



May 24, 2018

Dear Sir or Madam:

Colby Community College is soliciting proposals for a payment technology solution that integrates with Ellucian.

I. General Information

Colby Community College, founded in 1964, is a comprehensive community college serving the northwestern Kansas region. Student credit hour enrollment is approximately 31,000 credit hours with nearly 1,033 fulltime equivalent credit hour students. Colby Community College also serves a wide variety of business and industry clients.

Colby Community College is governed by an elected six-member board of trustees and is considered a coordinated institution by the Kansas Board of Regents.

The total annual legal budget actual expenditures for the fiscal year ended June 30, 2017 was nearly \$16,000,000.

II. Scope of work:

Must meet or exceed Current PCI DSS Compliance

Security, Business Rules, Database, Reporting, and Reconciliation Tools ( <b>Required</b> )
PowerCampus Real-Time Integration
ePayment Module (Student Account Payments and Parent PINs)
eBill Module (Electronic Bill Presentment with notifications)



Dynamic Bill (Recent Account Activity)
eRefund
1098-T Electronic, Print, Mail, and File with IRS
Full-Service Payment Plans
SmartPay to include US and Foreign CC transactions
User Emulation
Customer Research Center
Single Sign-On (Via Token-Based AES Encryption)

Add-On (priced separately)

Cashiering
eMarkets (Per Site)

#### IV. Information to be submitted with Proposals

##### A. Scope Section

Define the scope of work to be provided including items listed in Section II above.

##### B. Time Schedule

Include when Colby Community College can expect to receive the equipment or service.

##### C. Additional Data

Give any additional information considered essential to this proposal, including involvement in state and local governmental organization, etc.

##### D. Fees

Proposals should include all fees.



V. Submission of Proposals

If your firm desires to submit a proposal, please submit two copies in a sealed envelope clearly labeled "SEALED PROPOSAL" to:

Colby Community College  
ATTN: Seth Carter  
1255 S. Range  
Colby, KS 67701

Proposals must be submitted by 9:00 a.m. on June 11, 2018. Opening of sealed bid will be in the Thomas Hall Board Room.

XI. Pre-proposal meeting.

The College will hold a pre-proposal meeting for potential firms to have questions answered and to obtain input from potential firms for the final form of this Request for Proposal. If you desire any additional information or clarification, a member of your firm is encouraged to attend.

The Board of Trustees reserves the right to accept or reject any proposal submitted and to request additional information. The professional accounting services purchased will be from the firm which, in the opinion of College personnel and the Board of Trustees, best meets the needs of the College.

Thank you for your consideration and time.

Sincerely,

Carolyn Kasdorf  
Vice President of Business Affairs