Request for Proposals

August 24, 2026 RFP No. 26/27-002

Dear Prospective Proposer:

Sealed Request for Proposals will be received in the office of the Vice President of Administrative Services, Hill College, 112 Lamar Drive, Hillsboro, TX 76645 until **2:00 PM on Friday, October 9, 2026 for Enterprise Resource Planning and Student Information System.**

Proposals will be opened publicly, and the names of proposers will be read aloud. Proposals received after the stated date and time for receipt will not be considered and returned unopened. Hill College is **NOT** responsible for ensuring the delivery of proposals to our offices; it is the responsibility of the proposer to allow enough time in transit for the proposal to be received by Hill College.

Proposals may be mailed or hand delivered only as indicated below:

Mailing Address:
Melissa Boyle
Hill College
112 Lamar Drive
Hillsboro TX, 76645

Hand Delivery Address:
Melissa Boyle
Hill College
112 Lamar Drive
Hillsboro TX, 76645

Proposals must be sealed and the following notations made on the face of the envelope:

SEALED PROPOSAL – DO NOT OPEN

PROPOSAL: Enterprise Resource Planning and Student Information System

PROPOSAL NO: RFP No. 26/27-002

PROPOSAL DUE DATE: 2:00 PM, Friday, October 9, 2026

Hill College shall have the right to accept or reject any or all proposals and to waive any irregularities.

Sincerely,

Melissa Boyle
Vice President of Administrative Services

REQUEST FOR PROPOSAL
(RFP)

ENTERPRISE RESOURCE PLANNING RFP

RFP 26/27-002

Proposal Description
Proposals that arrive after the closing date and time will be rejected. Proposals will be read aloud at closing. All vendors are invited to attend the closing.

PRE-PROPOSAL, VENDOR DISCOVERY, QUESTIONS /ANSWER - DEMO SITE VISIT SCHEDULE:

Available Dates: September 14th through September 25th, Monday through Friday (Weekend excluded)

Instructions: All interested vendors will be allotted up to 1 day maximum to meet in a conference room setting with all departments impacted by the ERP System. The vendor's scheduled dates will be set on a first-come-first-serve basis. Vendors will not be allowed to visit the individual departments in their offices or off-site. Each department will meet with the ERP Vendor based on the vendor's proposed itinerary/schedule submitted to the Purchasing Office at least (3) three days prior to the meeting as specified in Division 1, Section 1.05 Pre-Proposal Meeting Guidelines of this RFP.

PROPOSAL ACKNOWLEDGMENT FORM
RFP 26/27-002 Enterprise Resource Planning System

____

Name of Company

TO: HILL COLLEGE
ATTENTION: ADMINISTRATIVE SERVICES
112LAMAR DRIVE
HILLSBORO, TEXAS 76645

Having carefully examined the specifications, requirements, terms, and conditions prepared by Hill College Administrative Services, the undersigned Vendor agrees to comply with and be bound by the provisions set forth in this Request for Proposals (RFP). The Vendor proposes to provide a comprehensive Enterprise Resource Planning (ERP) and Student Information System (SIS), including software, implementation services, data conversion, integrations, training, maintenance, support, and related services as specified in this RFP and any resulting agreement.

Hill College's Rights

The vendor understands and acknowledges Hill College's right to accept or reject any or all proposals or parts thereof, waive technicalities and negotiate and award a contract to best serve the interests of Hill College as determined by the College.

Exceptions: In submitting a proposal, unless otherwise stipulated, the Vendor affirms acceptance of the provisions and requirements of the RFP. Any variances or exceptions, or proposed modifications must be clearly identified in an attachment to the proposal titled **"Exceptions."** Check one of the following as applicable:

☐ NO EXCEPTIONS
☐ EXCEPTIONS ARE ATTACHED

Company Name ____

Address ____

City, State, Zip ____

Phone / Fax _______________________ / __________________________

Email address ____

____
Authorized Representative Printed Name

____
Authorized Representative Signature

HILL COLLEGE BACKGROUND INFORMATION

Hill College is a comprehensive, public community college serving students and communities throughout Central Texas. Founded in 1923, the College provides accessible, affordable, and high-quality educational opportunities through academic transfer programs, workforce education, technical training, dual credit partnerships, continuing education, and community service.

The College operates campuses in Hillsboro and Cleburne, with additional instructional locations and partnerships throughout its service area. Hill College is committed to preparing students for university transfer, immediate employment, lifelong learning, and workforce advancement while supporting the economic development of the region.

As a designated Hispanic-Serving Institution (HSI), Hill College is dedicated to creating a positive learning environment that promotes student success. The College continually invests in innovative teaching, technology, student services, and community partnerships to ensure graduates are prepared for an evolving workforce.

Hill College currently serves approximately 4,000 students annually through credit and non-credit programs. Academic offerings include associate degrees, workforce certificates, adult education, continuing education, and customized workforce training developed in partnership with regional employers.

The College maintains a strong commitment to technological innovation. Recent initiatives include expanded cybersecurity education, enhanced digital learning environments, and ongoing modernization of enterprise systems to improve operational efficiency and student success.

Full-time faculty number 88, part-time faculty 232, and administrative and support staff 166.

DIVISION 1
INTRDUCTORY INFORMATION
RFP Enterprise Resource Planning System

1.00 DEFINITIONS

Hill College will be the same as “College” “HC.” Vendor will be the same as “Company” “Seller” “Contractor”.
Request for Proposal will be the same as “proposal”, “bid”, “RFP”

1.00 **PURPOSE AND INTENT:**

Hill College is seeking proposals from qualified vendors for the procurement, implementation, training, and ongoing support Hill College is seeking proposals from qualified vendors to provide a comprehensive, fully integrated Enterprise Resource Planning (ERP) and Student Information System (SIS) that will support the College's administrative, academic, and student service functions for the next decade and beyond.

The College seeks a comprehensive, cloud-based ERP and Student Information System that will provide an integrated technology environment for academic, administrative, financial, human resources, and student service functions. The selected solution should streamline business processes, improve data accuracy and accessibility, enhance reporting and analytics capabilities, reduce manual effort, strengthen regulatory compliance, and support the College's long-term strategic objectives. The proposed solution should simplify business processes, improve data accuracy, reduce manual effort, strengthen reporting capabilities, and enhance institutional decision-making.

The successful solution should provide integrated functionality for:

- Student Information System
- Admissions and Recruitment
- Financial Aid and Scholarships
- Registration (academic plans)
- Academic Records
- Degree Audit/Degree Shop
- Student Billing
- Finance and Accounting
- Human Resources and Payroll
- Purchasing
- Budget Development
- Document Management
- Workflow Automation
- Reporting and Business Intelligence
- Self-Service Portals
- Mobile Access
- API-based Integrations
- Residence Hall Management (contract completion, room assignments, key management)
- Campus Safety (discipline tracking/fines, Clery Act reporting)
- Vehicle Management (parking sticker assignment/citation management)
- Communication module (email, text, calls to students)
- Early Alert
- Retention
- Integrated Advancement/Development CRM
    - Donor and Constituent Management
    - Fundraising and Gift Processing
    - Prospect Research and Moves Management System
    - Campaign Management
    - Grant Management
    - Event Management
    - Reporting and Analytics

Hill College seeks a strategic technology partner—not simply a software vendor. The selected vendor should demonstrate a long-term commitment to innovation, customer success, regulatory compliance, cybersecurity, and continuous product improvement.

The College expects the proposed solution to leverage modern technologies including:

- True Software-as-a-Service (SaaS) architecture
- Mobile-first user experience
- Agentic Artificial Intelligence capabilities
- Open REST APIs
- Microsoft Entra ID Single Sign-On
- Multi-Factor Authentication
- Role-based security
- Real-time reporting and dashboards
- Cloud scalability and disaster recovery
- Compliance with Texas and federal reporting requirements
- The vendor should provide comprehensive implementation services including project management, business process consulting, data conversion, user training, testing, go-live support, and ongoing customer success services.

The proposed solution must provide appropriate safeguards to protect the confidentiality, integrity, and availability, of College data. Vendors shall describe their cybersecurity program, including data encryption, multi-factor authentication, incident response procedures, disaster recovery capabilities, business continuity planning, and applicable third-party security certifications.

The successful proposer shall comply with all applicable federal and state laws and regulations governing educational records and personal information, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

In issuing this (RFP), the College seeks to identify parties with the resources, expertise, and experience to provide a service to the College for the purpose outlined in this RFP and solicit information and recommendations to achieve these goals and objectives. The College intends to review the information received in response to this RFP and determine the best course of action to achieve the College's objectives. Based on the information received in response to this RFP, Hill College, at its sole discretion, may elect to:

1. Select one or more respondents to this RFP and enter directly into negotiations with such respondent(s).
2. Take no further action to seek or engage with contractor(s).
3. Contact one or more respondents to request additional information or present their solution on-site prior to making a determination whether to issue a revised RFP, enter into negotiations, or take no further action.

1.01 **ERRORS / AMBIGUITY**

In case of ambiguity or lack of clearness in stating prices in the proposal, HC reserves the right to adopt prices written in words if applicable or to reject the proposal.

1.02 **RIGHT OF REJECTION / WAIVER**

Hill College reserves the right to reject any and all proposals and waive any and all formalities and conditions. Hill College shall accept the proposal determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFP to prohibit any responsible vendor from submitting a proposal.

1.03 **ADDENDUMS / ACKNOWLEDGEMENT**

1.03.1 **ADDENDUMS**

Any interpretations, corrections, and/or changes to this RFP or extensions to the opening/receipt date will be made by addenda by the HC Administrative Services. The addenda will be distributed via email, fax, or any other method deemed appropriate to all known to have received the bid. However, it shall be the sole responsibility of the Vendor to verify issuance/non-issuance of addenda prior to the bid opening date and time. Vendors shall acknowledge receipt of the Addenda.

1.03.2 **ACKNOWLEDGEMENT OF RECEIPT OF PROPOSAL**

Any receipt of this Bid Document by any means other than from Hill College places responsibility on the Vendor to notify the HC Administration Services that you have received the RFP. Your notice should provide Company Name, Address, City, State, Zip, Phone #, Fax #, Email, and contact person information so any information in the form of addendums to the RFP or answers to questions concerning the RFP will be forward to your contact.

1.04 **PRE-PROPOSAL VENDOR SITE VISIT GUIDELINES**:

Pre-Bid site visit: 1 Day max allowed, Dates September 14th through September 24th excluding weekends, Conference room setting; **no allowance for individual departmental visits by the Vendor**. Departments will attend the discovery/question session/demo meeting in the following location based on the vendor's requested itinerary submitted to Purchasing at least 3 days prior to their visit: Hill College, 112 Lamar Drive, Hillsboro, TX 76645

1.05 **TENTATIVE PROCESS SCHEDULE**:
The tentative schedule that Hill College intends to use to select its next ERP is shown below. The College reserves the right to adjust the schedule to best fit its needs. Any change will be communicated to all vendors by the issuance of an addendum.

Activity	On or About
Request for Proposals (RFP) Issued	August 24, 2026
Legal Notice Publication – Week One	August 31, 2026
Legal Notice Publication – Week Two	September 7, 2026
Vendor visit for discovery (excluding weekends)	September 14, 2026, through September 25, 2026
Deadline for Submission of Questions by Potential Respondents	October 2
Proposals Due	October 9
Vendor Interviews / Demonstrations	November 2nd – November 20
Evaluation and Committee Recommendation	To be determined
Board Agenda Submission Deadline (if required)	Per College Schedule
Board of Regents Consideration and Award	December 15

1.06 **PAYMENT**

1.06.1 No partial payment made hereunder shall be or construed to be final acceptance or approval of that part of the goods or services to which such partial payment relates or relieves Proposer of any of its obligations hereunder with respect thereto.

1.06.2 The acceptance of Final Payment shall constitute a waiver of all claims by the Proposer except those previously made in writing and identified by the Proposer as unsettled at the time of the Final Request for Payment.

1.06.3 The College shall have the right to verify the details set forth in Proposer's billings, certificates, and statements, either before or after payment therefore, by (1) inspecting invoices, statements, and records of Proposer.

1.07 **INVOICING AND PAYMENT/DISCOUNTING**

1.07.1 Invoices are to be submitted in duplicate and mailed to:

Hill College
Attn:Accounts Payable
112 Lamar Drive
Hillsboro, Texas 76645

1.07.2 Invoices will be returned for correction unless they contain the following information: item description, quantity, price, and total price per item, the total price of the order, total net price, and the purchase order number. The original and one copy shall be forwarded to the office listed above.

1.07.3 Hill College District's obligation is payable only and solely from funds available for this purchase. Lack of funds shall render this Request for Proposals null and void to the extent funds are not available.

1.07.4 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate it on the invoice. Partial payment may be paid if partial shipments have been received. Any penalty for delayed payment must be stated on the invoice.

DIVISION 2
PROPOSAL REQUIREMENTS / SELECTION CRITERIA
RFP Enterprise Resource Planning System

2.00 **SUBMITTAL DUE DATE/DEADLINE**

Sealed Proposals must be submitted to the following location with the proposal # in the lower-left corner of the envelope. (See Division 3, Section 3.02 – Requirement for Return of Proposal Documents)
No later than Friday, October 09, 2026 @ 2:00 PM CST. Faxed bids will not be accepted.

HILL COLLEGE
ATTN: KATRINA MANGUM
112 LAMAR DRIVE
HILLSBORO, TEXAS 76645

RFP# 26/27-002

Proposals that arrive after the closing date and time will be rejected. Proposals will be read into record at the above-referenced closing. All vendors are invited to attend the closing. Proposals received after the scheduled time of delivery will be returned unopened. In case of mailed proposals or correspondence concerning proposals, the College will not be held responsible for miss-sent, lost, or late mail.

2.01 **VENDOR'S PROPOSAL INSTRUCTIONS**

2.01.1 Proposals shall be submitted in the format specified in Division 3 of the RFP to ensure complete uniformity of all proposals. Proposals may be rejected if they show any omissions, alterations, conditional clauses, or irregularities that make them difficult to evaluate.

2.01.2 Vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the College.

2.01.3 Any specifications a vendor may not agree with must be submitted in writing to the Procurement Office, ten (10) days in advance of the opening.

2.02 **INTERPRETATIONS OF THE SPECIFICATIONS**

2.02.1 Only the interpretation or correction given by the Director Procurement, Contracts, and Campus Projects, in writing, shall be binding, and prospective vendors are advised that no other source is authorized to give information concerning, explain or interpret the bid document. All requests for such interpretation or correction must be in writing and addressed to the Director Procurement, Contracts, and Campus Projects. Your questions concerning the bid specifications must be submitted by email at kmangum@hillcollege.edu. We will return a written answer to your company.

2.03 **WHERE TO ADDRESS QUESTIONS**

Katrina Mangum, Director of Procurement, Contracts and Campus Projects
Hill College
112 Lamar Drive
Hillsboro, Texas 76645
Phone: 254-659-7706
Email: kmangum@hillcollege.edu

2.04 **TX COMPTROLLER OF PUBLIC ACCOUNTS / FRANCHISE TAX REQUIREMENTS**

Vendor should be able to provide evidence certifying your company meets the following requirements if requested by the College: Hill College will verify this information before issuing a contract.
Current with the State of Texas Comptroller of Public Accounts
Certificate of Franchise Tax Status
https://ourcpa.cpa.state.tx.us/coa/Index.html

2.05 **<u>STATE LAW REQUIREMENTS</u>**

2.05.1 On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. The College must include this in all Bids. Each vendor must respond to this section of the law.

Section 44.034 TEC. Notification of Criminal History of Vendor. (This section does not apply to a publicly held corporation).

(a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony.
The school district must have advance notice that a person, owner, or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

2.05.2 **State of Texas Government Code Chapter 176 –**
Vendors submitting a response to a Hill College RFP are responsible for complying with all applicable laws, ordinances, and regulations, including the provisions of the State of Texas Government Code Chapter 176. The person submitting a response to an RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Website.

2.06 **<u>NO COMMITMENT TO CONTRACT</u>**
Individuals or business entities receiving this RFP are hereby notified that this is a request for information only and does not constitute an offer by the College to enter into a contract, nor does this RFP create any obligation on the part of the College to any person or entity responding to this RFP.

Any agreement(s) resulting from this RFP will be awarded to the responsive and responsible RFP responder(s) whose proposal, in the opinion of the College, offers the greatest benefit to the College when considering the total value, including, but not limited to, the quality of products, service, and total cost, trade-ins, upgrades, available volume discounts, shipping, and other miscellaneous charges.

2.07 **<u>ENTIRE AGREEMENT CLAUSE</u>**
This bid document in its entirety will constitute the entire agreement. No other document will prevail unless agreed by both parties in writing.

2.08 **<u>CONFIDENTIAL INFORMATION (OPEN RECORD)</u>**
Potential respondents are advised that all information received by the College in response to this RFP may be subject to public disclosure under applicable laws. Should a vendor wish the College to treat any information as confidential within the constraints of applicable law, then that information should be enclosed in a sealed envelope clearly marked "CONFIDENTIAL." Confidential envelopes will be included as specified above in the "Original Copy Only". However, understand this information may be shared with individuals within the decision committee if it is important in the decision process.

2.09 **<u>VENDOR VERIFICATION / INVESTIGATION</u>**
The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory performance. The vendor shall furnish to the College all such information and data for this purpose as the College may request. Vendors may be required to provide an item for evaluation purposes.

2.10 **SELECTION / AWARD RANKING CRITERIA**

2.10.1 Proposals that meet the minimum requirements for consideration will be judged by the following criteria:

System capability and functionality	40%

- Performance of key functions by the ERP system w/o Third-party software
- Provides for operational efficiency
- Configurable, adaptive
- Reporting Tools
- Easy student/user interface/access
- Mobile environment
- Locally defined fields
- Number of 3rd Party Software required to perform essential performance

Total cost of ownership, including first 3 years of maintenance	25%

- Initial Cost
- History of increases in annual maintenance
- Cost not included in annual maintenance
- Any other cost associated with long term ownership or use
- Total cost of ownership

Continuing support services and product viability (partnership emphasis)	20%

- Responsive support services
- Maintaining system to newest standards/releases (within constraints of annual maintenance agreements)
- Support for changes to address regulatory and other changes
- Supportive user community
- Demonstrates that client relationships are viewed as a partnership
- Financial viability of vendor and long-term viability of the product
- Test account/test environment for validating/updating processes
- Ability to perform updates w/o removing prior updates to the system
- Ease of update w/o running numerous other steps.

Conversion, Implementation and Training	15%

- Training provided to technical and user staff
- Data conversion plan
- Implementation plan
- Qualifications and experience of project staff assigned to the account
- Demonstrated history of conversions being on time and on budget
- Detailed documentation and continued release notes of processes as new functionality is released

2.11 **NON-DISCRIMINATION IN AWARD**

Hill College is an equal opportunity employer and does not discriminate in awarding of contracts or employment of persons because of their race, color, age, national origin, religion, sex, disability, sexual orientation, or any other characteristic protected by law. Hill College requires companies it conducts business with to comply with all applicable federal, state, and municipal laws and regulations regarding contracting and employment practices.

2.12 **RIGHT OF VENDOR SELECTION**

Vendor is hereby notified that although the College is required to submit purchases of all contracts $50,000 or more to competitive bidding, it is not required to accept the lowest bid. In such purchasing, the lowest bid may be rejected if the College, in the exercise of its best judgment, feels that the bid of one other than the low Vendor will best serve the interest of the College.

DIVISION 3
PROPOSAL FORMAT AND REQUIRED INFORMATION
RFP Enterprise Resource Planning System

3.01 **PROPOSAL FORMAT SUBMISSION REQUIREMENTS:**

Vendors must adhere to the following sequence and format when submitting a proposal. Sequences include all information in the following sections: **Sections – 3.01, through 3.12. Pricing requirements are in Division 4.** Consistency in the format will assist the College in the evaluation process. Failure to comply with the format may result in an inability of the College to fairly evaluate the proposal resulting in a lower-ranked proposal.

1. A cover letter
2. A table of contents
3. General information about the proposing company (See Section 3.04)
4. Evidence from an independent source that provides reasonable assurance that the proposing company is financially able to fulfill its obligations under its proposal
5. Completed and signed Proposal Acknowledgment Form, Vendor Certification Form, and Felony Conviction Notification Form
6. Qualifications of company personnel or subcontractors that would work with the Hill College Project. Only the personnel submitted will be allowed to work on this project. If the vendor wishes to utilize someone other than those individuals listed in the proposal, a resume' of the substituted/additional personnel must be submitted and approved by the college.
7. A complete list of similar sized current clients
8. A complete list of all former clients that terminated their business relationship with the proposing company within the last five years
9. Completed cost quotation/investment summary **(SUBMITTED IN A SEPARATE SEALED ENVELOPE)**
10. A completed functional requirement form for each application software product proposed (forms provided)
11. At least three active clients that will serve as references. To the extent possible, references should be using the same version of the software that is being proposed. Please indicate where there may be a difference. The College prefers references that are similar in size and scope. That will allow a site visit.
12. Completion of the Functional Requirement Forms
13. Submit answers to all questions asked by the College during your discovery and demo session in the following format:
    a) Session Date and Time (Heading)
    b) Departments in attendance (Heading)
    c) Numerical listing of Questions Asked by the College
    d) Vendors answer each question

3.02 **REQUIREMENTS FOR RETURN OF PROPOSAL RESPONSES:**

The proposal must be submitted as follows:

1. **Sealed Envelope**
    - One (1) 'original' of the proposal response (duly marked), submitted in a sealed envelope with all required documents signed by a representative authorized to sign the proposal on behalf of the Vendor.
    - Four (4) additional copies of the proposal response bound in a manner selected by the vendor identified as 'Copies'.

Fax or email submissions will not be accepted.

3.02.1 Proposals must be received in accordance with Division 2 -2.00 Submittal Due Date/Deadline as specified.

Each Vendor is solely responsible for the timely delivery of its proposal. Failure to meet the submittal due date and time shall be grounds for the rejection of the proposal.

3.02.2 Office hours for receipt of proposals are: Monday through Friday, 8:00 A.M. Through 4:00 P.M. CST. Proposals shall be submitted by mail, courier, or delivered in person at the address indicated on the RFP Cover Page prior to the closing time set for receipt of proposals, as detailed on the RFP Cover Page.

3.02.3 A Vendor may withdraw or modify its proposal prior to the Receipt of Proposals Deadline. Proposals submitted prior to the Submittal Due Date / Deadline may be modified or withdrawn only by written notice to Hill College, Purchasing Office; no oral modifications will be permitted.

Any modifications to a previously submitted proposal:

- Shall be in writing and in the same manner and form as required by this RFP.
- Shall be contained in a sealed envelope, clearly marked with the RFP number and "Modification of

Proposal" notation.

- Will be corrected in accordance with such written requests at the opening of the proposal.

3.02.4 Submitted proposals constitute an offer by each respective Vendor and shall remain irrevocable for a period of 90 days following the Submission Deadline.

3.03 **COMPANY INFORMATION REQUIREMENT:**

Each proposal should include a general description of the proposed company that addresses each of the issues shown below. The proposal is not limited to these items.

1. The location(s) of the company's office(s)
2. The year it began business
3. It's form of business (corporation, partnership, sole ownership)
4. Any related business operations, such as its parent company or any subsidiaries
5. A discussion of each of the company's lines of business
6. Its history of and plans for updating its products
7. Any bankruptcy proceeding to which the company has been party to
8. Any changes in ownership within the last ten years
9. A full description of its product development, answering the following questions particularly:
    a. Is the vendor currently in the product development stage, or will it be, for new systems or enhancements in the next five (5) year period?
    b. If so, describe these systems or enhancements
    c. If Hill College were a customer at the time these were released, describe what financial incentives the College would receive if it decided to implement any of the modules or enhancements

3.04 **INDEPENDENT EVIDENCE OF FINANCIAL CAPABILITY (If requested):**

If requested, the company must provide sufficient independent evidence that it is financially able to fulfil its obligations under the proposal. The College will be the sole judge as to the sufficiency of the evidence provided.

3.05 **QUALIFICATIONS OF COMPANY PERSONNEL ASSIGNED TO PROJECT:**

Each proposal should include a list of those personnel that will work on the sale, implementation, and support of the ERP proposed to Hill College, including the professional credentials that qualify them to provide these services.

3.06 **CURRENT CLIENTS LIST:**

Hill College requests that a complete list of all the clients of the proposing company be part of each proposal. Hill College reserves the right to contact other Colleges, particularly to learn the vendor's history of making conversions on schedule and under budget. If not included in the proposal, Hill College will expect this information prior to signing any contracts.

3.07 **FORMER CLIENTS LIST:**

Hill College requests that a complete list of all entities that have been clients of the proposing company within the last five years but are no longer clients, be part of each proposal. That list should also include contact information for each of these entities and an explanation for the cessation of the business relationship. If not included in the proposal, Hill College will expect this information prior to signing any contracts.

3.08 **PROPOSED OPERATING SYSTEM/HOSTING/HARDWARE**

1. Each proposal must include a description of the operating systems included in the proposal.
2. Each proposal must clearly explain all hardware that must be purchased, and any ongoing fees or charges associated with that hardware.

3.09 **FUNCTIONAL REQUIREMENTS QUESTIONNAIRE FORM (DIVISION 6)**

The Functional Requirement Forms identify many requirements each department wants answered to ensure the ERP system you are offering can meet the departments' needs. The enclosed Functional Requirement Questionnaire Forms beginning on pg. 25, has an answer key to assist you in answering each question. This form will be evaluated on the number of functions the system will accomplish with the ERP Software, the number of functions the ERP system does not have, the number of Third Part Software products required, etc.

3.10 **SYSTEM REQUIREMENTS / ARCHITECTURE / PORTALS**

While we have asked for substantiation for some of these items within our functional requirements, system specifications should include, but are not limited to:

3.10.1 **System Architecture**

- System uses shared object design
- System is capable of being implemented in an enterprise cloud environment
- System designed for rapid installation and deployment
- System designed for high availability, high scalability environments
- System uses relational database technology supporting high volume transaction processing
- System is all server-based with minimal, and preferably no, business logic residing on the workstation
- System is data-driven, not term driven
- Includes complete system logging
- System provides single sign-on capabilities
- System provides integration with active directory
- System supports role-based security
- System provides a full audit trail with date, time, and user ID stamp
- System allows user-defined fields to be added by the client
- The ERP System cannot be terminal services based
- The System interface includes the following to the user experience:

  - Allows the user to have multiple windows open on the screen at one time
  - Screen management of windows, with resizing and full-screen capabilities
  - Screen aesthetics and functionality should be consistent throughout the ERP System
  - Open screens should dynamically update information if the key record has changed, to safeguard against inadvertent data updates to records

- System offers U.S. Section 508 Compliance for Accessibility to make available new opportunities for people with disabilities
- System includes data monitoring and management capabilities, including data audit capabilities

3.10.2 Portals

- Portals must be browser agnostic.
- The portals must be completely integrated - designed as an extension of the ERP System, offering a tailored view of the information and not a separate system
- The portals must share the same business logic code and database as the rest of the application
- User updates to the Business Rules (such as a new prerequisite for a course) are to be reflected in the primary application and the portals in real-time without synchronization or dual entry/maintenance requirements
- Data access must generate the same result on the portals as the ERP so that the users on both have the same information on a real-time basis

3.11 INFORMATION TECHNOLOGY CURRENTLY USED BY HILL COLLEGE

Hill College currently uses the Jenzabar system for its ERP. The functions supported by this ERP are:

Admissions	Electronic Transcripts SPEEDE (send/receive)
Campus Connect Advisor Access	Financial Aid System
Campus Connect Faculty Access	Fiscal Accounting System
Campus Connect Payroll Advisor	Foundation Accounting
Campus Connect Student Access	Fixed Assets
CBM/ Research and Reporting	Herring Bank Interface
CONNX ODBC Driver	Housing
Continuing Education/Workforce Development	CMS – Academic Schedule Builder) ICS Base
CRM Staff	Payroll - ADP
CRM Candidate	Personnel
Degree Audit	Registration
Admissions System	Remote Backup Storage
Distributive Purchasing (DPS)	Estudias TRAQX Interface (Zogotech data harvester)
Distributive Registration system (DRS–Advisor Registration system)	VSI Open VMS Operating System
Student Billing (Credit and Continuing Ed.)	

Other software solutions utilized by Hill College for various functions that interfaces with Jenzabar:

1098T Processing	- Herring Bank
Apply Texas	- Applications for Admissions
D2L - Brightspace	- Learning Management System
EdExpress/EdConnect	- Department of Education Connections (ISIR, Pell, etc)
Herring Bank	- Payment Plans
PayNow	-Payment Plans
College Green	-Payment Plans
State Financial Aid Reporting	- FTP Client NSLDS
	- Student Loans
Herring Bank	- Student Id Cards/machines, Meal Plans, and Refunds
Filebound	- Document Imaging System
National Clearinghouse	- National Student Data Warehouse
RAVE & Alertus	- Emergency Notification System
VSI Open VMS	- System Software/Hardware
Texas Book Company	- Book Sales/Book Store
Global Solutions	-Financial Aid FAFSA Verification
JRM	-Jenzabar Recruit Module
OCLC/EZProxy	-Patron Upload for World Share Management System

Hill College may: (1) elect to purchase some of these solutions as part of the purchase of a new ERP, and (2) elect to purchase some of these solutions from other vendors, and (3) elect to purchase other solutions in addition to those shown.

DIVISION 4
COST QUOTATIONS/INVESTMENT SUMMARY FORMAT

With respect to the final pricing, Hill College reserves the right to negotiate the final cost of all software, hardware, and all related services for the purchase and implementation of the proposed system.

4.00 **SUMMARY OF PROPOSED COSTS**

Please provide an itemized summary of the proposed components, including software, professional services, database software, business intelligence tools, and any partner products proposed to meet the stated goals and objectives of Hill College.

4.01 **PROPOSED APPLICATION SOFTWARE**

Please provide an itemized breakdown of the proposed application software cost, including the first five (5) years of ongoing maintenance. Functional requirements for each application software in which the College has an interest are included in this RFP. Proposers shall complete the functional requirements form and submit their RFP response.

4.02 **OPTIONAL APPLICATION SOFTWARE**

Please provide an itemized list of all optional products available, but not proposed at this time, including cost and ongoing maintenance. Anything not listed in this category will be assumed to be included in the categories above, unless otherwise specified.

4.03 **ENHANCEMENT & SUPPORT SERVICES AGREEMENT– SOFTWARE MAINTENANCE**

Please provide an itemized list of all the fundamental services included in your standard enhancement and support services agreement. Detail what services or enhancements are not included in the annual maintenance. Supply a copy of your standard maintenance agreement. Provide a history of the percentage increase in maintenance agreement cost for the last ten (10) years.

4.04 **PROPOSED IMPLEMENTATION AND TRAINING SERVICES**

Hill College seeks an ERP provider that will facilitate inter-departmental discussions regarding system configurations. Describe your implementation methodology and the amount of time it would take to successfully implement your software solution for Hill College. Describe the process by addressing (at minimum) the following items:

- Guidance of the implementation process
- Training (technical staff, office staff, where provided, etc.)
- Assistance with the conversion of data
- Assistance with installation of software
- Hotline assistance (hours, response time, support communication, remote diagnostic capabilities, billing for assisting, etc.)
- Account management philosophy and team
- Describe services and support available after completion of implementation
- Describe your process, frequency, and any fees incurred by clients in your delivery of product updates and enhancements
- Describe the necessary Hill College staff needed for implementation and the skill levels they must possess

4.05 **SERVICE AND ONGOING SUPPORT**

Provide a detailed description of your services and ongoing support of the proposed software. Include, at a minimum, the following information:

- Ongoing maintenance support
- Ongoing support for Federal reporting
- Ongoing support for Texas-specific reporting and requirements
- Technical support
- Help desk
- Automated customer support
- Web-based support
- Ongoing Training and Education Services
- Consulting Services
- Remote system administration

4.06 **CONVERSION SERVICES**

Explain the data conversion services that are included in the implementation cost. What data is converted? How much historical data will be converted? Do you offer a specific number of hours for the data conversion, or is the total data conversion included in the cost? Please provide the cost for standard conversion services and describe in detail what is included. Describe any additional cost to be expected.

4.07 **DATABASE MANAGEMENT SOFTWARE**

If your company is proposing hardware along with the application software, please include the proposed configuration of hardware and networking equipment required, along with the costs associated with each item.

4.08 **PARTNER PRODUCTS**

Please identify any partner products that you believe will add value in helping to address business issues that have been identified in this RFP.

4.09 **CLIENT PARTICIPATION AND COMMUNICATION**

Provide information about commitment to clients, users' groups, and methods of communicating with clients. Include, at a minimum, the following:

- How clients are involved in the development of software and services
- Any national or regional users' groups
- Methods of communication with clients
- Web services available to clients, such as list serves, etc.

4.10 **FINANCING OPTIONS**

Please identify any existing partnerships the supplier has with companies capable of providing flexible financing options for any combination of software, services, or equipment.

4.11 **DEPOSIT AND TERMS**

Please describe your standard requirement for deposits that must be made prior to installation, and the payment schedule for the balance. Please describe any requirements for lease/purchase agreements.

DIVISION 5

STANDARD TERMS AND CONDITIONS
DEPARTMENT OF PURCHASING

1. **TX-RAMP ASSESSMENT**: Vendor shall be subject to any assessments required by the State of Texas including, but not limited to, the Texas Risk and Authorization Management Program (TX-RAMP). Failure to comply with the required assessment or failure successfully complete any assessment and become certified by DIR will be cause for immediate termination of any and all contracts between the College and the Vendor. In the 87th Legislative Session, the Texas Legislature passed Senate Bill 475, requiring the Texas Department of Information Resources (DIR) to establish a state risk and authorization management program that provides "a standardized approach for security assessment, authorization, and continuous monitoring of cloud computing services that process the data of a state agency." To comply, DIR established a framework for collecting information about cloud services security posture and assessing responses for compliance with required controls and documentation. Texas Government Code 2054.0593 mandates that state agencies as defined by Texas Government Code 2054.003(13) must only enter or renew contracts to receive cloud computing services that comply with TX-RAMP requirements. Please see https://dir.texas.gov/information-security/texas-risk-and-authorization-management-program-tx-ramp for more information.

2. **SHIPMENT UNDER RESERVATION PROHIBITED**: Vendor is not authorized to ship the goods under reservation, and no tender of a bill of lading will operate as a tender of goods.

3. **DELIVERY TERMS AND TRANSPORTATION CHARGES F.O.B**.: Destination Freight prepaid unless delivery terms are specified otherwise in bid. HILL COLLEGE agrees to reimburse Vendor for transportation costs in the amount specified in Vendor's bid, or actual costs, whichever is lower. If the quoted delivery terms do not include transportation costs provided, HILL COLLEGE shall have the right to designate what method of transportation shall be used to ship the goods.

4. **NO REPLACEMENT OF DEFECTIVE TENDER**: Every tender of delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality, and the like. If a tender is made which does not fully conform, this shall constitute a breach, and Vendor shall not have the right to substitute a conforming tender, provided where the time for performance has not yet expired, the Vendor may reasonably notify HILL COLLEGE of his intention to cure and may then make a conforming tender within the contract time but not afterward.

5. **PLACE OF DELIVERY**: The place of delivery for all materials and services shall be that set forth in Division 2.13, page 12 of this document. The terms of this agreement are "No arrival, No sale".

6. **VENDOR REPRESENTS AND WARRANTS:** In addition to all warranties established by law. Vendor hereby represents, covenants, certifies, warrants, and agrees that:

    a) All Services provided will comply with the provisions of this Agreement and will be of professional quality in accordance with the standards set forth in this Agreement or, in the absence thereof, as a minimum in accordance with industry standards and practices;
    b) Vendor and its employees and any authorized Sub-Contractor shall be qualified with suitable training, experience, and skill, and shall have all rights, certifications, permits and licenses necessary to fulfill their obligations under this Agreement;
    c) Vendor shall, as provided herein, use all reasonable efforts to avoid the disruption of normal operations of College;
    d) Vendor shall not infringe, misappropriate, or violate any third-party rights, including, without limitation, property or contractual rights, nondisclosure obligations, trademark rights, copyrights, patent rights, or other proprietary rights;
    e) If Vendor is a taxable entity as defined by Chapter 171, *Texas Tax Code*, Vendor is not currently delinquent in the payment of any taxes due under Chapter 171, or Vendor is exempt from the payment of those taxes, or Vendor is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable.

7. **ANTITRUST LAWS: CLAIMS FOR OVERCHARGES:** Vendor warrants and represents that neither Vendor nor any party acting on behalf of Vendor has violated the antitrust laws of the United States or of the State of Texas. Vendor hereby assigns to HILL COLLEGE any and all claims for overcharges associated with this Contract which arise under the antitrust laws of the United States, 15 U.S.C.A. section 1, et or of the State of Texas, Tex. Bus. & Comm. Code Sec. 15.01, et seq.

8. **ETHICAL MATTERS / GRATUITIES:** HILL COLLEGE may, by written notice to the Vendor, cancel this contract without liability to Vendor if it is determined by HILL COLLEGE that gratuities in the form of entertainment, gifts, or otherwise, were offered or given by the Vendor, or any agent or representative of the Vendor, to any officer or employee of the College with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making or any determinations with respect to the performing of such contract. In the event this contract is canceled by HILL COLLEGE pursuant to this provision, HILL COLLEGE shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Vendor in providing such gratuities.

9. **TRAVEL EXPENSES:** In the event, the Contract requires HILL COLLEGE to reimburse Vendor for travel expenses, then only travel expenses shall be charged in accordance with the agreed or negotiated terms within this proposal document.

10. **SPECIAL TOOLS & TEST EQUIPMENT**: If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Vendor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the HILL COLLEGE and to the extent feasible shall be identified by the Vendor as such.

11. **MAINTENANCE / WARRANTY PRODUCT**: Vendor shall not limit or exclude any implied warranties, and any attempt to do so shall render this contract voidable at the option of the HILL COLLEGE. The warranty conditions for all materials and products used shall be considered the manufacturer's minimum standard warranty unless the College otherwise agrees in writing. All components shall be new.

12. **SAFETY WARRANT**: Vendor warrants that the products sold to HILL COLLEGE shall conform to the standards set by the US Department of Labor under the Occupational Safety and Health act of 1970. In the event a product does not conform to OSHA standards, HILL COLLEGE may return the product for correction or replacement at the Vendor's expense. In the event that Vendor fails to make the appropriate correction within a reasonable time, correction made by HILL COLLEGE will be at Vendor's expense.

13. **RIGHT OF INSPECTION:** HILL COLLEGE shall have the right to inspect the goods and services at delivery before accepting them.

14. **CANCELLATION:** HILL COLLEGE shall have the right to cancel for default all or any part of the undelivered portion of this order if Vendor breaches any of the terms hereof, including Vendor's warranties of if the Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedy that HILL COLLEGE may have in law or equity.

15. **TERMINATION:** The performance of work under this order may be terminated whole or in part by the HILL COLLEGE in accordance with this provision. Termination of work hereunder shall be effected by the delivery to the Vendor of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated, and the date upon which such termination becomes effective. HILL COLLEGE will pay Vendor all reasonable costs incurred up to the date of termination. Under this Contract, if terminated, HILL COLLEGE will in no way pay Vendor any anticipated or lost profit. Such right of termination in addition to a not in lieu of rights of HILL COLLEGE set forth in Clause 26, herein.

16. **FORCE MAJEURE:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of a public enemy, orders of any kind of government of the United States of the State of Texas, or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraints of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipeline, or canals or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

17. **ASSIGNMENT / DELEGATION:** No right or interest in the contract shall be assigned or delegation of an obligation made by Vendor without the written permission of the HILL COLLEGE. Any attempted assignment or delegation by Vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

18. **WAIVER:** No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

19. **MODIFICATIONS:** This contract can be modified or rescinded only by writing signed by both parties or their duly authorized agents.

20. **INTERPRETATION – PAROLE EVIDENCE:** This writing is intended by the parties as to the final expression of their agreement and is also intended as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this agreement. Acceptance or acquiescence in the course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement, even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.

21. **APPLICABLE LAW:** This agreement shall be governed by the Laws of the State of Texas and the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this agreement.

22. **ADVERTISING:** Vendor shall not advertise or publish, without HILL COLLEGE's prior consent, the fact that HILL COLLEGE has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.

23. **RIGHT TO ASSURANCE:** When one party to this contract in good faith has reason to question the other party's intent to perform, he may demand that the other party give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within five
(5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

24. **VENUE:** Both parties agree that the venue for any litigation arising from this contract shall be in Snyder, Scurry County, Texas.

25. **PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS**: No officer or employee of the college shall have a financial interest, direct or indirect in any contract with the College or shall be financially interested directly or indirectly in the sale to the College of any land, materials, supplies or service except on behalf of the College as an officer or employee. Any willful violation of

this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to removal from his office or position. Any violation of this section with the knowledge expressed or implied of the person or corporation shall render the contract voidable by the College authority.

26. **TERMINATION:**
   (a) Vendor shall have the right to terminate this Agreement "For Default" at any time on giving written notice to HILL COLLEGE at least sixty (60) calendar days prior to the date of termination. Either party (the "Aggrieved Party") may give written notice to the other party (the "Breaching Party") of its intent to terminate the contract if the Breaching Party commits a material breach of its representations, warranties, covenants, or obligations under this Agreement.

   The Aggrieved Party, in its notice, shall offer to the Breaching Party a reasonable period of time within which to either cure or submit a detailed plan to cure such breach. The plan may be accepted or rejected by the Aggrieved Party at its sole discretion. The plan for the cure of such breach shall specify the date upon which the Breaching Party shall commence the cure process and the date by which the Breaching Party shall have completed the cure process. If the Aggrieved Party accepts the cure plan, then any failure by the Breaching Party to cure the breach in accordance with the approved plan shall be cause for termination of this Agreement by the Aggrieved Party.
   (b) If the other Party becomes insolvent, or generally unable to pay its debts as they become due, or shall become the subject of a bankruptcy, conservatorship, receivership or similar proceeding, or shall make a general assignment for the benefit of its creditors; or;
   (c) If the other Party commits a material fraudulent or criminal act against the Aggrieved Party. Provided, however, unless such act occurs as the result of the negligence or direct involvement of the officers, directors, managers, or supervisors of the Breaching Party, the termination provisions of this section shall not apply to isolated minor incidents involving any individual employee(s) or Sub-Contractor(s) of the Breaching Party;

27. **INDEMNIFICATION:** To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless HILL COLLEGE, HILL COLLEGE's Board of Regents and their agents and employees for and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim,, damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Vendor, any Sub-Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to any party or person.

   In any and all claims against HILL COLLEGE or any of their agents or employees by any employee of the Vendor, any Sub-Contractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Vendor or any Sub-Contractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

28. **INSURANCE:** If Vendor in performance of this Contract is required to have a presence on any HILL COLLEGE Campus (Premises) by the Vendor's employee(s), supplier(s), or sub-Vendor, Vendor agrees to maintain the following insurance coverage for the least the limits listed below. The insurance must be obtained from a company or companies acceptable to Hill College and licensed to transact business in the State of Texas, and have a minimum financial security rating by A.M. Best of "A-" or better, or the equivalent from any other rating system.

   Coverage Requirement Levels for Vendor and Sub-Contractor(s)

TYPE OF COVERAGE	LIMITS OF LIABILITY
Worker's Compensation (part a)	Statutory Limits
Employers Liability	$1,000,000 per accident and employee
Commercial **General Liability***	
(a) Bodily Injury	$1,000,000 each person $1,000,000 each occurrence
(b) Property Damage	$1,000,000 each occurrence $1,000,000 aggregate
Comprehensive Vehicle Liabilities	
(a) Bodily Injury	$ 500,000 each person $ 500,000 each occurrence
(b) Property Damage	$ 500,000 each occurrence

***All policies (except Workers' Comp) will name HILL COLLEGE, the Board, Officers, and employees as Additional Insured. A Waiver of Subrogation in favor of Hill College and the Board will be added. A (30) thirty-day notice of cancellation is required on all policies. Certificates of insurance verifying the above state requirements will be provided to HILL COLLEGE prior to commencement of Contract.**

29. **RELATIONSHIP / PERSONNEL:** This Agreement shall not be construed as creating an employee/employer, agency, partnership, or joint venture relationship between Vendor (and any of its agents or employees) and Hill College. Neither party shall have the authority to make any agreement on behalf of the other party.

    (a) Each party shall have an obligation to supervise, manage, contract, direct, procure, perform or cause to be performed all work to be performed by such party under this Agreement. Each party shall pay all wages, salaries, insurance, employee benefit programs, and taxes applicable to their employees and their performance under this Agreement.

    (b) Neither party shall be liable for the acts or omissions of the other party's employees and agents in performing their respective obligations under this Agreement, or otherwise.

    (c) In providing Service, Vendor's and its Sub-Contractor's employees shall be respectful and courteous to all persons with whom they come in contact as may arise under this Agreement and shall observe reasonable standards of appearance and hygiene.

    (d) Vendor shall exercise reasonable and prudent care in engaging its employees or Sub-Contractors to ensure they have suitable character, honesty, and disposition to work in an educational environment. Vendor's employees and those of any Sub-Contractor shall be expected to exhibit professional conduct at all times.

30. **LEGAL LIMITATIONS:** VENDOR IS NOTIFIED THAT HILL COLLEGE, AS A PUBLIC AGENCY OF THE STATE OF TEXAS, THERE ARE CONSTITUTIONAL / STATUTORY LIMITS ON HILL COLLEGE TO ENTER INTO OR AGREE TO CERTAIN TERMS AND CONDITIONS. HILL COLLEGE IS PROHIBITED FROM AGREEING TO INDEMNIFY OR HOLD HARMLESS ANOTHER PARTY THEREFORE CREATING A "DEBT" ON BEHALF OF THE STATE, WHICH IS UNCONSTITUTIONAL. *TEX CONST. ART. III SEC. 49*

    THERE ARE CONDITIONS RELATING TO LIENS ON HILL COLLEGE PROPERTY, ATTORNEY FEES, LIABILITIES OF DAMAGES, WAIVERS OR ANY AGREEMENT THAT GRANTS CONTROL OF LITIGATION OR SETTLEMENT TO ANOTHER PARTY, DISPUTE RESOLUTION, ETC. ANY AGREEMENT REQUESTED BY A CONTRACT THAT CONFLICTS WITH THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS WILL BE DEEMED UNBINDING ON HILL COLLEGE.

DIVISION 6
FUNCTIONAL REQUIREMENTS QUESTIONNAIRE FORM

FUNCTIONAL REQUIREMENTS QUESTIONNAIRE FORM

Vendors are required to complete the Functional Requirements Questionnaire Forms using the following key, each of the questions about the system you are proposing:

Response	Description
Y	Yes. Meets the requirement with no modifications or customizations.
P	Planned. This requirement will be provided in a future release; indicate the projected time frame.
C	Delivered through configuration.
T	Third party integration or solution in place.
W	Work-around available. Please describe.
N	No. This requirement cannot be met by Vendor's software alone and would require a customization. Please provide extent of customization including projected size (minimal, small, significant, or major).

Student Information Modules

RECRUITING

	Response	Self-Service/Online Access for Admissions
1.		Recruitment and Admissions are part of the core system and does not require 3rd party for this core functionality.
2.		The system should allow web-based applications that can be filled out by anyone with an Internet connection.
3.		Web-based applications should be instantaneously available within the admissions system and not require a batch process to receive application data.
4.		Search screens should display all potential matches for prospective or current student.
5.		Admissions Systems should be able to track key information Name, addresses, application status, social security number, entrance program, campus, recruiter, demographic, test scores, interests, etc..
6.		The system should provide the ability to attach a single communications activity (phone call, meeting, email, mailing, etc.) to an individual prospective student
7.		The system should provide the ability to attach a single communications activity (phone call, meeting, email, mailing, etc.) in mass to a group of prospective Student determined by selection criteria such as, but not limited to, Entry date to/from, initial major, campus, initial degree/program, expected entrance term, recruiter, event, attendance type, interests, high school, college, organization, test scores and additional demographic data.
8.		The system should provide the ability to attach a pre-built communications sequence or group of activities (multiple phone calls, meetings, emails, mailings, etc.) to an individual prospective student.
9.		The system should provide the ability to attach a pre-built communications sequence or group of activities (multiple phone calls, meetings, emails, mailings, etc.) in mass to a group of prospective Student determined by selection criteria such as, but not limited to, Entry date to/from, initial major, campus, initial degree/program, expected entrance term, recruiter, event, attendance type, interests, high school, college, organization, test scores and additional demographic data.
10.		The system should generate letters and have automated mailings.
11.		The system should have the capacity to send an email to a selected prospective student directly from system.
12.		The system should present "To Do" lists for recruiters and staff to utilize in recruiting and admission efforts and reminders to make contact, emails, mailing, handwritten letters and notes to prospective Student.

13.		The system should support the capability of key data to tracked and migrated as prospective student becomes admitted including, but not limited to: name, address, interests, demographical information, communications, scores, orientation completion.
14.		The system should support the capability of tracking recruitment contacts, location, date of contact, etc.
15.		The system should provide Institution-defined statuses for tracking a prospective student's progress through the admission process.
16.		The system should allow easy connection to Social Media aspects for recruiting and marketing.
17.		The system supports tracking and/or importing of SAT, ACT, TSI as well as any additional institution-based testing.
18.		Will your software interface with Target X Sales Force.

Admissions

	Response	Self-Service/Online Access for Admissions
1.		Provides 24x7 online access to prospective Student.
2.		Prospective Students can submit inquiry online and get immediate acknowledgment that the inquiry was submitted.
3.		Prospective Students can request information online.
4.		Prospective Students can view the course catalog and schedules online.
5.		Provides ability for Students to monitor and view admission folder status online, with guidance on the next step they need to take in the process.
6.		Prospective Students can apply online. Prospective Students who already inquired online do not need to reenter personal information already provided to the institution via the inquiry process.
7.		Prospective Students can view their application progress online.
8.		System provides online communication areas for the Admission team to engage active Students, such as announcements, target messaging, chats, online forums, blogs, etc.
9.		System provides online resources areas that enable the Admission team to make materials, forms, instructions, and other information available to prospective Student.
10.		Supports online interest/affinity groups, such as new International Student or groups comprised of the advisor with all his or her assigned Student.
11.		Ability for Admission advisors and staff to access summary and detailed Student information online.
12.		Provides opportunity for admitted Students to complete housing surveys and submit roommate preferences online.
13.		Allows advisors and Admission Officers to view only those Student assigned to them or to a advisor who they are managing.
14.		Allows advisors and Admission Officers to enter inquiries or applications and update Student information online, such as interests, involvements and accomplishments.
15.		Advisors and Admission Officers can access, update, and add contacts/interactions with their applicants.
16.		Provides the ability to target Student with personalized messages based upon various attributes, such as interests and accomplishments.
17.		Ability to maintain and update a calendar of events.
18.		System provides a resource area to enable the Admission leadership to equip advisors, mentors, and others who support recruiting and admission with information, materials, forms, chats, forums, etc.

	Response	Admissions General Features
19.		Maintain a comprehensive database for Students.
20.		Students can be entered manually, created from pre-existing records in the shared data (such as a child of alum defined in the Advancement module), or imported through a variety of avenues.
21.		Inquiries and applications received online can be electronically imported into the system, with full duplicate checking and no re-entry of data needed.
22.		Inquiries can be electronically created through imports of data from test score files or ISIRs, with full duplicate checking.
23.		Maintains comprehensive profile information for each Student with easy and efficient navigation.
24.		Manage Student interests.
25.		Manage Student visits and interviews.
26.		Develop Students into qualified leads.
27.		Manage Student processing.
28.		Maintain a comprehensive Student database, separate from Applicants or Student.
29.		Manage Student interviews and interests and tracks applications.
30.		Track an unlimited number of previous organizations Student may have attended (e.g., high schools, trade schools, community colleges, and colleges and universities).
		Manage the decision-making process for Students including:
31.		• Pre-decision lists
32.		• Decision letters
33.		• Post-decision follow-up
34.		Waitlist switch is user-controlled.
35.		Allow staff to view or report waitlists based on program, division, location, Student type, year, and term.
36.		Manage relationships with outside organizations (e.g., high schools and colleges) that deliver Students.
37.		Maintain database and generates organization information.
38.		Manage relationships with families of Students.
39.		Maintain a database for families and acknowledges the family participation in decisions.
40.		Manage communications with individuals who have an impact on a Student's decisions and maintain a mentor database.
41.		Produces call sheets.
42.		Stores free-form text and tracks unlimited number of notes for Students.
43.		Track multiple applications for any given Student with separate requirement lists.
44.		Tracks multiple inquiry and application sources per Student.

45.		Automatically calculates advisor and recruiting territory based on institution-defined rules.
46.		Generate "To Do" lists for advisors and staff to utilize in recruiting and admission efforts and reminders to send handwritten letters and notes to Students.
47.		Communication management functionality for automatically generating pre-planned communication sequences.
48.		Automatically assigns new Students to the appropriate pre-planned communication sequence based on institution-defined rules.
49.		Track all incoming and outgoing interactions with Students.
50.		Maintains details on interactions, including start and end time, notes on what was discussed, results, etc.
51.		Shows all completed and scheduled interactions for each Student.
52.		Documents can be attached to Student records.
53.		Enter and track events and all associated activities.
54.		Institution-defined stages for tracking a Student' progress through the admission process.
55.		Automatically maintains history of all stages a Student has hit in the process with dates for timeframe and comparative reporting.
56.		Automatically determines requirements for each Student based on demographic and program information and handles tracking of the fulfillment of the requirements.
57.		Automatically detects completed requirements and flags Students
58.		Supports tracking and/or importing of SAT, ACT, and all graduate exams, as well as any additional institution-based testing.
59.		Integrates with Microsoft® Word to create letters for Students that can be electronically transmitted as well as a hard copy.
60.		Allows advisors and Admission Officers to enter inquiries or applications and update applicants demographic information, Major Code and Advisor Code online. This area must allow customization by the department.

	Response	Reporting Capabilities
		Contains standard reports such as:
61.		• Student summary report based on attributes
62.		• Organization and high school profile reports
63.		• Staff travel schedule reports
64.		• Interview, visit, and special event confirmation letters
65.		Ability to generate comparative reports (this year to date vs. last year to date, etc.).
66.		Ability to generate Student lists by various criteria, such as region, stage in the admission process, activity interests, academic interests, GPA levels, etc.
67.		Comprehensive Student profiles for individuals or groups.
68.		Ability to generate advisor reports showing all activity in a selected timeframe for their Student.
69.		Ability to generate advisor/region performance reports (I.E., goal to actual totals for inquiries, applicants, etc.).
70.		Ability to generate feeder school statistics.
71.		Source yield reporting.
72.		Various lists by stage in the admission process, i.e., applied stage, accepted stage, waitlist, deposited, etc.
73.		Financial aid award reporting.
74.		Housing lists.

Student & Academic Information

	Response	Student Administrative & Academic Information Online and Self-Service Features
1.		An engaging portal for community and Students, including an academic calendar of events. Including Alumni and Guest Accounts. Portal MyHC. Must include Faculty Staff Student Community.
2.		A public faculty list that shows instructors and advisors, with their office information, email addresses photos, and other information as desired. Be prepared to explain what is involved with modifying the list.
3.		The public and Students may see complete, real-time detail about any course: departmental offerings, enrollment counts, prerequisites, section meeting times, cross-listings, instructors, textbooks, fees, and more. Course detail pages can include links to pages of additional information prepared by the instructor or college: syllabi, bibliographical resources, assignments, lecture notes, departmental curricula, etc. In Real Time detail up to date. All public information included to one site.
4.		Provides the ability for "ALL" offices to target S~~S~~tudents and faculty with personalized messages about deadlines, academic opportunities, etc. Includes resource areas for the Registrar to make instructions, forms, guidelines, procedures, etc. available to faculty and/or Students.
5.		Students control privacy settings that govern what peers can see about them online. Faculty and advisors always have access to view information on the student.
6.		Students may submit through the Student's secured login, address changes and other corrections online. Submissions are held for approval by authorized institutional staff prior to acceptance in the live database. The requested changes must not be enacted until approved by an authorized staff approves.
7.		Allow Students to view or print current schedules at any time during a term. This includes course titles, credit hours, meeting times, instructors, etc.
8.		Provide on-line inquiry into grades and credits earned.
9.		Includes a "GPA calculator" for Student to project future GPAs based on current progress or estimated grade achievements.
10.		Students can review transcripts of course work on-line and print ONLY unofficial transcripts.
11.		Students can view account balances and transaction detail.
12.		Allow Students to view or print their own information and make 'what-if' comparisons in their advising worksheet to determine the consequences of new academic plans.
13.		Provides online registration for Students.
		Handles each of the following situations for different groups as defined by the institution:

14.		Enables certain Students to register online and have course selections “held” until an advisor approves then the request are automatically released.
15.		Enables certain Students who are “cleared” for registration by an advisor to register at will.
16.		Enables certain Students to register on their own without any advisor intervention or approval needed.
		Through the use of setup options, the Administrator can customize the following items:
17.		• Choice of year and terms to be enabled in the Web interface, and the default value among those.
18.		• Allow or disallow student overloads, and course repeats. Controlled on an individual and group user basis.
19.		Through an Automated Process, properly handles all prerequisite checking and ensures that the student register for any co-requisite courses.
20.		Through an Automated Process, properly non-course-related prerequisites such as Program, GPA, or test score requirements.
21.		Display outstanding holds to the student and control the action.
22.		Controls that allow the ability to enable or disable the add/drop function through the Web Interface.
23.		Online registration respects all conditions and requirements of the course catalog, such as pre-requisites, co-requisites, etc.
24.		Allows the institution to define any scheme or registration groups and automatically enforces time opportunity windows for the Students in those groups. For example, seniors may add/drop course selections during a four-day period, juniors may add/drop during three of those days, and Student in special curriculum tracks may have a specific day to change electives, etc.
25.		Full-powered search forms make it easy to find courses by title, number, department, division, or meeting time.
26.		Customizable expiration times for add/drop period, automatically closing sessions for security.
27.		All student add/drop transactions can be traced through an audit trail.
28.		Add/drop integrity checking returns relevant error and warning messages to the student.
29.		Ability to properly handle Public Registration requesting and Must Pay classes – where Student must pay before registration becomes current.
30.		Allow an institution to determine the appropriate level of security for its own unique business processes, including registration and advising.
31.		Provide a systematic method of accumulating, storing, and retrieving data associated with curricula, courses, sections, instructors, Student, grading and transcripts.
32.		Validate all information for accuracy — not only within the system but across systems.

	Response	Student Administrative & Academic Information General Features
33.		Integrate with other system modules including, Advising, Business Office, Accounts Receivable, Development, Alumni, Financial Aid, and Student Life.
34.		Allow easy access to procedures through task-oriented menus.
35.		Provide complete on-screen documentation, featuring screen, field, and procedural help.
36.		Allow easy, efficient tracking of student academic progress and transcripts.
	Response	**Student Administrative & Academic Information Specifics**
37.		Maintains a comprehensive database for Students.
38.		Tracks unlimited student relationships. Relationships are entered in the system with their own ID and can be made available to Advancement for solicitation and for recruitment.
39.		Tracks previous organization information, such as high school or previous college(s) attended, with CEEB codes. Stores rank, GPA, and other academic achievement at previous institutions attended.
40.		Maintains general student comments or comments specific to any term.
41.		Ability to define and capture a variety of student attributes. Ability to add custom fields.
42.		Maintains history of student academic pursuits and tracks changes in program (degree, major, minor, concentration, etc.) with the reason for the change.
43.		Ability to track a large number of concurrent majors, minors and/or concentrations.
44.		Ability to identify special interests like pre-med, pre-vet, pre-law, etc., in addition to majors and minors.
45.		Ability to track curriculum information, including dual degree information.
46.		Maintains profile of attendance and status by term; tracks leave of absence(s), associated date(s) and history.
47.		Maintains student's Institution credit data.
48.		Maintains certificate information.
49.		Ability to comply with FERPA and secure student information from being released.
50.		Student FERPA release form information available to view by all offices.
51.		Maintains comprehensive database of faculty and instructors.

52.		Ability to capture multiple attributes of faculty biographical information, including alumni, level of degree, research information, etc.
53.		Maintains attributes about the faculty member or instructor to specify information such as department chairperson, full-time coach, or certified to teach English.
54.		Ability to access all historical faculty data.
55.		Ability to maintain and track instructional workload information.
56.		System calculates faculty load.
57.		Ability to define workload by contact hours and by credit hours (or hybrid approach).
58.		Transfer course entry and equivalency (whether in detail or in summary).
59.		Maintain a master catalog of all courses, which holds the descriptive common details of a course and reduces repetitive data entry when sections are created.
60.		Properly handles cross-referenced/cross-listed courses for degree requirements, pre-requisite checking, repeat checking, etc.
61.		Unlimited institution-defined academic terms for course offerings.
62.		Retain each course schedule by year and term.
63.		Allow courses to have multiple meeting times, places, instructors, and start/end dates, that interface with the Finance billing module.
64.		Each course can be offered for an unlimited number of sections per term.
65.		Customize registration to the institution's standards and requirements with regard to academic divisions, grades, academic standing, class levels, years and terms, full-time or part-time, and other parameters.
66.		Allow registration holds or warning flags, including: • Permission settings to add/view/update holds • Automated messaging when holds are updated • Ability to add attachments to notes/holds
67.		Allows authorized users to override conditions that typically prohibit registration, such as holds, time conflicts, absence of prerequisites, etc.
68.		Allow the registration configuration user to choose from a variety of formatted reports. For example, include waitlisted courses on a student's schedule, or include a list of the textbooks a student needs on the student’s schedule.
69.		Handles significant user/transaction load during peak registration times.
70.		Registration process includes immediate checking for time conflicts, course and non-course prerequisites, capacity and wait listing.
71.		Allow group or block registration.
72.		Registration dynamically updates student course history.
73.		Ability to record detailed information about practica and internships.
74.		Generates IPEDS data and reports with constant update capabilities to Financial Aid Rules and Regulations.
75.		Generates verification of enrollment data for NSLC.
76.		Ability to request ad hoc class roster data, by department, by school, by faculty member and other user defined criteria.
77.		Ability to download the class roster data into a spreadsheet.
78.		Ability to view and print a class/grade roster remotely.

79.		Ability to include student picture on class roster.
80.		Ability to track last date of attendance.
81.		Ability to record no show/drop.
82.		Grade rosters should accurately reflect up-to-date class roster (including adds/drops).
83.		Easy interface for entering or changing grades and to recalculate academic standing, class level, and class rank.
84.		Ability to input grades in real-time by class or by student. Including the ability to enter numeric grades for Dual Credit Student.
85.		Ability to define the grades permitted within a specific grading mode (pass/fail, normal, audit).
86.		Institution defines the grade scale and values.
87.		System electronically updates credit hours earned, completed, and grade point average based on final grades entered.
88.		Ability to record an unlimited number of grade changes for a student enrollment.
89.		Ability for faculty to change grades after submission within a defined time period.
90.		Maintains a history of all grade changes made to a student's record.
91.		Ability to secure grades (entry and viewing) by instructor and authorized department staff.
92.		Generate reports for evaluation of instructor registration loads and grade distributions.
93.		The ability for Students to access, complete, and submit course and instructor evaluation forms online.
94.		Ability to capture and evaluate all results from evaluation forms submitted by Student.
95.		Ability to calculate separate, GPA for each individual area of study, such as degree or major.
96.		Calculates and stores term and cumulative GPA information.
97.		Ability to capture a separate GPA for each degree (e.g., student graduated and is admitted again for a second degree).
98.		Ability to maintain student GPA by program level (grad, professional or undergrad) and by degree.
99.		Ability to calculate and store semester units attempted, units completed, grade points, GPA progress, probation and academic probation by level and campus.
100.		Ability to calculate and update student academic standing.
101.		Ability to manually assign/update academic standing.
102.		Ability to define official and unofficial transcripts with varying contents.
103.		Option to print student bio/demo data on transcript (ssn, address, birth date, etc.)
104.		Ability to include Semester/Term statistics (GPA, Hours Earned, etc.) as well as Cumulative statistics on the transcript for both Academic and Financial Aid transcripts.

105.		Allows multiple majors and/or degrees to print on transcript.
106.		Ability to include commendations, brief course descriptions and other textual information on official transcripts.
107.		Ability to track transcript notes and option to print on transcript.
108.		Allows academic actions to appear on transcripts.
109.		Allows withdrawals to appear on transcripts.
110.		Ability to flag repeated courses on the transcript.
111.		Allow holds or warning flags to be used by other campus offices to restrict release of transcripts, etc.
112.		Allow for faculty to submit on-line drops that interfaces with the document imaging system.
113.		Maintain files and procedures for academic advising information.
114.		Provide current academic progress information.
115.		Define degree requirements with history of catalog year(s) in which requirements are valid.
116.		System tracks exceptions made for an individual student, such as Course substitutions, waivers, etc., by area of study.
117.		System produces Audit Sheet/report showing the requirements for a particular area of study and the student's progress in achieving those requirements. Audit sheet includes a Missing Requirements area to quickly identify what requirements still need to be met.
118.		Auditing system handles non-course-based requirements, such as passing an exam or completing a project.
119.		Core/general education requirements can be different from major requirements (for example, a minimum of 2.0 GPA is required in the core curriculum, but a minimum of 2.8 GPA is required for the particular area of study).
120.		Audit sheet shows GPA for courses taken.
121.		Audit sheet shows electives taken and needed.
122.		Provide advisors with access to information about the courses a student has completed and those needed, as well as total credits earned for work completed to date.
123.		Automatically handles graduation process, I.E., identifies Student eligible for graduation, tracks application status, records graduation date.
124.		Ability to generate reports on Student' degrees and transmit information to Federal, State and Accrediting agencies.
125.		Ability to record degrees to the student's permanent record.
126.		Ability to record majors, minors, areas of concentration associated with degrees and certificates awarded.
127.		Tracks degree status and associated date.
128.		Maintains an unlimited number of degrees and certificates for a student.

129.		Ability to define graduation honors criteria and automatically assign graduation honors to Student in batch.
130.		Ability to manually assign graduation honors or override automatic calculations.
132.		Ability to review prior learning assessment and assign course substitution workflow.

	Response	**Student Administrative & Academic Information Reporting Capabilities**
133.		Comprehensive student profile report.
		Standard Registration reports such as:
134.		• Course and catalog reports
135.		• Student schedule
136.		• Waitlisted student list
137.		• Registration summary by institutional division
138.		• Grade rosters and reports
139.		• Professor schedules
140.		• Faculty Load reports
141.		• Room schedules
142.		Contains standard Grade Distribution Reports.
143.		Contains standard End of Term Honors, Probation Reports.
		Standard Advising reports such as:
144.		• Graduation Requirement Audit for Degree
145.		• Student Course Needs Report
146.		• Student Course Needs Letter
147.		Provides analysis by graduation date, by curricula, by demographics.
148.		Generates graduation lists.
149.		Generates diploma name report.
150.		Generates student 1098-T information.
151.		Allow any employee to view if a student has a FERPA release on file and the name on the FERPA.

Financial Aid Management

	Response	Financial Aid Online and Self-Service Features
1.		Student can view financial aid status and awards online, for any award year on record.
2.		Student can view financial aid documents completed and needed online.
3.		Provides resource area for the Financial Aid office to make instructions, forms, guidelines and procedures, helpful hints, and other information available online for applicants.
4.		Ability to accept or decline financial aid award online.
5.		Ability to accept Terms and Conditions online.
6.		Ability to view award by year or by term.
7.		Ability to view disbursement status of awarded funds.

	Response	Financial Aid Management General Features
8.		System provides a configuration that supports the way our office works.
9.		System always complies with latest federal and state regulations for aid and automatically makes updates.
10.		Allow different users to access selected system components, functions, and data.
		Provides comprehensive view that can be accessed in part or in whole by authorized individuals across the campus that includes:
11.		• Status and requirements admission documents/folder items
12.		• Registration status, hours, credits, enrollment type (full-time, part-time, etc.)
13.		• Financial aid status, need, required financial aid documents, awards
14.		• Student Account information
15.		• Student Housing
16.		• Any other relevant data required by the campus
17.		Interacts/communicates with federal and other systems for electronic communication of ISIRs, corrections, loans, statistics, etc.

	Response	Financial Aid Management Specifics
18.		Tracks comprehensive applicant data.
19.		Auto-load ISIR, CSS/PROFILE, and external data.
20.		Checks for pre-existing personal data and matches ISIR records coming in to existing individual records. New records are tagged as leads for the institution and can be electronically loaded into the Admission module for further recruitment.
21.		Tracks a financial aid applicant through all phases of the aid process and stores history with dates for all stage changes.
22.		Automatically generate missing information letters and high-quality award letters.
23.		Flexible budget construction and academic period definition.
24.		Support all academic calendars with accurate and student-specific cost of attendance calculations.
25.		Provides comprehensive document tracking and automatically distinguishes applicants who are ready for packaging and/or ready for disbursement.
26.		Professional letter library with predefined letter types (tracking letters, award letters, and general letters) that are customizable.
27.		Electronic ISIR, history correction, and Pell Grant payment support.
28.		Support for the verification process. (Must interface with Contracted Verification Service Provider)
29.		Accommodates professional judgment overrides.
30.		Tracks notes and flags Student with “see note” situations.
31.		Unlimited funds, including type (loan, grant, work, etc.), source (federal, state, institutional, external, etc.), and requirements to receive an award from the fund.
32.		For each award attempt, validates student compliance with the conditions of the fund and disallows an award if the student fails to comply with the requirements. (LEU, UEH, remedial only, etc.)
33.		User-customizable data, rules, selection sets, and processing options.
34.		Automated, highly flexible, rule-driven award packaging.
35.		Create rapid student aid packages to ensure federal compliance and supports institutional policy.
36.		Tracks all award offers, maintains a history of each offer per award term.
37.		Automated support for loan origination for FDSLP.
38.		Automated disbursement processing.
		Standard and user-defined reports:
39.		• Student lists based on various selection criteria, such as stage in the process, type of award, amount of need, periods of enrollment including the ability to input SQL type queries with an output in CSV format.
40.		• Generates FISAP and State report data
41.		• Fund listings of various kinds

42.		• Packaging formula reports
43.		• Loan reports
44.		• Track scholarship donations to student recipients
45.		• Financial Aid disbursement reporting.
46.		• Error and exception reporting after batch processing is completed.
47.		FA audit history to track who made updates and when they were made.
48.		Supports flex term (or term within term) awarding.
49.		Interface to student billing/receivable allows for the application of scholarship and aid payments to be applied to specific charges and not just toward unpaid balances. Work with both Estimated and Actual Awards.
50.		Ability to determine which charges a financial aid award is allowed to pay.
51.		Interface to Admissions and Records allows for access to drops, withdrawals, and incompletes for the purposes of R2T4s, with integrated attendance verifications.
52.		Ability to adjust awards.
53.		Ability to calculate reports and reconcile for R2T4 calculations.
54.		Creates a shopping sheet based on Department of education template.
55.		Ability to identify veterans.
56.		Ability to generate federal, state and veteran reports in proper format.
57.		Ability to interface with third party servicer.
58.		Ability to import files into integrated imaging or third party service.
59.		Extensive and dependable training and support.
60.		Provides integrated process with federal systems and business office module to reconcile Pell and loan funds.
61.		Process to avoid and/or correct over awards.
62.		Ability to track student work study (hours, pay rates, etc.)

Continuing Education

	Response	Continuing Education Self-Service and Online Features
1.		Provides intuitive interface for prospective Student to review course offerings and see course descriptions.
2.		Provides easy online environment for Student to register, choose course options, and pay immediately.
3.		System generates a receipt for online payment.
4.		Student can access schedule and class location information online.
5.		Student can access final grades online.
6.		Instructors can access class lists online.
7.		Instructors can report attendance and enter grades online.
8.		Continuing Ed module offer/support various payment plans.

	Response	Continuing Education Features
9.		Includes features for the institution to use in marketing non-traditional programs and courses to targeted groups of prospects.
10.		Provides features for the institution to target prospects based on previous course interest, demographic data, relationships, employment positions, specializations, and other user-defined attributes.
11.		Streamlines the management of Continuing Education courses.
12.		Provide users with an integrated database that can share information with other offices, such as Billing, for enhanced marketing and efficient administration.
13.		Maintains information on non-traditional Students (i.e., Educational Opportunity Program and Services Information, apprenticeship, and employment expectations).
14.		Accommodates credit or non-credit courses.
15.		Provides flexible time periods for course duration.
16.		Provides an expedited, simplified registration procedure for part-time, non-degree-seeking Students who may be taking a single or an occasional course through Continuing Education.
17.		Provides a dynamic database with a wide variety of configurable tables and user-defined fields.
18.		Includes letter and Email capabilities, with merge features for personalization, to facilitate informational mailings.
19.		Provides access to registrant enrollment levels of courses by date range or by term.
20.		Streamlines management of resources required for a course, such as multimedia equipment.
21.		Streamlines management of activities associated with a course, such as field trips and seminars.
22.		Streamlines management of services associated with a course, such as meals, refreshments, and transportation.

23.		Provides a "Manager's View" for a quick view of all courses, Students, facilities, resources, etc.
24.		Generates official transcripts for CEUs awarded through Continuing Education for professional requirements.

	Response	Continuing Education Self-Service and Online Features
25.		Provides a "To Do List" function with the capacity to assign tasks to individuals and monitor the progress of those tasks.
26.		Tracks expenses associated with a course, including marketing expenses.
27.		Calculates the number of Students needed to break even and total revenue for any amount of additional Students registered.
28.		CE courses and the related financial transactions can be operated separately from credit courses.
29.		Will billing and balance reports be separate for CE and Credit Courses.
30.		Evaluate the profitability of each program/course.
31.		Allow for third party payment/invoicing.
	Response	**Continuing Education Reporting Capabilities**
31.		Ability to create multiple reports from the Registration module while working within the Continuing Education module.
32.		Catalog and Course listings.
33.		Class lists.
34.		Generates certificates.
35.		Nametags.
36.		Grade reports.

Student Life Modules

Residence Life

	Response	Residence Life Online and Self-Service Features
1.		Provides online resource area for Housing staff to make instructions, forms, guidelines, procedures, announcements, and other residence life information available to Students as needed.
2.		Provides online resource area for supporting branches of the institution to make information available to Students, such as daily/weekly dining hall menu, special on-campus events, announcements, etc.
3.		Allows Students to complete living preferences surveys online for use in roommate matching.
4.		Allows Students to submit housing application online and pay housing deposit online.
5.		Allows Students to accept or reject roommate requests from other Students.
6.		Allow student room and/or roommate request any time during a semester.
7.		Allows Students to view their room assignment, room type, mailing address, assigned telephone number, and roommate(s) by session.
8.		Accommodates various types of online surveys throughout the year as defined by Residence Life.
9.		Provides online resource area for the institution to support Resident Directors and Advisors with collaboration, tips, forms, chats, announcements, etc.

	Response	Residence Life General Features
10.		Maintains comprehensive residence profile information and enables other staff to access appropriate data as desired by the institution.
11.		Comprehensive, easy to use features for tracking all aspects of student housing, including housing applications, room assignment, incident tracking, and identification and tracking of resident directors and assistants.
12.		Integrates with Student Records modules and utilizes existing biographic/demographic information on Students, I.E., there is no need to re-enter student demographic information. Must maintain an audit trail from original entry date including all changes or modifications to the original record.
13.		Integrates to Student Billing for automated charge creation based on housing assignments.

	Response	Residence Life Specifics
14.		Institution defines unlimited housing sessions (sessions label a time period such as an academic year or term).
		Define the facilities available at the institution:
15.		• Locations
16.		• Buildings
17.		• Rooms
18.		Housing personnel can securely access appropriate Student enrollment status from and student registration status data from Student Records for the purpose of establishing eligibility for housing.
19.		Offers multiple methods of assigning Students to rooms (I.E., manual, automated, etc.).
20.		Create and store student room preferences, student roommate requests, and survey information.
21.		Aids in designing, generating, and storing surveys used in matching Student for residence assignments.
22.		Provide the capability to mass-add Students to sessions via a customizable query.
		Assign Students to specific room:
23.		• Using student surveys and assigning groups of Student-generated from the student surveys
24.		• Honoring roommate requests
25.		• Honoring building and room preferences
26.		Generating assignments in remaining vacant room slots.
27.		Issue keys and tracks a history of returned and/or lost keys.
28.		Tracks history of room changes and assignments each housing term.

29.		Automatically assigns and tracks meal plans that interface real time with the foodservice system.
30.		Enables search for available rooms when manually assigning Student to rooms.
31.		System includes incident tracking functionality for maintaining information on dorm Check-in / Check-out, dorm damages, roommate grievances, lost key reports, etc.
32.		System includes the ability to establish business rules or exceptions for certain student groups.
33.		System includes the ability to add extended stay dates during a semester (i.e. Holidays, Spring Break, etc.) that may be billed at an established pro-rated rate.

	Response	**Residence Life Reporting Capabilities**
		Contains standard Residence Life reports such as:
34.		• Session Definitions report
35.		• Room Preference report (by Student or Building/Room)
36.		• Room Assignments report (by session, location, or student)
37.		• Resident Director/Advisor assignments and floor listings
38.		• Key listings
39.		• Enrollment Status or hours enrolled
40.		• Room damage reports
41.		• Housing payment balance report
42.		• Housing Deposit report. (Who has paid)

Room & Event Scheduling

	Response	**Room & Event Scheduling Features**
1.		Define session (sessions label a time period such as an academic year or term).
		Define the facilities available at the institution, including:
2.		• Locations
3.		• Buildings
4.		• Rooms
		Building Inventory:
5.		• Detailed inventory of all space
6.		• Inventory by use category (instructional, office, research, non-assignable, etc.)
		Space/Curriculum Study:
7.		• Instructional room type distribution (tablet arm-chair, table/chair, wet lab, etc.)

8.		• Enrollment size/room capacity distribution
		Resource Utilization:
9.		• Instructional space utilization
10.		• Instructional loads by department/instructor or course
11.		Departmental Reports, including enrollment size distribution (sections, students, room hours, contact hours, etc.).

	Response	**Room & Event Scheduling Features**
12.		Locate rooms for hard-to-place courses.
13.		Find rooms that meet a variety of user-defined criteria for events.
14.		Allow users to set and modify room selection priorities.

Student Activities

	Response	**Student Activity Features**
1.		Provides online resource area for Student Services to share announcements, information on events, instructions for participating in activities and student groups, forms for running for elected student activities positions, etc. with the campus community.
2.		Includes community collaboration tools including campus-wide bulletin boards and campus groups.
		Provides a comprehensive online environment to support student groups such as athletic teams, student government leadership, and other groups. Handles online signup into a group and supports groups with the following conditions:
3.		• open to anyone
4.		• application and approval is necessary
5.		• invitation-only groups
6.		• group leader manages the group membership
7.		Provides online access to information about groups that a student can join or apply to join.
8.		Groups can include members from multiple constituencies, such as Career Networking groups that include students and alumni or a running group with students, staff, faculty, and alumni.
9.		Provides secure area for each student group managed by the group leader, including calendars, flexible information areas, announcements, chats, forums, blogs, etc.
10.		Portal users can blog using text, and images, and post comments
11.		Entire campus community, local and remote, can participate in chats and/or threaded forum discussions.
12.		Comprehensive data for tracking student activity involvement.
13.		Allow tracking of attendance information for meetings.
14.		Access session activity details or summary information is made easy.
15.		Institution can define and track over time unlimited activities and organizations, including requirements for participation in an activity.

16.		Track the history of each student's activity and organizational involvement.
17.		Use a schedule to show scheduled meetings and/or check for meeting location conflicts.
18.		Integrates with Student Billing for situations where a membership or participation fee is charged.

	Response	Student Affairs/Life Reporting Capabilities
		Contain standard Student Activities reports such as:
19.		• Meeting Schedules report (by activity or location)

	Response	Student Activity Features
20.		• Activity/Club Definitions report
21.		• Student Non-Academic Profile report
22.		Ability to generate co-curricular transcript.
23.		Group rosters available on-demand to group leaders and Student Activities personnel.

Vehicle Management

	Response	Vehicle Management Online and Self-Service Features
1.		Provides online resource area for Campus Safety to make information, instructions, forms, guidelines, and other items available to students and the campus community.
2.		Students have the ability to view vehicle description, assigned parking location, type of permit, permit number, etc.

	Response	Vehicle Management Features
3.		Maintains comprehensive vehicle information.
4.		Allow for the registration of vehicles.
5.		Define permit types for vehicle registration.
6.		Supports multiple types of parking permits and tracks permit type by vehicle.
7.		Can integrate to Student Billing for parking permit charges.
8.		Define violation types:
9.		• Violation category
10.		• Fine amount
11.		• Description of the violation
12.		Define violation categories such as parking or traffic violations.
13.		Define involvement types such as victim, perpetrator, and witness.
14.		Tracks incidents.
		Maintains the following data regarding violations:
15.		• Incident numbers
16.		• Violation codes
17.		• Dates and times

18.		• Locations
19.		• Persons involved and involvement types
20.		• Sanction associated with violation
21.		Tracks parking and traffic violations, for both registered and non-registered vehicles.
22.		Ability to list multiple persons and multiple violation types within one incident.
23.		Allow for specific fines to be identified for each violation.
24.		System can export data on non-registered vehicles into a format for use with local DMV data and authorities for identify offenders or creating local traffic incident records.

Violation/Sanctions Tracking

	Response	Violations/Sanctions Tracking Features
1.		Comprehensive tracking of student violations and sanctions.
2.		Institution defines types of violations to be tracked, including academic, residence life, on-campus issues, etc. Institution defines the stages any violation might be through from inception to resolution.
3.		Tracks a violation through multiple stages of the process, from incident reported, investigation, hearing, appeal, etc.
4.		System provides security to restrict specific users to specific types of violations.
5.		Allow for ease in entering and accessing violations.
6.		Define violation types:
7.		• Description of the violation
8.		• Violation category
9.		• Stage
10.		• Persons involved
11.		• Any additional information
12.		Define involvement types such as victim, perpetrator, and witness.
		Track incidents:
13.		• Incident numbers
14.		• Violations codes
15.		• Dates and times
16.		• Locations
17.		• Persons involved and involvement types
18.		• Sanctions associated with violation
19.		• Resolution
20.		Define and maintain details about sanctions associated with specific violations.
21.		Provide for multiple persons and multiple violation types to be included in one incident.
22.		Tracks all activity that is part of an appeal process.
23.		Unlimited free-form notes can be captured for any violation.
24.		Can communicate with Student Billing for fines that should be applied to the student's account.
25.		Supports setting and release of HOLDS for registration, housing, transcripts, etc. based on violations.

	Response	Violations/Sanctions Reporting Capabilities
		Contains standard, secure Violations/Sanctions reports such as:
26.		• Type
27.		• Date
28.		• Students
29.		• Category
30.		• Incident Details

31.		• Comprehensive Student Profile report

	Response	Violations/Sanctions Tracking Features
32.		Ability to generate crime statistics for given timeframes.
33.		Ad-hoc reports as needed, secured to appropriate users for only the permitted data.

Financial Module

Self-Service/Online Access for Student Billing

	Response	Self-Service Features for Business Office
1.		Real-time on-line inquiry to student accounts: As students register for classes and make payments, transactions and account balances are immediately available for viewing.
2.		System includes a resource area that enables the Accounting office to make forms, instructions, and other information available to students online.
3.		Ability to pay online via credit card or e-check and obtain a receipt for payment. For Registration, Testing, certifications, ETC.

Student Billing General Features

	Response	Student Billing General Features
4.		Flexible definition of institutional fees and charges: User-configured tables allow cost and structure changes for student charges to be handled without costly reprogramming.
5.		Integrates with the General Ledger, Accounts Payable, Registration, Student Life, and Financial Aid modules including scholarships.
6.		Automatically updates the General Ledger module with student transactions for receivables, revenue, and cash receipts with validation before posting. Includes error notifications.
7.		Interface with the Accounts Payable module to produce student refund checks.
8.		Configurable payment plans and finance charges to be set by the user.
9.		Allow the Accounts Receivable module to handle a variety of payment plans and calculate finance charges and/or late fees.
10.		Base student charges on data contained in the Billing and Student modules.
11.		Allow “on-the-spot” billing at the time of registration.
12.		Automatically update student accounts with both actual and estimated financial aid awards.
13.		Ability to email and text students individually or in mass regarding payment deadlines, account balances, etc.
14.		Ability to generate electronic bills to be Emailed in mass to students.

Student Billing

	Response	Student Billing (Accounts Receivable) Specifics
15.		Immediate update of account balances from Accounts Receivable transactions. This immediate update must include all changes, waivers, awards applied to the student bill calculate immediately.
16.		Calculate tuition based on student characteristics and enrollment information, with the ability to correct errors by an individual employee authorized to make the correction.
17.		Perform batch updates to tuition and fees. Functionality should be both batch and dynamic.
18.		Receipting automatically splits a single payment to multiple subsidiary accounts based on user-defined priority.
19.		Create multiple subsidiaries for all institutional needs.
20.		Calculate charges, fees, and billing information based on user-defined groupings of the student population.
21.		Define and charge fees that can be triggered by various events, status changes, and other user-defined criteria. For example, health fees (and waivers), matriculation fees, late registration fees, etc., and perform dynamic calculations when a student's status changes.
22.		Allow subsidiaries to be defined for students with different accounts for tuition, bookstore, deposits, telephone, etc.
23.		Segment accounts receivable by user-configured type of student. Charge fees automatically based on configurable business rules or user-specified criteria (e.g., student program or joint status).
24.		Perform manual and automated fee calculation.
25.		Users defined multiple types of payment plans.
26.		Ability to manage third-party payer billing within the system.
27.		Finance charges generated by subsidiary account based on account balance or payment plan balances.
28.		Preliminary (Estimated) billing prior to registration.
29.		Miscellaneous student charges such as parking violations and library fines can be assessed using predefined codes.
30.		Ability to charge a fee without tuition. Example: Testing Fees
31.		User-defined student statements. By Term Code.
32.		Process student statements based on account balance and activity. Examples: Financial Aid updates, added to dorm, parking violations, etc.
33.		Optional messages can be printed on Bills and Receipts.
34.		Formal account statements can be printed for a single student at any time.
35.		Data validation and select-from-list ability on all coded fields.
36.		Notepad capability allows users to add free-form notes to all student accounts.
37.		Include complete on-screen documentation, featuring screen, field, and procedural help.
38.		Base Accounts Receivable Aging report on user defined aging schedule.
39.		Track any changes to tuition charges for audit purposes.
40.		Ability for payments received either by cash or financial aid to apply to open or unpaid items and not just unpaid balance.

41.		Does the system allow for re-distribution of any credits to any unpaid balances.
42.		Ability to easily identify source of student balances

	Response	Student Billing (Accounts Receivable) Specifics
		Contains standard A/R reports such as:
43.		• List of daily cash, check, and credit-card receipts
44.		• Preliminary and actual billing register
45.		• Year-to-date subsidiary account register
46.		• A/R detail by student that reconciles to General Ledger
47.		• All of the above reports must allow for validation before posting

Self-Service/Online Access for Finance

	Response	Self-Service Features for Business Office
1.		System includes resource areas that enable the business office to make internal forms, dates and deadlines, instructions, and other information available to the campus community as desired (department heads, staff, faculty, adjuncts, etc.).
2.		System supports decentralized purchasing. Purchase requisitions can be entered on-line by and held until approved or declined by authorized approvers.
3.		Requesters can check the status of purchase requests online.
4.		Authorized approvers are notified upon login of all pending requests and manage the requests from one easy screen. Approvers can drill down into further details of a request.
5.		Purchase requisitions entered online can be modified by author or Purchasing officials prior to the first approval being given.
6.		Credit memos can be processed online.
7.		System can retrieve document history on-line, linking requisitions to purchase orders, invoices, and checks.
8.		Department heads and other budget owners can access account balances, budget information, and complete transaction activity and history online, with drill-down access to details.
9.		Online general ledger inquiry available on any period(s), current, future, and past.
10.		On-line revenue and expenditure reports allow up-to-the-minute review of budget figures and account activity.
11.		Employees can enter travel requests on-line, and requisition will be routed for approval similar to purchase requisition. Requisition will encumber the budget. Subsequent travel reimbursement will unencumber funds.

Finance General Features

	Response	Finance General Features
12.		User-structured chart of accounts.
13.		Ability to create unique account structures.

14.		The number and length of account components are configurable.
15.		Assign account components with specific descriptions to facilitate reporting, and account number default values can be set up within the account component definitions.
16.		Integrates automatically with all other modules.
17.		Allow activity in Accounts Receivable and Accounts Payable modules to update the general ledger directly. Transactions from payroll runs and other pay processes are

	Response	Finance General Features
		received directly from the Payroll module. Gift receipt transactions are received automatically from the Development module.
18.		Automatically receive depreciation transactions from the Fixed Assets portion of the system.
19.		General ledger balances are updated immediately.
20.		Allow activity in any of the Business Office modules; general ledger balances to automatically update.
21.		Instant access to budget information.
22.		PC-based spreadsheets can be "attached" to budgets and viewed online.
23.		Allow activity in more than one fiscal year and tracks account balance history for comparative analysis.
28.		Allows for the entry of invoices and credits at any time.
29.		Interfaces with all other Business Office modules: Invoice transactions immediately update the general ledger as invoices are entered, and checks are processed. Budget encumbrances are cleared automatically when an invoice is entered. Receipt by the Purchasing module of items ordered can be required prior to invoicing or check processing. Student refund checks can be created by the system based on student account balances from the Accounts Receivable module.
30.		Automatically produce recurring invoices: Invoices for recurring fixed expenses like loan, lease, or rental payments can be set up and generated on a periodic basis.
31.		Track and report 1099 totals: The Accounts Payable module tracks Vendor 1099-MISC amounts, prints 1099 forms, and allows filing on magnetic media.
32.		Supports budgeting and integration with all other areas of the Business Office.
33.		Provides budget projection integration.
34.		Allows budget requests to be entered by the requesting department.
35.		Budget development process is integrated with Human Resources or budget control system. Allows for projecting salary increases directly into future budget.

General Ledger

	Response	General Ledger Specifics
36.		Multiple, user-defined accounts payable subsidiaries.
37.		Data entry permits on-line editing of expense account numbers and of Vendor and purchase order information.

38.		Integrates with Purchasing to create invoices from existing purchase orders, reducing invoice data entry time.
39.		On-line inquiry that links the related information between requisitions, purchase orders, invoices, and checks (for example, the ability to view requisitions, purchase orders and Invoices involved in creating a check.)
40.		The ability to charge or associate invoices to multiple accounts.
41.		Ability to control payments by payable date Individually not by Batch.
42.		Handles manual, immediate, and voided checks.
43.		Provides manual check reconciliation or processes to download reconciliation data from the bank.
44.		Supports encumbrance accounting when used with the Purchasing module.
45.		Data validation and select-from-list ability on all coded fields.
46.		Includes complete on-screen documentation, featuring screen, field, and procedural help.

	Response	General Ledger Specifics
47.		Allows multiple accounts to use a single budget (budget pools that can be specified or reports to specify specific accounts that are associated with the pool).

Purchasing

	Response	Purchasing Specifics
48.		Automated purchase order creation and encumbrance release.
49.		Purchase Orders can be Emailed to Vendors via document attachment.
50.		Allows comments for tracking and supporting the requisition process.
51.		Prevent payments on invoices that have not yet been received.
52.		Charges Purchase Orders and requisitions to various departments.
53.		Supports multiple purchase order types.
54.		Notepad function gives the ability to type free form notes on Vendors.
55.		Allows multiple addresses for each Vendor.
56.		Check available budgets when entering requisitions.
57.		Requisition can be automatically routed to appropriate budget officers for approval.
58.		Budget Officers can add, reject, accept, or delete line items.
59.		Optional rules-based automatic approval tracking system.
60.		Performs budget checks against the entire year's budget and a year-to-date budget.
61.		System can accept a requisition in deficit, but place an indicator on the requisition for approvers up the chain and add "deficit approval" for requisition entered into accounts with a deficit.
62.		Manages entire budget life cycle (creation/adjustment/tracking/ reporting)
63.		System generated Emails to users regarding necessary approvals, PO completion, etc.
64.		Electronic notes can be attached to requisitions.
65.		All information associated with a purchase order will be accessible in the Purchase Order Module. Example: PO, Check, quotes, Notes, etc.

66.		Approval paths for purchase requisitions can be modified by value, account type, or purchase type.

	Response	Finance Reporting Capabilities
		Contains standard reports such as:
67.		• Detailed transaction register by account
68.		• Comparative income statements and balance sheets
69.		• Interim financial reports
70.		• Variance and exception reports
71.		• Balance sheets and income statements (printed or on-line)
72.		• Budget reports
73.		• Year-to-date activity
74.		• GASB Statements
75.		• Ability to generate user defined reports by using user defined fields (in addition to account number elements)
76.		• Grant and special project reporting where project year does not conform to the College's fiscal year

	Response	Purchasing Specifics
		Generate unlimited standard A/P reports:
77.		• Check register
78.		• Open items list
79.		• Vendor 1099 report. Selection amounts based on any time of the year
80.		• Generate 1098T reports if needed
81.		• Accounts Payable subsidiary register

Self-Service/Online Access for Human Resources & Payroll

	Response	Human Resources & Payroll Self-Service Features
1.		Includes online access to job listings and general employment information.
2.		Individuals interested in employment at the institution can apply online.
3.		System includes resources areas that enable HR to make internal forms, instructions, and other information available to employees.
4.		Timesheets can be entered online and held for approval by an authorized supervisor.
5.		Authorized supervisors can approve timesheets online.
6.		Employees can view their own biographical information online and submit changes from a secure portal (employee self service).
7.		Employees can view their own payroll year-to-date information for wages earned, taxes withheld, benefits, deductions, and leave availability.

Human Resources & Payroll General Features

	Response	Human Resources & Payroll General
8.		Track activity from applicant stage to salaried employee (recruitment).
9.		Allow for name search by last name, first name, social security number, birth names, phonetic search, or even a category search, i.e., students, faculty, staff, etc.
10.		Maintain employee master activity that includes positions, work locations, benefits, emergency contact information, family physician information, demographic information, professional affiliation, and education earned.
11.		Give the ability to define and track accrual benefits including vacation, sick, and personal time; tracks accruals earned, taken, and allowed; and, if configured correctly, accruals can be updated via a process outside the regular payroll run from Personnel.
12.		Recording and reporting of performance review and salary history data.
13.		Include complete on-screen documentation, featuring screen, field, and procedural help.
14.		Data validation and select-from-list ability on all coded fields.
15.		Automated processes remove the burden of routine data entry.
16.		Accept new-hire information into the employee master files from Personnel applicant master file.

Human Resources

	Response	Human Resources Specifics
17.		Provide a systematic method of accumulating, storing, and retrieving data to assure rapid and accurate tracking, including qualifications of applicants and employees.
18.		Allow the user to define job and position descriptions.
19.		Maintain interested and qualified applicants.
20.		Generate follow-up letters and purge expired job applicant information upon request.
21.		Utilize a window-specific user security profile that is defined on site.
22.		Transfer new-hire information from the applicant master file to the employee master file of Payroll.
23.		Position tracking includes open and filled positions, classifications, salary ranges, and descriptions.
24.		Ability to attach documents (transcripts, appointment letters, HR forms, etc.) to faculty records.
25.		Ability to associate faculty assignments with multiple contract types.
26.		Ability to track faculty expertise that can be tapped by other departments in partnerships, consortia or campus agreements.
27.		Ability to run E-Verify and tracking.

Payroll

	Response	Payroll Specifics
28.		Provide management of federal, state wage and tax reports.
29.		Includes software updates to comply with changing federal regulations. This includes Federal, FICA and EIC tax table as well as W2s.
30.		Allow users to set up fringe, deductions, and accrual benefit criteria.
31.		Provide calculations for state and local taxes.
32.		Specify pay periods in each employee's master file. This allows complete freedom in the pay cycle determination.
33.		Automatic interface with other modules provides an easy flow of information throughout the system.
34.		Maintain employee master information including position and salary history.
35.		Provide encumbrance calculations, including re-calculation by pay period, which feeds to the General Ledger module.
36.		Provide calculation of hourly, salary, and work/study employees.
37.		Utilize a window-specific user security profile that is defined on site.
38.		Interactive pay inquiry showing month, quarter, year earnings, or data related to a specific check.
39.		Permit new position rate entries prior to the actual effective date.
40.		Allow for name search by last name, first name, social security number, birth name, phonetic search, or even a category search, i.e., students, faculty, Vendors, etc.
41.		Give users the ability to define and track accrual benefits including vacation, sick, and personal time and tracks accruals earned, taken, and allowed either through regular payroll entry or a separate process the user can run based on

		configuration.
42.		Allow tracking of multiple accrual methods, rates, and limits for various types of employees.
43.		Allow employee direct deposit to multiple banks and accounts.
44.		Allows for direct deposit transfers via magnetic media that conforms to NACHA standards.

	Response	Payroll Specifics
45.		User control of tax definitions and rates for federal, state, and local taxes.
46.		Handle different work shifts including rates and differentials.
47.		Handle voluntary deductions and corresponding employer contributions. The amounts can either be percentages or flat amounts and can be set up by control file or on the individual employee level.
48.		Long and short form of timecard including automatic timecard generation.
49.		Automatic timecard generation as well as long and short timecard versions for manual timecard entry.
50.		Manual and void check processes.
51.		Check calculator shows paycheck results for changes to earnings and deductions.
52.		Automatic accounting for employer share of benefit costs.
53.		Allow payment of a short-term contract over a longer period.
54.		Automatic generation of invoices in Accounts Payable for payment of taxes, deductions, and employer benefits.
55.		Automatic transfer of payroll accounting to General Ledger.
56.		Automatic sharing of data with Personnel.
57.		Allow processing of fringes apart from regular payroll run.
58.		Simple data-entry window to affect W-2 amounts for 3rd party sick pay, group term life, moving expenses, etc.

	Response	Human Resources & Payroll Reporting Capabilities
		Contains standard Human Resources reports such as:
59.		• Regulatory reports such as COBRA, IPEDS, and CUPA
60.		• Staff directory/organizational chart
61.		• Employee profile
62.		• Exit interview form
63.		• Accrual summary
64.		• Open positions
		Contains standard Payroll reports such as:
65.		• Payroll registers
66.		• Paychecks and direct deposit vouchers
67.		Allow for totally customizable checks based on the organization.
68.		Deduction register.
69.		Federal and state unemployment reports as well as federal, state, and local wage and tax reports.
70.		Employee master file data.

71.		W-2 forms and W-2 magnetic media file.
72.		Journal Entry Reports.
73.		Accrual Summary.
74.		Payroll error report that is a concise list of helpful warnings such as net adjusted to zero, employee has multiple checks, etc.

	Response	Institutional Advancement Specifics
75.		Areas for alumni volunteers (such as class agents) or other advancement groups to view events, messages from the Advancement office, collaborate online, and access electronic materials and information distributed by the Advancement office.
76.		Portal to distribute information, messages, and enable online collaboration for board of trustees or other leadership groups.
77.		Profile area for constituents and alumni to enter hobbies, achievements, involvements, employment, and other information they would like to share with their peers.
78.		Social networking functionality for alumni and other constituent groups.
79.		Online calendar of events for alumni.
81.		Chat groups and forums for alumni or other constituent groups.
82.		Functionality to facilitate career networking amongst alumni with ability to include current students, staff, faculty, and other constituents as desired in networking communities.
83.		Handles online community-building and collaboration for an unlimited number of alumni or other constituent groups (class of, former sport teams, etc.), with calendar, chat, forum, RSS, blog functionality, access to alumni magazine or other files.
84.		Handles groups with open membership and invitation-only groups.
85.		Classmate lookup for alumni that respects individual permissions to show or hide their personal information.
86.		Alumni can submit updates (new job, new address, new baby, etc.) online.
87.		Ability to post campaign progress/updates for alumni and other constituents to see.

COMMITMENT TO WEB TECHNOLOGY & INTEGRATED SYSTEMS

Portal Capabilities/Interface

	Response	Personalization Capabilities
1.		Each constituent has a homepage that can be configured through a Personalize tool to display the most important functions to the user today, and modified tomorrow as other things become more important.
2.		Site-wide personalization can be performed so that the solution receives the branding, colors, fonts, and other preferences of the institution.
3.		Security & User/role Authentication (with support for SSL).
4.		A single point of contact/entry from which a constituent can access all of the information and functionality available to him or her based on his/her

		relationship(s) with the institution.
5.		Supports a variety of role-based user types that correspond to these relationships and provide the appropriate content and functionality through a secure environment.
6.		Constituents receive targeted messages based on their roles; a group leader can only administer the membership for his own group; students can only see group members for the groups of which they are a part. The content that is delivered can change over time as the constituent's relationship with the institution changes.
7.		Automatic integration with ERP administrative systems and Learning Management System (LMS) to provide single-login authentication.
8.		Each constituent's personal information is accessible and is able to appear in appropriate areas of the system.
9.		Personal images can be uploaded to the system so that the constituent's picture is available to be viewed by others in the same courses.

	Response	**Personalization Capabilities**
10.		Each constituent is able to create bookmarks of his/her favorite Web sites for quick and easy access from the homepage.
11.		A centralized calendar system is available to everyone who has a login and enables a constituent to see their own personal calendar items as well as those posted by an administrator for all constituents with their role(s).
12.		Calendar data can be viewed by day, week, month, or in a listing format.
13.		When the API is utilized with an ERP administrative system, the calendars of students and faculty members are electronically populated with the appropriate class meetings based on the person's schedule and electronically updated if there are any changes to the class meetings on the ERP side.
14.		Email icon connects to Email of choice.
15.		An unlimited number of Bulletin Board items can be defined and the community can post messages to the board that will stay "alive" for a designated timeframe.
16.		Administrator can set up a faculty member or a student to manage the members of online groups.
17.		An unlimited number of groups can be defined and maintained.
18.		Posting of documents and other files to a shared location that all group members can access. Function of Document Management.
19.		Posting of Web Links to a shared location that all group members can access.
20.		Ability to view Group mates (complete with display of pictures that have been uploaded by constituents) and automatically Email individual, selected, or all group mates.
21.		Ability to host online chats & asynchronous forum discussions.
22.		Ability to submit group announcements that will then appear for members of the group.
23.		Forums, or discussion threads, allow for an authorized person to post a note to which others who are a part of that "community" can respond.

24.		Administrators can organize headers and links to provide constituents with quick access to relevant Web pages, possibly from the college's homepage, etc.
25.		Supports mass Email mailings. Based access.
26.		Provides the institution with the ability to direct vital information to various roles during certain time periods.
27.		Portal administrator page from which the administrator can access all of the setup and maintenance functionality.
28.		Web page usage tracking (global statistics and by user capability).
29.		Provides a full development environment in which the site can create its own portlets and incorporate them into the full solution.
30.		Ability to create custom solutions that survive any future updates.
31.		Portlets can be developed against the ERP database or other systems, or established to provide access to other Web sites.

	Response	Personalization Capabilities
32.		The system comes with a full set of help on distributed functionality.
33.		Does your system provide a built-in Document Management System?
34.		Does your system have a true Testing Environment system for all modules that includes all real-time updates.
35.		Does your system require running multiple reports to update the system to achieve an accurate report on another document.

STATE OF TEXAS REQUIREMENTS

Item	Response	State Reporting
		Texas Higher Education Coordinating Board (THECB) Reports:
1.		• CBM001-Student Report Enrollment
2.		• CBM002- Texas Success Initiative (TSI) Report (NCBO is new req)
3.		• CBM004-Class Report Contact Hours/SCH by Program
4.		• CBM008-Faculty Data
5.		• CBM009-Completions (Graduation Data)
6.		• CBM00A-Continuing Ed Student Report Enrollment
7.		• CBM00C-Continuing Ed Class Report Contact Hours by Program
8.		• CBM0E1-Student End of Semester Report Enrollment
9.		• CMB00M State MSA Report
10.		• CBM00N-Student Number Change Report (ID)
11.		• CBM00S-Student Schedule Report Courses and Grades
		State FAID Reports:
12.		• Hazlewood Veteran Report

13.		• Financial Aid Database (FADB) Report
14.		• Texas Grant Report
15.		• Texas Educational Opportunity Grant (TEOG)
16.		• Texas Public Education Grant (TPEG)
17.		• Texas Work-study Grant
18.		• Top Ten Percent Scholarship Report
		HR/Payroll Reports:
19.		• TRS Reporting (member data, payroll, retiree, termination)
20.		• Optional Retirement Program (ORP) Reporting
21.		• Texas Workforce Commission (unemployment)
22.		• ERS Reporting
23.		• Self-funded Worker's Comp
24.		• State Auditor's Report

Item	Response	State Reporting
25.		• LBB Insurance Report
26.		• LBB OASI Report
		Texas Registration Processing:
27.		• Texas Common Application (Apply Texas) import
28.		• 3-Peat Tracking and Charges
29.		• SB 1231 6 Drop Tracking
30.		• Texas Specific EDI Transcript Data
31.		• Texas Success Initiative (TSI) Tracking
32.		• Core Curriculum Tracking
33.		• Undergraduate (UG) Funding Limit
34.		• Legislative Transcript Requirements: Must display TSI Scores and Status, 6-Drop Balance, Core Curriculum Status
35.		• Proper reporting of Flexible Registration Student (after Census Date)
36.		• Developmental Education Funding Limit (27 SCH)
37.		• System always complies with latest Texas state regulations and reporting requirements

Item	Response	Federal Reports.
38.		Does your system create IPEDS Reports?
39.		Gainful Employments must reflect changes and requirements in employment fields and standards.
40.		Does if offer a template for EADA or equity in athletics reporting.
41.		Does your system offer a template for creating a FISAP report?

APPENDIX ONE

REQUIRED FORMS AND CERTIFICATIONS

SECTION 1: EXECUTION OF OFFER

SECTION 2: ADDENDUM ACKNOWLEGEMENT

SECTION 3: FELONY CONVICTION NOTIFICATION FORM

SECTION 4: DELINQUENT FRANCHISE TAX FORM

SECTION : DISCLOSURE OF INTERESTED PARTIES (HB 1295)

SECTION : PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL FORM

SECTION : PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ENERGY FORM

SECTION : PROHIBITION ON CONTRACTS WITH COMPANIES THAT DISCRIMINATE AGAINST FIREARMS ENTITY OR TRADE ASSOCIATION FORM

SECTION : PROHIBITION ON CONTRACTS WITH COMPANIES ON NATIONAL DEFENSE AND FOREIGN ADVERSARIES' LISTS FORM

Proposers shall complete, sign, and submit all forms contained in this Appendix as part of their proposal. Failure to submit required forms may result in the proposal being considered non-responsive.

APPENDIX ONE, SECTION 1

EXECUTION OF OFFER

RFP No. 26/27-002
Enterprise Resource Planning (ERP) and Student Information System (SIS)

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED PROPOSAL OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S PROPOSAL, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS AT HILL COLLEGE. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT HILL COLLEGE'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

1. Proposer agrees to provide an Enterprise Resource Planning (ERP) and Student Information System (SIS), including software, implementation services, data conversion, integrations, training, maintenance, and support services in accordance with the requirements, terms, and conditions of this RFP and any resulting agreement.
2. Proposer certifies that this proposal has been prepared independently and without collusion, fraud, or other unlawful conduct.
3. Proposer certifies that it is authorized to conduct business in the State of Texas and possesses all licenses, registrations, certifications, and approvals required to perform the services contemplated by this RFP.
4. Proposer certifies that it is not delinquent in the payment of any Texas franchise taxes or is otherwise exempt from such requirements.
5. Proposer certifies that it will comply with all applicable federal, state, and local laws, regulations, and requirements applicable to the services provided under any resulting agreement.
6. Proposer acknowledges that information submitted in response to this RFP may be subject to disclosure under the Texas Public Information Act, Chapter 552, Texas Government Code.
7. Proposer certifies that all information contained in its proposal is true, complete, and accurate to the best of its knowledge.
8. Proposer acknowledges that any resulting contract award is subject to approval by the Hill College Board of Regents.
9. Proposer certifies that the individual signing this document is authorized to bind the Proposer to the terms and conditions contained herein.
10. Proposer acknowledges that all Hill College Data shall remain the sole property of Hill College and agrees to comply with all applicable data privacy, security, and records retention requirements.

Legal Name of Proposer: ______________________________________

Authorized Signature: ______________________________________

Printed Name and Title: ______________________________________

Date: ______________________

APPENDIX ONE, SECTION 2

ADDENDUM ACKNOWLEDGEMENT

Proposal of: ______________________________
(Proposer Company Name)

To: HILL COLLEGE

Ref.: RFP 26/27-002 – Enterprise Resource Planning and Student Information Sysytem

Ladies and Gentlemen:

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial if applicable). It is the Proposer's responsibility to make sure they have obtained all addenda. Addenda, if any, may be obtained by emailing kmangum@hillcollege.edu. Failure to acknowledge addenda may result in rejection.

ADDENDUM NO.	DATE

Respectfully submitted,

Proposer: ______________________________

By: ______________________________

Name: ______________________________
(Authorized Signature)

Title: ______________________________

Date: ______________________________

APPENDIX ONE, SECTION 3

FELONY CONVICTION NOTIFICATION FORM

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-002

Texas Education Code Section 44.034 Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(I), (We) the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Please print or type:

REQUIRED INFORMATION	REQUIRED RESPONSE
Company Official's Name (printed):	
My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.	
My firm is not owned nor operated by anyone who has been convicted of a felony.	
My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:	
Name of felon(s):	
Detail of conviction:	
Signature of company official:	
Signature (printed):	
Title:	
Date:	

APPENDIX ONE, SECTION 4

DELINQUENT FRANCHISE TAXES FORM

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-002

Each corporation contracting with the College shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

I, the authorized agent for the corporation, named below, certify that the information concerning delinquent franchise taxes has been reviewed by me and the following information is true to the best of my knowledge.

Vendor Name: ____

Authorized Vendor Official's Printed Name: ____

A. The corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, therefore, I am submitting a certified statement to that effect.

Signature of Vendor Official: ____

B. The corporation is subject to Texas franchise tax. I hereby certify that there is no delinquent Texas franchise tax pending against corporation.

Signature of Vendor Official: ____

C. I hereby certify that there is delinquent Texas franchise tax pending against the corporation.

Signature of Vendor Official: ____

APPENDIX ONE, SECTION 5

DISCLOSURE OF INTERESTED PARTIES (HB 1295)

Proposer acknowledges requirement to file form 1295 if awarded. https://www.ethics.stat.tx.us/filinginfo/1295/

APPENDIX ONE, SECTION 6

CONFLICT OF INTEREST DISCLOSURE NOTICE

HILL COLLEGE
RFP NO. 26/27-002

Pursuant to Chapter 176 of the Texas Local Government Code, a vendor doing business or seeking to do business with Hill College may be required to file a Conflict of Interest Questionnaire (Form CIQ) with the College if certain relationships or business affiliations exist between the vendor and a local government officer of Hill College.

The Conflict of Interest Questionnaire (Form CIQ) is available from the Texas Ethics Commission.

The vendor is solely responsible for determining whether filing is required under Chapter 176 and for complying with all applicable filing requirements.

Additional information and forms may be obtained from the Texas Ethics Commission.

Vendor Acknowledgment

The undersigned acknowledges receipt of this notice and understands its obligations under Chapter 176, Texas Local Government Code.

Company Name: ____________________________

Authorized Representative: ____________________________

Signature: ____________________________

Date: ____________________________

APPENDIX ONE, SECTION 7

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISREAL FORM – HOUSE BILL 89

HILL COLLEGE REQUEST FOR PROPOSAL NO. 26/27-002

The undersigned affirms that he/she is duly authorized to provide this information by the person(s) or business entity making the proposal and the information provided below concerning companies that boycott Israel thoroughly reviewed and verified and is, therefore, current, true and accurate to the best of my knowledge.

Pursuant to the provisions of Subtitle F, Title 10, Texas Government Code, section 2270.001:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes, and

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

___ Does not boycott Israel currently, and

___ Will not boycott Israel during the term of the contract with Hill College.

APPENDIX ONE, SECTION 8

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ENERGY COMPANIES

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-002

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ENERGY COMPANIES

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.

“Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:
(A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A).”

I, ________________________________, the ____________________________________
(Name of Certifying Official) (Title or Position of Certifying Official)

of ________________________________, (Name of Company)

does hereby verify on behalf of said company to Hill College that said company:

_____ Does not Boycott energy companies

_____ Will not Boycott energy companies (as that term is defined in Texas Government Code Section 809.001) during the term of this contract;

____
Signature of Certifying Official

____
Title Date of Certification

APPENDIX ONE
SECTION 9

PROHIBITION ON CONTRACTS WITH COMPANIES THAT DISCRIMINATE AGAINST FIREARMS ENTITY OR TRADE ASSOCIATION

HILL COLLEGE REQUEST FOR PROPOSAL
26/27-002

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and (B) does not include: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity 's or association 's status as a firearm entity or firearm trade association."

I, ____________________________________, the ____
(Name of Certifying Official) ______________________ (Title or Position of Certifying Official)

of ____________________________________, (Name of Company)

does hereby verify on behalf of said company to Hill College that said company: (check one)

_____ Does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association
______will not discriminate during the term of the contract against a firearm entity or firearm trade association;

____________________________________   ______________________

Signature of Certifying Official and Title Date of Certification

APPENDIX ONE, SECTION 10

PROHIBITION ON CONTRACTS WITH COMPANIES ON NATIONAL DEFENSE AND FOREIGN ADVERSARIES LIST – EXECUTIVE ORDER GA-48

HILL COLLEGE REQUESTFOR PROPOSAL NO. 26/27-002

Pursuant to **Executive Order GA-48**, issued by Governor Greg Abbott on **November 19, 2024**, the Supplier certifies that neither the company, nor any of its **holding companies, subsidiaries, or affiliates**, is:

A. Listed in Section 889 of the **2019 National Defense Authorization Act (NDAA)**; or
B. Listed in Section 1260H of the **2021 National Defense Authorization Act (NDAA)**; or
C. **Owned by** the government of a country on the **U.S. Department of Commerce's foreign adversaries list** under 15 C.F.R. § 791.4; or
D. **Controlled by** any governing or regulatory body located in a country on the **U.S. Department of Commerce's foreign adversaries list** under 15 C.F.R. § 791.4.

The Supplier further certifies that it does not engage in any **contractual, business, or operational** activities that would otherwise **grant access, control, or influence** to an entity meeting any of the above-listed criteria.

If at any time during the term of the contract, the Supplier becomes aware of any such affiliation or activity, it shall immediately notify **Hill College**. The contract may be subject to termination, and the Supplier may face legal action as deemed necessary by the College.

By signing below, the Supplier **acknowledges and certifies compliance** with this requirement:

Company Name

Signature of Authorized Official

Printed Name & Title of Authorized Official Date