



## REQUEST FOR PROPOSAL

<b>RFQ #</b>	<b>24 - 1005</b>
<b>RFP Issued</b>	<b>February 9, 2024</b>
<b>Title</b>	<b>Budgeting and Planning Software Purchase</b>
<b>Questions/Clarifications</b>	<b>Friday March 1, 2024</b>
<b>Bid Due Date</b>	<b>Friday March 15, 2024</b>
<b>Contract Award</b>	<b>TBD</b>
<b>Term</b>	<b>1 Year</b>

*Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be updated in our eProcurement and bid management system – Unimarket. Prior registration required.*

### RFP Issued by

USD Procurement Services  
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San Diego, CA 92110  
<https://www.sandiego.edu/procurement/>  
Procurement Contact: Liza Peterson  
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### SECTION I – INFORMATION FOR VENDORS

- 1.1 **PURPOSE:** The University of San Diego (USD) is seeking to upgrade and/or replace its current Oracle EPBCS budgeting software. We are interested in the following modules: 1)

Budget, planning and forecasting (to include position management and planning), 2) Reporting and analysis, and 3) Profitability and cost management.

The software will be the primary source of current year budget data, and should have the capability to make in-year temporary and permanent budget changes. The software should include the capability to forecast future budget years with “what if” scenario modeling for changes to: tuition, room and board rates; enrollment by academic program; changes to budgeted tuition discount rates; and changes to employee labor rates (i.e. planning for a merit increase pool). The system should allow for management of budget dollars vs. actual annualized salaries at the employee position level. The system is expected to integrate with Workday as the university’s primary ERP and financial accounting system.

The system should provide reporting capabilities with the ability to generate budget vs. actual reports at various hierarchy levels within the university, and the ability to export data and reports in Microsoft Excel or PDF formats. The software is expected to be user friendly, and easy to input data and manage and retrieve information for budget analysis, decision making, and reporting. The final scope of services will be negotiated with the successful vendor.

**1.1.2 INTENT:** Based on this RFP, USD intends to award a single contract to the responsible firm whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered. USD reserves the right to issue multiple contracts or to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the University to be in its best interest.

**1.1.3 TERMS:** USD’s standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase order. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

## **1.2 BACKGROUND**

The University of San Diego (USD) is a private Catholic institution of higher education, located on over 180 acres overlooking San Diego's Mission Bay. Chartered in 1949, USD enrolls just over 8900 students who may choose from more than 70 undergraduate and graduate degree programs. The student population has approximately 5,774 undergraduate, 2,138 graduate and 993 law students.

The USD campus supports six schools and one college, with over 909 faculty and over 2,000 administrative, staff and temporary employees. The majority of the University buildings are on the main campus with some residence halls and offices located off-site.

### 1.2.1 SCOPE OF WORK

**The vendor shall provide a cloud-based software solution to upgrade and/or replace the Oracle EPBCS budgeting software that is currently used and provide documentation necessary to support the software selection.**

## 2.0 SECTION 2 - KEY EVENTS

### 2.1.1 PRE-BID CONFERENCE: N/A

**2.1.2 QUESTION AND ANSWER PERIOD:** Prospective Vendors are encouraged to submit their questions to the USD procurement team before the deadline. The Question and Answer period will be open through **Friday, March 1, 2024, 5:00 PST**. The University will accept only written questions from all potential Vendors in accordance with the procedures outlined in this RFP.

**2.1.3 SUBMISSION OF BID PROPOSAL:** In order to be considered for award, the bid proposal must be received by the Procurement Services Department before or at the submission deadline indicated on the Cover Sheet. **Please submit your electronic proposal through Unimarket, our eProcurement and bid management system. Prior registration required.**

## 3.0 SECTION 3 - ADDITIONAL INFORMATION

**3.1.1.1 ADDENDA:** In the event that it becomes necessary to revise the RFP, such clarification or revision will be by Addendum. All Addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.

**3.1.1.2** Prospective Vendors must acknowledge receipts of all Addenda with each proposal submitted.

**3.1.1.3 VENDOR RESPONSIBILITY:** The Vendor assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid closure because of a Vendor's failure to be knowledgeable as to all of the requirements of the RFP.

**3.1.1.4 COST LIABILITY:** The University assumes no responsibility and bears no liability for costs incurred by a Vendor in the preparation and submittal of a bid proposal.

## 4.0 SECTION 4 – PROPOSAL SUBMISSION

**4.1.1 Only electronic submissions will be accepted.**

All data shall be clearly and legibly written, preferably typed, except for signatures. Signatures must be made in the appropriate spaces in compliance with legal requirements.

4.1.2 Proposals must clearly show the Vendor's name and address and meet all the requirements noted.

## **5.0 SECTION 5 – VENDOR CONDUCT**

5.1.1 During the RFP process (from release of the RFP to final award), Vendor is not permitted to contact any USD staff or faculty regarding this RFP, unless at the request of the USD designated contact on the title page or to fulfill pre-existing contractual obligations. Violation of these conditions may constitute immediate disqualification.

## **6.0 SECTION 6 - BID PROPOSAL PREPARATION AND SUBMISSION**

6.1.1 **GENERAL:** The Vendor is advised to thoroughly read and follow all instructions contained in this RFP in preparing and submitting its bid proposal.

### **6.1.2 PROPOSAL FORMAT AND CONTENT**

#### **6.1.2.1 Cover Letter:**

- a. The cover letter shall be submitted on letterhead and signed by an individual authorized to legally bind the Vendor. It shall include:
- b. A statement summarizing the Vendor's understanding of the work to be performed
- c. A statement accepting financial responsibility for any expenses incurred in the preparation of the bid proposal
- d. A statement regarding any deviations from, or exceptions to, this RFP or the University's terms and conditions.

#### **6.1.2.2 Software**

- a) Describe in detail the software proposed and its capabilities to meet the University's needs.

#### **6.1.2.3 Qualifications/Support Staff & Personnel:**

- a. Provide a description of the individual(s) or firm's qualifications to provide the services detailed in this RFP.
- b. Provide a description of vendor's support organization, problem response times and problem escalation procedures.
- c. Describe the vendor's security measures.

6.1.2.4 **Cost & Completion Schedule:**

- a) Provide a summary of projected costs, broken down by module and cost per license, if applicable.

6.1.2.5 **TERMS AND CONDITIONS:** Any exception to the terms and conditions must be submitted with the proposal. See attachment titled Standard Terms and Conditions

**7.0 SECTION 7 - CONTRACT TERM AND EXTENTION OPTION**

7.1.1 **TERM:** The term of the contract shall be for a period of one (1) year and may be extended as needed.

**8.0 SECTION 8 - PROPOSAL EVALUATION**

8.1.1 **PROPOSAL EVALUATION COMMITTEE:** Bid proposals may be evaluated by a committee composed of members of the School or Department responsible for managing the service, the University's Procurement Department and other employees.

8.1.2 **CLARIFICATION OF BID PROPOSAL:** A Vendor may be required to submit written responses to questions regarding the bid proposal. The purpose of such communication with the Vendor is to provide an opportunity for the Vendor to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed or corrected in any way.

8.1.3 **EVALUATION CRITERIA:** The University may use, but is not limited to, the following evaluation criteria: (A) The Vendor's general approach and plans in meeting the requirements of the RFP, (B) The Vendors detailed approach and plans to perform the services required, (C) the Vendor's documented experience in successfully performing contracts of a similar size and scope, (D) the qualifications and experience of the Vendor's team, (E) the overall ability of the Vendor to mobilize, undertake and successfully complete the contract and be responsive to the University's needs and (F) the price quoted and all other related costs to be incurred by the University.

8.1.4 **REJECTION OF PROPOSAL:** The University reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the University to do so.

8.1.5 **NEGOTIATION AND BEST AND FINAL OFFER:** The University may negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any Vendor, and/or solicit a best and final offer (BAFO) from one or more of the Vendors.

8.1.6 After receipt of the results of the negotiation and/or BAFO, the University will complete its evaluation and issue an award to the responsible Vendor(s) whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factored considered.

8.1.7 **CONTRACT AWARD:** The University reserves the right to award contracts to one or more Vendors.