



ACKNOWLEDGMENT OF RECEIPT

Please provide the requested information below as acknowledgment that you have received the Enterprise Resource Planning (ERP) System RFP. It is strongly recommended that interested proposers complete this acknowledgment and return it to us by mail or email.

Colby Community College

ERP Taskforce

1255 South Range Ave.

Colby, KS 67701

Email: justin.villmer@colbycc.edu

Only firms returning completed acknowledgements will receive addenda to this RFP. Proposals from firms that do not acknowledge the addenda shall be considered incomplete and subject to disqualification.

Name of Firm:			
Address:			
Phone#:		Fax#	
Email Address:			
Name (Print):		Title:	
Signature:		Date:	



REQUEST FOR PROPOSAL

COLBY COMMUNITY COLLEGE

Requests Proposals from Qualified Vendors for a:

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Responses will be received by:

Justin Villmer
Vice President of Finance and Operations
1255 South Range Ave.
Colby, KS 67701

For inquiries regarding this RFP, please contact:

Todd Ohlrogge
IT Director
1255 South Range Ave.
Colby, KS 67701
Phone: (785) 460-5492
Email: todd.ohlrogge@colbycc.edu

This is a Notice of a procurement process that may result in an award; however, it is not intended to be, and should not be construed as, an offer to contract.



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Schedule of Events

PROJECT Milestones

DATE:

Request for Proposal Issued

December 4, 2025

Deadline for Vendors to Submit Questions

For questions regarding this RFP, please contact: Todd Ohlrogge, IT Director at todd.ohlrogge@colbycc.edu.

December 17, 2025,
by 5:00 PM CST

Questions must be submitted to Todd Ohlrogge in writing by the due date/time, preferably by email.

Response to Vendor Questions

Answers to all vendor questions will be distributed in an Addendum to this RFP and will be sent via email as indicated on the “Acknowledgement of Receipt” form.

December 22, 2025

Proposals Due

**January 9, 2025
by 5:00 PM CST Time**

On-Site Product Demonstration Invitations

Invitations for presentations and demonstrations will be sent via email as indicated on the “Company Information Sheet.”

Week of January 26 – 30, 2025

All correspondence regarding this RFP will be done either through the Vice President of Finance and Operations/CFO or the IT Director at Colby Community College. Any communication with staff, committee members, or consultants during the RFP process may result in the rejection of your proposal.



Introduction

Background

Colby Community College is located in the northwest corner of Kansas, approximately 50 miles from the Colorado and Nebraska borders. The college was established in 1964 and is a dynamic institution with more than 2,400 students. In addition to a main campus of approximately 60 acres, ColbyCC operates a 60-acre farm for students to use as a hands-on laboratory and training facility. ColbyCC also provides technical education training for incarcerated individuals at Norton Correctional Facility and Hutchinson Correctional Facility.

Colby Community College is accredited by the Higher Learning Commission and offers general transfer Associate of Arts and Associate of Science degrees. Additionally, the college offers Associate of Applied Science degrees in a variety of professional-technical fields, certificate programs, concurrent enrollment courses for high school students, continuing education, workforce training for incarcerated individuals, and adult basic education.

The college also sponsors intercollegiate athletic teams in volleyball, basketball, baseball, softball, wrestling, and rodeo. ColbyCC is a member of the National Junior College Athletic Association (NJCAA), Region VI, and Jayhawk Conference, as well as the National Intercollegiate Rodeo Association (NIRA).

Many students opt to pursue their education at Colby due to its affordability, small class sizes, individualized student support services, diverse financial aid and scholarship options, and excellent student outcomes and job placement.

Institutional Metrics

Employee, Faculty and Staff

- Full-Time Staff – 69
- Full-Time Faculty – 44
- Part-Time Employees – 9
- Student Employees - 65
- Adjunct Faculty – 150

Student Headcount 2025

- High School (Under 18) – 657
- Traditional (18 – 24) – 1,121
- Non-Traditional (25 and older) - 492

Current Technology Environment

- Current SIS –PowerCampus/Self Service
- Current Financial Aid Software – PowerFaid/Net Partner
- Current Financial Software – Microsoft Dynamics Great Plains
- Current Reporting – SSRS/Report Writer
- Current Payroll Software – APS
- Current LMS – Canvas
- Current CRM – Do not have one
- Current Bookstore POS – The Hello POS
- Current Cafeteria POS – Bepoz
- Current Transcript Software - Parchment
- Course Catalog – Modern Campus
- Current Strategic Plan Software – Watermark
- Document Management – eFileCabinet
- Student Engagement – Edsights
- Library Book Management Software – Verso
- Emergency Notification – Simple Text
- Housing/Residence Life – RORE (in-house system)
- Camera and Door Access Controls (Student IDs)– Avigilon
- Single Sign On – One Login
- Student Pay Portal – Cash Net
- International Payment – Fly Wire
- Employee Benefits Management – Employee Navigator
- Purchasing Card Provider – Elan Financial Services
- Email System – G Suite for Education
- Internal Scheduling System – Set More
- Retirement System – Kansas Public Employee Retirement System (KPERS)
- Advising - MyMajors

Endowment/Advancement Current Technology Environment

- Constituents Records – eTapestry
- Campaign Management – eTapestry and Just Giving
- Pledges and Gifts – eTapestry
- Events – eTapestry and Strips
- Scholarship Management – C3Scholar (in-house system)

Project Scope

Colby Community College is exploring the future direction of its Enterprise Resource Planning (ERP) system. The intent of this Request for Proposal (RFP) is to acquire and implement an Enterprise Resource Planning (ERP) system that provides all the basic functionality of an integrated Student Information System (SIS) (which includes Financial Aid), Financial Information System (FMIS), Human

Resource Information System (HRIS) and Payroll Information System (PRIS), Reporting and Business Intelligence.

Vision for Successful ERP Outcomes

The goal for a future ERP solution to serve Colby Community College is one that will provide greater value to the institution and enhance the student experience.

To that end, the College strives to implement a solution that will:

- Be modern, mobile-friendly, and provide an intuitive user interface for students, faculty, staff, and other stakeholders.
- Be a fully integrated system that eliminates the need to maintain multiple, disparate applications and their integrations.
- Enhance the efficiency of business processes and operations by reducing or eliminating paperwork, current manual processes, duplicate data entry, and inefficient/unintuitive system interactions.
- Facilitate continuous improvement, adaptability, and innovation through the better use of HR/finance/student data and efficient transaction processing.
- Lower total cost of ownership.
- Offer streamlined document imaging and storage, either directly or through integration with a secondary document management system.
- Include a form builder with eSignature.
- Reduce or eliminate the need to store data in external systems and spreadsheets by consolidating all data in one unified system.
- Provide data management tool(s) for archiving/purging to support records retention processes.
- Provide comprehensive end-user training on system functionality.
- Can load or map existing person IDs to the new system for tracking historical data.
- Provide functionality to reduce the creation of duplicate ID records and allow the function for merging those records when needed.

To meet these expectations and ensure sufficient support for the student and administrative business processes for decades to come, the future ERP solution must be guided by the following principles.

Streamlined processes and procedures: To both establish and maintain a consistent user experience and to leverage cloud-based SaaS technology solutions effectively, future-state processes will need to be defined or redefined across Colby Community College to support an out-of-the-box implementation (to the degree possible while meeting compliance requirements). This may also include the definition or refinement of policies and practices that assure efficient and consistent processes are adopted across the College.

- **Full integration of “non-core” and third-party solutions:** To provide the best overall experience, all ERP and ancillary technology solutions that are selected must be capable of being fully integrated and adequately supported.
- **Outreach and User Experience:** Deliver targeted outreach and engagement throughout the full

lifecycle. Enable interactions across channels and devices (including mobile devices).

- Data and analytics: Improve the flow of information and access to the business operations of the College. Reduce redundant data across multiple software systems and ensure that data within the ERP has the highest degree of integrity and availability.

Expected ERP Capabilities

Below are the capabilities Colby Community College would like to explore with the proposed ERP solution. ColbyCC would like access to a demo environment to evaluate all functions and features.

Technology

Colby Community College is seeking an ERP solution that uses:

- Cloud Native: A comprehensive system that is designed to operate fully in the cloud as software as a service (SaaS).
- Operates with a High Availability Model: A system designed to be highly available, thereby operating in multiple data centers to ensure availability (99.999% uptime), reduce downtime and reduce system failure risk in a disaster with quick recovery and minimum data loss.
- Information in Real Time: A comprehensive ERP will eliminate batch uploading from auxiliary systems or lagging information for online transactions and reporting.
- Accelerated Response to Regulatory Mandates: When new or changed regulatory mandates arise, the proposed ERP solution must be able to implement changes quickly and effectively to avoid compliance failures.
- Workflow Management: The proposed ERP solution must include comprehensive, configurable workflows to support institutional processes and procedures.
- Mobility: The College is seeking an intuitive, modern interface that provides ease of use, including browser and device-agnostic access.
- Highly Configurable: Capable of supporting configurations over requiring customizations.

Security

The proposed ERP solution must process sensitive student and employee information in a secure environment. Colby Community College seeks a solution that provides data and application security to allow for:

- Multiple Security and Access Features: The ability to provide single sign-on, two-factor authentication, row-level security, and role-based access controls.
- Encryption: Allows encryption of sensitive data like direct deposit information (per Natcha Security Guidelines).



Data Management, Reporting, and Business Intelligence

Colby Community College seeks an ERP solution with the following capabilities:

- **Consistent and Reliable Data and Predictive Learning:** The College desires a solution that facilitates data consistency and reliability by providing data definitions, dictionaries, and validation upon entry. Data maintenance and training must be provided to maintain data integrity and quality. The College seeks a data-management solution that includes enhanced data capabilities and the ability to make automatic assumptions related to data characteristics and usage. The proposed solution should use data to learn what the user accesses at a high level and what is relevant to the user.
- **Reporting and Analytics Solutions:** A major goal of the college is to improve the effectiveness, efficiency, and availability of information and business intelligence required to manage operations, report to accrediting and regulatory agencies, and support institutional research. The proposed solution must provide end-users with tools for generating standard and ad hoc reports leveraging aggregate data from various locations (including auxiliary solutions), including the ability to address the need for Kansas State Reporting and national IPEDS reports. In addition, it should utilize analytics to provide actionable insights and business intelligence across all functions. The proposed ERP solution should provide all regulatory reporting (Federal, State, Institutional), plus provide the ability for Colby Community College end-users to capture necessary data elements as determined by institutional requirements via configuration rather than customization. Examples could be (but not limited to): Contract Eligibility, Disability Status, Selective Academic Programs, etc. In addition, staff comments or notes should be accessible to relevant areas and aligned with position control and staff roles. Lastly, the proposed ERP solution should have flexible naming conventions to enable more effective data management. There should also be a simplified capability for end-users to develop and deploy ad hoc reporting to enhance data capture and analytics without the need to resort to downloads of information to external utilities such as Excel.
- **Other reporting needs should be accommodated and include enhanced, ease of use dashboard reports and report designer capabilities for end-users; the ability to design views for end-users that provide the capability for data review and analysis cross-departmentally; end-user report writing capability, (direct access to the database if important/critical with zero restriction/limits), student attendance, and reporting capability; continuing education/workforce development administration and ad-hoc reporting capability; and cohort management.**

Student Information System

Colby Community College is seeking an ERP solution that delivers a student information system for the management of all student data, academic programs, and continuing education/workforce development programs. The future ERP solution must manage the student admissions recruiting and application process. It must manage course planning and course scheduling, document grading, attendance, bill tuition, and fees, and enable comprehensive financial aid processing while ensuring compliance with federal and state laws and rules governing financial aid.

The proposed ERP solution must provide students with the capability to register for courses, build schedules, access transcripts, and access robust education planning and advising tools. In addition, the College seeks to deliver the following capabilities for students (credit, non-credit, continuing education, and customized training):

- **Integrated Student Experience:** The solution must support a seamless and equitable user experience. The ideal solution will enable students to see and engage in opportunities across the institution while ensuring that all activities are recorded within the correct academic program. The proposed ERP solution will need to incorporate data captured by 3rd-party software products (e.g., Parchment) and interface with the LMS (Canvas) in real time.
- **Student Lifecycle:** All processes should be centered on a student life cycle rather than an administrative life cycle. The future ERP solution needs to be flexible in its delivery model, including semesters/terms, programs, courses, and degrees.
- **Admission:** The proposed ERP solution should provide students with the ability to submit applications and documentation for admission or transfer credit review for consideration. The proposed ERP solution should interface seamlessly with front-end CRM functionality and provide in-depth data reporting capabilities for admissions-funnel development, territory analysis, demographics, communication planning, and special programs.
- **Student Portal:** The proposed ERP solution should provide a student portal that allows students to view and register for all curriculum and learning experiences, regardless of course type (credit, non-credit, and continuing education).
- **Transcript:** The proposed ERP solution should give students a single transcript that combines all curriculum or educational coursework and the capability to receive, send and store transcript data electronically. Be able to customize transcripts and append user-defined values to the transcripts.
- **Diplomas:** The proposed solution should be able to create diplomas.
- **Financial Aid:** The proposed ERP solution must comply with federal and state laws and rules governing financial aid (e.g., FERPA, GLBA, Department of Education requirements). The proposed solution should provide a streamlined financial aid application process that allows enrolled students to upload verification documents while ensuring compliance. The proposed ERP solution should automate the determination of scholarship recipients or the application of financial aid awards to the student's account. In addition, the proposed solution should have the capability to present a student, or their proxy, with a unified, single billing statement (regardless of course type - credit, non-credit, continuing education), with the option to make one payment for all charges or select charges determined by the College's discretion. The proposed ERP solution should also provide for electronic document storage, retrieval, and the ability to attach to the student record. Financial Aid will also require the ability to calculate SAP using courses on the academic transcript.

Finance System

Colby Community College seeks an ERP solution capable of managing financial data. The proposed ERP must manage the general ledger, budgeting, purchasing, accounts payable, and fixed assets to provide a comprehensive picture of the College's financial operations and resources. In addition, the College seeks to ensure the following capabilities are available in the proposed ERP:

- **Procurement:** The proposed ERP solution must manage and track procurement needs (e.g., sourcing, contract management, inventory control, and spend analytics).
- **General Ledger / Chart of Accounts (COA):** The proposed ERP solution needs to manage a chart of accounts that can support the complex nature of State and Federal reporting requirements and the needs of managing and reporting for each legal institutional entity, including any separate 501 (c) (3) organizations. External financial data must be easily imported into the GL. The COA must thoroughly accommodate institutions' financial management needs.
- **Budget:** The proposed ERP solution needs to provide timely and accurate budget reports to aid in strategic decision-making. The College is seeking a solution that offers precision in the details of personnel projections based on characteristics of bargaining agreements and staffing plans. The College needs the ability to build scenarios to measure the impact on the budget and to support optimal decision-making in the allocation of resources.
- **Grant Management:** The proposed ERP solution needs to effectively manage single and multi-year grants and sponsored projects, including post-award financial reporting on the college's fiscal year, the granting agency's fiscal year, and the grant period.
- **Accounts Receivable and Payments:** The proposed ERP solution must manage the College's tuition and fee calculations and track and fully automate the distribution of revenue within the correct department or entity. Further, a comprehensive and secure cashiering function is required, distributing payments across appropriate cost centers, or supporting student payment plan options or third-party payees.
- **Financial Aid Applied:** The proposed ERP solution must manage award types by setting fund priority and rules for applying or removing funds to and from a student's account for financial aid, payments, and scholarships. The solution must automate the management of award types by priority types and enforce award restrictions.
- **Accounts Payable:** The proposed ERP solution must ensure timely payments from local accounts to purchasing card banks, vendors, student payroll, financial aid refunds, employee travel reimbursements, and other miscellaneous payments.
- **Asset Management:** The College would like to explore the functionality of establishing land and facility details to manage real property and building inventory and the impacts of acquisitions, dispositions, leases, easements, and other real property interests and that would also serve as the basis for capitalization and depreciation of capital assets (e.g., equipment, building, building improvements) commencing from the point of initial procurement.
- **Tax Reporting:** The proposed ERP solution must support tax reporting for students, faculty, staff, student workers, and vendors.



Human Resources and Payroll

Colby Community College seeks an ERP solution for human resources and payroll. The proposed solution must support managing employee assignments, employee intake, seniority, time reporting, leave accrual, tuition waiver, faculty salary placement, faculty credentialing, faculty workload management, professional development, and adhere to the state's requirements for faculty and staff payroll, benefits, and tax reporting. In addition, the College seeks to assure the following capabilities:

- **Hiring and Onboarding:** Engagement and communication are vital during the hiring and onboarding process to engage and retain employees, faculty, staff, and student workers. The College would like to explore the functionality and streamlined processes to ensure newly hired employees receive the information, access, and tools they need in a timely manner to perform their roles and responsibilities. This includes providing technology credentials for access to required enterprise systems, establishing access to systems, physical locations, and adding the individual to the appropriate information, directories, and online communities.
- **Managing Data and Personnel Actions:** Ensuring data is easily accessible by both HR professionals and employees is a key component of the system. The College would like to explore automating current processes to minimize the need for manual data entry. The proposed solution should include record-keeping of work history and position data for employees and provide online viewing of employee profiles.
- **Benefits:** The College seeks to provide employees with a single point of access for the selection and management of employees and dependent benefits, particularly utilizing the proposed ERP solution's self-service functions.
- **Performance Management:** The proposed ERP solution should provide tools to assist with performance management and succession planning.
- **Employee Training and Professional Development:** The College would like to explore the capabilities of integrated functionality to track required and completed employee training and professional development, as well as the potential for hosting relevant content and delivery within the proposed ERP.
- **Employee, Faculty, and Student Payroll:** The proposed ERP must have complete functionality to support pay-rate management, funding management, and payroll processing. It must also fully integrate with student domain areas to ensure work-study funds are properly monitored and distributed. The College seeks an ERP solution that will assist institutions in managing workflows, time tracking, fund management, and payroll processing and reporting.

Proposal Documents

Section 1 - Index/Table of Contents

Include an index as part of your submittal, with each section clearly identified in the same order as shown below.

Section 2 - Cover Letter/Executive Summary

Please provide an executive summary of at most three pages in length. Briefly explain why your solution

and company are good fits to meet the Colby Community College needs as specified in this RFP.

Section 3 - Firm Overview

Please provide an overview and history of your company, including at least the following information:

- A. **Name:** Provide the legal company name, address, and telephone number of the legal entity.
- B. **Legal Structure:** Describe the legal structure of your company.
- C. **Leadership:** Provide details on the leadership of your company in all key areas. Include an organizational chart showing the line of authority, including individual names and titles.
- D. **History:** Explain your corporate history, length of time in the higher education niche, market share, and number and type of higher education clients.
- E. **Mission:** Explain your corporate mission, vision, and long-term strategic initiatives.
- F. **Finances:** Provide information demonstrating the financial performance of your company, including information relevant to your ongoing financial stability.
- G. **Strategy:** Describe your company's involvement in, and commitment to, the higher education industry in Kansas, in the United States, and globally. Provide an overview of your ERP product portfolio. Explain your product strategy and roadmap for the next release.
- H. **Plans:** List and describe any major development plans and initiatives for the next three years related to the scope of this RFP, including a strategy for the next two releases.
- I. **Other Products:** List and describe other products beyond those listed in this proposal that may benefit Colby Community College.
- J. **Lawsuits:** List and describe all current or pending lawsuits and any lawsuits and related claims that have been filed against the company in the last five (5) years related to performing these services.
- K. **Awards:** List and describe recent company awards or acknowledgements.
- L. **Comparable:** Describe your history of working with institutions similar in size and complexity to Colby Community College.
- M. **Fit:** Explain what makes your company uniquely qualified to fulfill Colby Community College's needs.
- N. **Timeline:** Describe the timeline and expected commitment of time from the college. Your company would need to provide a robust product demo to a large audience of faculty, staff, students, and administrators.

Section 4 - Client References

Please provide at least five client references, two of whom are similar in size and complexity to Colby Community College and have licensed the proposed systems in a comparable environment, using your hosted solution, within the past five (5) years. For each client reference provided, at a minimum, the client's name, a contact name, title, address, e-mail address, phone number, institutional enrollment, list of software licensed and implementation status, and hardware and database environments. Also, provide information on clients who have either cancelled or discontinued use of any part of the vendor's system or maintenance agreement within the past five years.

Section 5 - License Conditions

Specify the terms and conditions for using the licensed software proposed in response to this RFP. Include the license documents for all software, installation, and maintenance services.

Section 6 - Statement of Work

Delineate the scope and detailed descriptions of all work the vendor will perform to fulfill the contract.

Section 7 - Proposed Staffing

Describe the staff assigned to work with Colby Community College throughout the implementation process and beyond. Include information on the corporate organization, experience, and skills related to your track record, reputation, and past client performance that indicate the capabilities for successful implementation of the proposed systems services. Provide examples of similar major projects that demonstrate experience, qualifications, innovative solutions, and skill sets that enable you to perform the necessary tasks. Include resumes of key project team members.

Section 8 - Proposed Project Plan and Schedule

Provide a detailed explanation of the recommended plan for implementation of the software systems being proposed, fully explaining how you plan to implement the proposed system within the context of other systems currently in use and considering the need to integrate and/or interface with these systems so as not to disrupt day-to-day operations within the College. The preliminary written project plan should articulate the project management methodology and include clearly defined milestones and deliverables for all project phases. The plan shall describe how and when each implementation stage will be accomplished, timeframes for training and meetings, data conversion techniques and expectations, testing and live cutover, and status reports and issue resolution.

Section 9 - Implementation and Training Services

Provide a detailed description of all implementation and training services included with the system. Include example training materials and user manuals.

Section 10 - Customer Service and Support

Provide a detailed description of the ongoing customer service and support services that will be provided to Colby Community College as part of its ongoing maintenance agreement.

Section 11 - Fee Proposal (ERP System RFP)

Fee Proposal Additional Info (As an Addendum to Response Page) Response Page and the Fee Proposal Additional Information must be returned for Colby Community College Five-Year Costs. List any other expenses if needed to accurately reflect all the costs that Colby Community College will assume. Pricing should be for an off-premise solution. Vendors may include a detailed investment summary for the solution as an attachment to the response, but must complete all requested information as outlined in this section. Please identify which areas (solutions sets or components) of the RFP are included in your pricing proposal. If "All", so state, if optional, please highlight.

Section 12 - Forms (provided at the end of this document)

- ✓ Rights in Data Clause
- ✓ Non-Collusion Affidavit
- ✓ Company Information Sheet

Proposal Submittal Requirements

A. It is the responsibility of the Proposer to ensure that proposals are received as follows: The proposal package must contain one (1) original and five (5) copies of the proposal, **as well as an electronic copy (thumb drive)**. The original must be clearly marked "Original," and the proposal package must be delivered sealed.

B. Please clearly mark the package
Colby Community College - Enterprise Resource Planning (ERP) System RFP

C. In order to be considered, all proposals must be received no later than 5:00 PM Central Standard Time on January 9, 2025. Proposals may be shipped or hand-delivered to:

Colby Community College
Vice President of Finance and Operations/CFO
1255 South Range Ave.
Colby, KS 67701

D. **Typed or Ink; Corrections**

The proposal must be typed or in ink. The person signing the proposal must make initial erasures, interlineations, or other modifications in ink. Modifications shall not be permitted after proposals have been opened except as otherwise provided under applicable law. Unreadable proposals may be considered non-responsive.

E. **Exceptions to Terms and Conditions**

All exceptions included with the proposal shall be submitted in a clearly identified separate section of the proposal in which the proposer clearly identifies the specific paragraphs of the RFP where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless the procurement specifically references such an exception in a written statement.

F. **Late Proposals**

A proposal received by the Vice President of Finance and Operations/CFO after the RFP due date and time will not be opened nor considered for award. Note that acceptance by any ColbyCC department (for example: Mailroom) other than the Vice President of Finance and Operations shall not constitute receipt of the proposal.

G. **Proposal Validation Period**

Proposals submitted must be held valid for a minimum of one hundred eighty (180) days from the RFP due date.

H. **Waiver and Rejection Rights**

Notwithstanding any other provisions of the RFP, ColbyCC reserves the right to:

- 1) Waive any minor informalities of the proposal
- 2) Request additional information from the Proposer
- 3) Cancel this RFP
- 4) Cancel and reissue RFP
- 5) Negotiate modifications to the proposal prior to final award

I. Debarment or Suspension

If the firm, business or person submitting this bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the company must first explain the circumstances relating to the preclusion or proposed preclusion in the bid. The company shall include a letter with its bid stating the name and address of the government unit, the effective date of the suspension or debarment that is currently pending, and a detailed description of all relevant circumstances, including the details enumerated above.

J. Costs Associated with the Proposal

All costs associated with the preparation of the proposal, negotiation, travel, and labor shall be the responsibility of the Proposer. ColbyCC will not reimburse for any such costs.

Evaluation and Selection

A. EVALUATION CRITERIA

The selection of the winning vendor will be made by the Colby Community College Evaluation Committee.

Proposals should address all sections of this RFP with sufficient detail to allow the ERP Evaluation Committee to evaluate the proposal. Evaluation criteria will focus on the following factors, among others:

- **Functionality** as documented in the RFP.
- The quality and quantity of **professional services** and support offered by the vendor during implementation and ongoing.
- **Technology** as documented in the RFP.
- **Total cost of ownership** over a five-year period, including anticipated internal costs.
- The vendor's long-term **financial viability** and stability.
- The vendor's **corporate strategy**, including mission, vision, growth, and product roadmap.

Colby Community College reserves the right to verify the information received in any proposal submitted in response to this RFP. If the information cannot be verified, Colby Community College reserves the right to downgrade its evaluation of the proposal. If a vendor knowingly and willfully submits false performance or other data, Colby Community College reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false statements or other data submitted in response to this RFP, Colby Community College reserves the right to terminate that contract immediately and seek damages.

B. SELECTION PROCESS

The College may choose to narrow the field of proposals to those whose offers most closely meet the needs and goals of the College. Those firms may be invited to meet with college representatives to clarify their offer and discuss cost, specifications, performance, or terms.

An award may be made to the Proposer whose submittal is determined to be most advantageous to the College. The award will be evaluated on the factors described in this RFP and not solely on a monetary basis. If the initial successful Proposer and the College are unable to reach an agreement, the College reserves the right, but not the obligation, to negotiate with the next-ranked Proposer.

All negotiations will be facilitated through and by the selection committee at Colby Community College.

C. PROPOSAL SELECTION

Colby Community College reserves the right to:

- Reject any and all proposals with impunity.
- Withdraw or reissue this RFP prior to the awarding of a contract or extend the time for proposal submittal by the issuance of an addendum.



- Remedy any technical errors in this RFP.
- Revise this RFP
- Waive all technicalities, irregularities, and deviations from this RFP.
- Request any additional information and clarification from the proposing vendors.
- Decide whether a proposal does or does not substantially comply with the requirements of this RFP.
- Act as sole and final judge as to which is the best overall proposal.
- Award a contract to the Proposer whose proposal it considers to be in the best interest of the College.
- Award a contract without discussion or negotiation if it determines that such an award will result in fair and reasonable pricing and would be the most advantageous to Colby Community College.
- Reject the proposal of any Proposer who refuses to enter into a contract after it has been awarded.

This RFP does not commit Colby Community College to negotiate a contract with any vendor. Colby Community College reserves the right to contract with any of the vendors that submit a response to this RFP based solely upon its judgment of the qualifications and capabilities of that vendor and may waive technical defects as the interests of Colby Community College require. This RFP does not obligate Colby Community College to accept any proposal, negotiate with any vendor, nor award a contract in response to this RFP.

The ERP Evaluation Committee will treat all proposals received prior to the opening date as confidential. The ERP Evaluation Committee may disseminate information to others whom the committee deems to have an interest in the proposal, with the approval of the IT Manager. All materials submitted in response to this RFP, except for any materials that both the vendor and ERP Evaluation Committee deem as confidential (and so marked), will become the property of Colby Community College.

Vendor pricing and the content of the ERP Evaluation Committee's working papers and discussions relating to the proposals will be considered confidential. Colby Community College reserves the right to negotiate simultaneously with more than one vendor.

General Provisions

A. **Contract Payment**

The College will make contract payments based on work completed or defined deliverables.

B. **Confidentiality**

All information provided through this Request for Proposal and ensuing process will be held in confidence and will not be revealed or discussed with any competitor until final execution of the contract(s). At the time, all documents related to this process become public records, subject to production pursuant to the Kansas Open Records Act, except for those portions of the documents clearly marked by the Firm as proprietary information or trade secrets and those concerns that are reasonable.

Pricing information shall not be considered proprietary under any circumstances, notwithstanding such an assertion by the Firm in its submittals. Furthermore, all materials submitted shall become the property of ColbyCC.

C. **Equal Employment Opportunity**

ColbyCC is an Equal Opportunity Employer and as such required the following: The contractors, in submitting proposal and/or filling a purchase order, agree not to discriminate against any employee or applicant for employment with respect to hiring and tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, age, sex, national origin, disability, genetic test information or military status to the extent required by law. The contractors must further agree that every subcontract or order given for the supplying of this order will contain a provision requiring non-discrimination in employment, as herein specified.

ERP System RFP Response Page

FEE PROPOSAL

Must be returned with your RFP

Cost Breakout	Year 1	Year 2	Year 3	Year 4	Year 5	Notes / Comments - Please provide additional information on an Addendum to this Response Page.
Software Licenses (all systems)						All-inclusive numbers in this section. Please provide a breakout of the individual cost of each system: Student, Financial Aid, Finance, HR, and Payroll.
Software Maintenance						Identify annual escalator or maintenance cap proposed.
Data Warehouse						
Date Warehouse Maintenance						
3rd Party Licenses						Please List Licenses included.
3rd Party Maintenance						
Database License						Identify database proposed. Note: Licensing should be for hosted solution
Database Maintenance						
Hardware						Estimate hardware costs only if they are required with your hosted solution.
Application Hosting						
Application Managed Services						Please provide bulleted list of services included.
Implementation Services						All-inclusive numbers in this section.
Total						This number should be inclusive of all costs in your proposal.



ERP RFP RESPONSE info

FEE PROPOSAL ADDITIONAL INFO

This information **must be** returned with your RFP, but can be submitted on an Addendum to the FEE PROPOSAL Response Page

From Notes / Comments on Response Page

Individual Costs for Each System: Student, Financial Aid, Finance, HR, and Payroll
Identify Annual Escalator or Maintenance Cap
Proposed 3rd Party Licenses Included
Identify Database Proposed
List of Application Management Services Included

Services Overview

All implementation hours, including the hours detailed below.
Total Hours Proposed
% of Onsite Hours
% of Remote Hours Average Hourly Rate

Note: If your firm bills for travel time, please factor this cost into the average hourly rate and note the base rate.

Services-Specific Breakout

Project Management Hours
 Note: if PM services are full- or part-time, onsite or off-site.
Integration Hours
Conversion Hours
Training Days
Data Warehouse/ BI Implementation Hours
Estimated Travel Expenses



RIGHTS IN DATA CLAUSE

Must be returned with your RFP

Any Corporation, business entity, or organization that enters into a contract with Colby Community College to perform services associated with or in requirement of the conditions stated in the Request for Proposal cited above, does by affixing its authorized signature in the block provided below, agree to the following:

1. That sole rights to data provided in the submission or in fulfillment of contract requirements, exists within the domain of the contractor.
2. That all data provided in the submission or in the documents provided in fulfillment of contracts becomes the property of ColbyCC, for its use and benefit.
3. That any data included in the submission regarded as proprietary by the proposer should be indicated and will be treated as such by ColbyCC, during evaluation, after which all unsuccessful proposals containing proprietary data will be returned, or destroyed, at the College's option.
4. That no data submitted in documents required for contract fulfillment will be regarded by Colby Community College as proprietary to the contractor.

Signature

Date

Printed Name & Title

Printed Name of Firm



NON-COLLUSION AFFIDAVIT

Must be returned with your RFP

State of _____

County of _____

_____, affiant, the

_____, (Title)

(Proposer)

The person(s), corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or behalf of any person not herein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from bidding, and that the proposer has not in any manner sought by collusion to secure for itself an advantage over any other proposer.

Signature Date

(Title)

Subscribed and sworn to before me

This _____ Day of _____ Month, 202____

Signature of Notary
Public



COMPANY INFORMATION SHEET

Must be returned with your RFP

Firm Name:

Address:

City:

State:

ZIP:

Phone#:

Fax#:

Cell Phone#:

Contact Name:

Contact's Title:

Contact's Email:

Business Entity
(Sole Proprietor,
LLC, Corp, etc.):

Tax ID#

Company is not debarred or suspended?

YES

NO

My Company is debarred or suspended or currently pending?

YES

NO

Explanation is attached

Contact's Signature

Date: