidders/proposers or potential bidders/proposers, or to secure through any unlawful act an advantage over other bidders/proposers or the university.

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

DATED:____

COMPANY NAME:____

BY:____

(Signature)

____

(Typed or Printed Name)

____

(Title)

BUSINESS ADDRESS:______________________________________

____

____

TELEPHONE:____

Email Address:____

This address will be used to publish the bid tabulation & any other communication regarding bid results

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

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UNIVERSITY OF NORTH ALABAMA
VENDOR CERTIFICATION
PURSUANT TO ACT NO 2012-491 & ACT2014-044

ALABAMA LAW (SECTION 31-13-9 , CODE OF ALABAMA 1975: By signing a contract resulting from this proposal, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

ALABAMA LAW SECTION 16-25-26C , CODE OF ALABAMA 1975; Legislation requiring the University of North Alabama to report to Retirement Systems of Alabama individuals paid for personal services who are currently receiving benefits from TRSA or ESA became effective October 1, 2013. No minimum level of compensation was defined. **Any individual receiving direct or indirect compensation from this contract who is a retiree receiving benefits from the State of Alabama Retirement System MUST NOTIFY UNA of this status along with Bid/RFP Submission.**

Bidder hereby certifies full compliance with Act No. 2012-491 & Act No. 2014-044:

Date: ________________________

Company:____

Authorizing Signature: ____

Printed Name: ____

Title: ____

State** of* __________________________County** of* ____________________

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN

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PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE:________________ RE: Contract/Grant/ Incentive ***(describe by number or subject):***

BID/RFP___________________________________by and between

____(Contractor/Grantee) and

____(State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 201 1-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure. BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:
   a) Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
   b) Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER.: Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer.
This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

____(a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

____(b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section **3** of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this____ day of____________________ 20_____.

____
Name of Contractor/Grantee/Recipient

By:____

Its:____

The above Certification was signed in my presence by the person whose name appears above, on this_____ day of ________________20____.

WITNESS:____ *Printed name of Witness:* ____

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State of Alabama

Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM Agreement Number

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER
( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER
( )

This form is provided with:
☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?
☐ Yes ☐ No
If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services.

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?
☐ Yes ☐ No
If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from

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the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature Date

Notary's Signature Date Date Notary Expires

Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.

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This form must be completed and returned before any contract(s) will be issued by the University of North Alabama

REQUIREMENTS/ SPECIFICATIONS

The University of North Alabama is seeking proposals for a Travel and Expense Software system to automate travel budgeting, approval, policy management and reimbursement processes for all employees and potentially student groups and athletic teams as well. The University spends just under $2M annually on travel expenses and processes between 2,000 and 2,400 reimbursement payments annually. The current ERP system is Ellucian Banner.

The current process is segmented and manual. All receipts, justifications, and reimbursement requests are submitted as physical copies and retained for audit within the Business Office. No automation software is in use for this activity.

Specifically, UNA seeks the following benefits:

- Automate and streamline processing of reimbursements;
- Improve information gathering for analysis, reporting and auditing;
- Eliminate paper, where possible, and reduce storage needs;
- Provide an integrated solution with existing processes in the Banner ERP system;
- Provide a user-friendly, secure, sustainable and supportable environment for all aspects of travel.

The search is for a supplier who incorporates the creative use of emerging technologies, such as mobile applications, to ease the document management associated with travel. In addition, if it makes sense, to manage all expenditures associated with the University P-Card whether they are travel related or not. The preferred system must increase process and record retention efficiency, enhance user experience, and provide a viable, scalable, and flexible solution.

Bidder Deliverables and Organization of Response:

1. Evidence of ERP integration with Banner. Proposal should provide information on the level of integration achieved with other customers and provide contact information for those actively using the product. If this isn’t possible, bidder should provide details explaining how integration would be achieved.
2. Must work with all standard internet browsers and have a mobile solution. Bidder to list compatible browsers and explain mobile solution whether achieved by full APP technology or a link to URL.
3. Provide details of system flexibility to configure workflow interface, data collection, and approval routing reports.
4. Explain method(s) of capturing and attaching digital copies of expense and travel documentation. Include data retention restrictions.
5. Give some details to explain role management to include requestors, approvers, guests, proxies, etc.
6. Summarize the systems overall scope of support from travel planning, travel approvals, cash advancement options, and reconciliation of trip.
7. Include any details of functionality to support travel booking and duty of care support.
8. List of at least three (3) references for which your firm has provided a solution of the type requested herein. Experience within the higher education environment should be highlighted. Include at least one contact name and phone number for each listed reference.

Responsive Qualified Proposals

Only responsive qualified proposals will be reviewed. To be considered proposals must be received on time, must be complete, and must provide enough information to assess all deliverables requested. Proposals should NOT include filler or marketing propaganda unrelated to requested deliverables. The University will, in its sole discretion, determine the best overall solution for its needs based upon function, efficiency and cost.

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PRICING

Respondent is required to quote pricing for the software and service solution requested and to include any options. A not-to-exceed price for providing a package meeting the given deliverables and an anticipated time to "go-live" is required. Note: A successful "go-live" for this solution means a fully deployed and functional solution with at least one campus department trained and using.

Price Quote should include:

1. Total cost of solution for Travel Reimbursement and Reporting; break out cost of training (if separate) and expectation of time required to implement or "go-live". Include any itemized details necessary for full solution Year 1;
2. Total cost of software solution for Travel Reimbursement and Reporting Years two (2) and three (3).
3. Total itemized cost of any additional options such as Expense Management or Duty of Care if not already included for years one (1) through three (3).

Note: The request for three (3) years of pricing does not imply a willingness to contract for a three (3) year initial term, but could be a negotiated option.

Cost figures should include and itemize every cost component for the University in the time periods indicated such as:

- Cost of acquiring the solution / software;
- Integration to Banner (and any other miscellaneous expense)
- Cost of training and ongoing support or maintenance;
- Estimated cost of travel;

The University rejects the right to reject any, and all, proposals and to waive any irregularities it deems insignificant.

RFP COMMUNICATION / QUESTIONS

All communication should occur in writing via email and will become public record as a part of the RFP process. Interested parties may submit questions via email to Cindy Conlon, chconlon@una.edu until 4:00PM Tuesday March 17, 2020. All questions and answers will be published by email and on the UNA website https://www.una.edu/purchasing/ no later than Friday, March 20, 2020.

SCHEDULE OF EVENTS

RFP Release:	March 10, 2020
Deadline for Questions:	4:00 PM CDT March 17, 2020
RFP Close:	2:00 PM CDT April 29, 2020
Webcast Interviews (if necessary)	May 4 – May 8*
Award Decision & Announcement	May 15, 2020*

**Estimated dates subject to change and dependent upon resources, personnel availability, scheduling, etc.*

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ADDENDUM FOR QUESTIONS and ANSWERS

1. As a result of the current COVID-19 quarantines being enacted across the country minute-by-minute, our company's office locations have now closed at local government's instruction. Would the University please consider waiving the hardcopy shipment and notarized signature requirements? As alternatives, we would be happy to process signatures through DocuSign and submit a digital copy of our proposal via email or secure link by the submission deadline. **Answer: The closing date of this bid has been pushed out to April 29th to accommodate the current issues around the country. If it is necessary to push further, we will consider doing so. In the end the notarized documents will only be required from the winning bidder prior to contract signature.**
2. Please provide the number of annual expense reports for your institution. **Answer: Unfortunately, we do not know this answer as our current process is manual and portions of any given trip are submitted differently. For example, the p-card may be used for the airline ticket and registration so these transactions are submitted for approval individually as they occur. Upon return from a trip the traveler submits for reimbursement on a paper form which is sent to accounts payable who issues checks. It is very difficult to capture the number of actual "trips" or expense reports since they are not managed in this manner today. As noted in the description, we process about 2400 reimbursement checks each year.**
3. What has been the number of annual expense reports for the past two-three years? We would like to get a more accurate picture of UNA's growth trajectory on expense reports. **Answer: See above answer.**
4. UNA issued credit cards – Do you have a separate travel card program or is it all one p-card program? **Answer: We do not have a separate travel card from the general p-card.**
5. UNA issued credit cards – Who is the issuer of your card program(s)? (JPMorgan Chase, Bank of America, etc.) **Answer: Regions Bank**
6. P-Cards – How many p-cards are issued at UNA? **Answer: ~300**
7. P-Cards – How many UNA issued p-cards are active in a given month? **Answer: ~250**
8. P-Cards – How many times per month would you like to reconcile the card transactions and post them back to Banner (i.e.: once per month, once per week, etc.). **Answer: Monthly**
9. Travel booking: Are you looking to consolidate travel booking into a single TMC and Booking Tool? If so, do you plan to mandate that travel is booked through this source? **Answer: Yes and Yes**
10. Does UNA have a preferred travel agency or agencies with whom it works? If so, please specify. **Answer: No, we have agencies we have worked with (Christopherson) , but not one that is mandated. Most departments wish to manage their own bookings.**
11. Do you encumber funds? **Answer: No**

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