



REQUEST FOR PROPOSALS

RFP # 2024-02

BANNER FINANCE RE-IMPLEMENTATION CONSULTANT

ISSUE DATE: April 26, 2024

CLOSING DATE: June 17, 2024

CLOSING TIME: 1:00 P.M., Pacific Time (PT)

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**OREGON INSTITUTE OF TECHNOLOGY
REQUEST FOR PROPOSALS**

**RFP #2024-02
BANNER FINANCE RE-IMPLEMENTATION CONSULTANT**

SECTION I - INFORMATION REGARDING PROPOSAL

INTRODUCTION

The Oregon Institute of Technology (“Oregon Tech”) is seeking proposals to secure the services of a seasoned consultant to spearhead and support the re-implementation process of Banner Finance from Blackbaud FENXT, as more fully detailed in this solicitation.

IMPORTANT NOTICE

It will be the responsibility of potential proposers (“Proposers”) to refer daily to the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Proposals (“RFP”).

GENERAL INFORMATION

Issuing Office: The Office of Finance and Administration of Oregon Tech is the Issuing Office and is the sole point of contact for clarifications regarding technical specifications in this RFP. The Oregon Tech Procurement and Contract Services Office is the sole point of contact regarding the RFP process. All correspondence pertaining to these two matters should be appropriately addressed to the contact persons below:

Content and Technical Specifications

Alicia Dillon, Associate Vice President for Finance and Controller
Telephone: (541) 885-1208
Email: Alicia.Dillon@oit.edu

RFP Process Questions:

Vivian Chen, J.D., Director of Procurement, Contracts, and Risk
Telephone: (503) 821-1266
Email: Vivian.Chen@oit.edu

SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFP will be ultimately determined by Oregon Tech. The following schedule is illustrative of optimal timing goals:

RFP Issue Date..... April 26, 2024

Deadline for Protest of Specifications May 6, 2024 (5:00 P.M., PT)

All Clarifying Questions Due May 13, 2024 (5:00 P.M., PT)

Notice of Interest Deadline May 20, 2024 (5:00 P.M., PT)

Closing Date (Proposals Due)..... June 17, 2024 (1:00 P.M., PT)

Finalist Presentations (if required) Week of July 8, 2024

Deadline for Protest of Award Seven (7) calendar days after date
on Notice of Award letter

Anticipated Contract Begin Date On or around August 1, 2024

GENERAL PROVISIONS

Oregon Tech reserves the right to reject any and all proposals received as a result of this RFP. Oregon Tech Policy Chapter 580-61 and 580-62 govern the procurement process for Oregon Tech.

1. Modification or Withdrawal of Proposal. Any proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the Procurement and Contract Services Office, prior to the Closing Date. The withdrawal of a proposal will not prejudice the right of a Proposer to submit a new proposal.

2. Notice of Interest. The Notice of Interest (form attached below) should be submitted to the Procurement and Contract Services Office by 5:00 P.M., PT, on the date indicated in the Schedule of Events, via email. In the Notice of Interest, the Proposer must provide the name of the primary contact person, plus that person's current telephone number and email address for communication of information about the RFP. Proposers that complete and return the Notice of Interest will receive the same supplementary information. Submission of the Notice of Interest is not a mandatory requirement for Proposers to submit a proposal.

3. Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 P.M., PT, on the date indicated in the Schedule of Events, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements.

The purpose of this requirement is to permit Oregon Tech to correct, prior to the opening of proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition.

Oregon Tech will consider all requested changes and, if appropriate, amend the RFP. Oregon Tech will provide reasonable notice of its decision to all Proposers that submit a Notice of Interest and on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>).

No oral or written instructions or information concerning this RFP from Oregon Tech managers, employees or agents to prospective Proposers shall bind Oregon Tech unless included in an Addendum to the RFP.

4. Protests of the RFP/Specifications: Protests must be in accordance with Oregon Tech Policy Section 580-061-0145. Protests of Specifications must be received in writing on or before 5:00 P.M., PT, on the date indicated in the Schedule of Events, or within seven (7) business days of issuance of any addendum, at the Procurement and Contract Services email address as listed in the Contact Information section of the RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest

and any proposed changes to the requirements.

5. Addenda: If any part of this RFP is amended, addendum will be provided on the Public University Procurement Website (<https://www2.wou.edu/nora/orpu.bid.home>), with a copy to all parties who submit the Notice of Interest.

6. Post-Selection Review and Protest of Award: Oregon Tech will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right in the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file and evaluation report at the Procurement and Contract Services Office and file a written protest of award, pursuant to Oregon Tech Policy Section 580-061-0145. Any award protest must be in writing and must be delivered by email to the address for the Procurement and Contract Services Office as listed in the Contact Information section of the RFP.

Oregon Tech will consider any protests received and:

- (A) reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- (B) sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, Oregon Tech may name a new apparent successful Proposer; OR
- (C) reject all proposals and cancel the procurement.

The Oregon Tech Vice President for Finance and Administration or designee will timely respond to the protest after receipt. This decision shall be final.

7. Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the sole discretion of Oregon Tech.

8. Public Records: proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a proposal contains any information that is considered a **TRADE SECRET UNDER ORS 192.501(2), SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.”

ORS 192.500(1). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

9. Investigation of References: Oregon Tech reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers and any other factor relevant to this RFP. Oregon Tech may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

10. RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the proposal, cost of attendance at an interview (if requested by Oregon Tech) or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by Oregon Tech.

11. Clarification and Clarity: Oregon Tech reserves the right to seek clarification of each proposal, or to make an award without further discussion of proposals received. Therefore, it is important that each proposal be submitted initially in the most complete, clear and favorable manner possible.

12. Right to Reject Proposals: Oregon Tech reserves the right to reject any or all proposals, if such rejection would be in the public interest, as determined by Oregon Tech.

13. Cancellation: Oregon Tech reserves the right to cancel or postpone this RFP at any time or to award no contract.

14. Proposal Terms: All proposals, including any price quotations, will be valid and firm through a period of sixty (60) calendar days following the Closing Date. Oregon Tech may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

15. Oral Presentations: At Oregon Tech's sole option, Proposers may be required to give an oral presentation of their proposal to Oregon Tech, a process which would provide an opportunity for the Proposer to clarify or elaborate on the proposal, but will in no material way change Proposer's original proposal. If the evaluating committee requests presentations, the Issuing Office will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by Oregon Tech. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written proposals should be complete.**

16. Usage: It is the intention of Oregon Tech to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

17. Sample Contract: Submission of a proposal in response to this RFP indicates Proposer's willingness to enter a contract containing substantially the same terms listed in Exhibit A – Oregon Tech Sample Contract, attached hereto and made a part hereof ("Sample Contract"). No action or response to the Sample Contract is required under this RFP. Any objections to the Sample Contract terms should be raised in accordance with Paragraphs 3 and 4 of the "General Provisions" of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP.

18. Review for Responsiveness: Upon receipt of all proposals, the Issuing Office or designee will determine the responsiveness of all proposals before submitting them to the Evaluation Committee. If a

proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the Evaluation Committee. Oregon Tech reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a proposal. The Proposer's contact person identified on the proposal will be notified, identifying the reason(s) the proposal is non-responsive.

19. Rejections and Withdrawals. Oregon Tech reserves the right to reject any or all proposals or to withdraw any item from the award.

20. RFP Incorporated into Contract. This RFP will become part of the Contract between Oregon Tech and the selected contractor(s). The selected contractor(s) will be bound to perform according to the terms of this RFP, their proposal(s), and the terms of Exhibit A.

21. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee about the RFP until the apparent successful Proposer is selected, and all protests, if any, have been resolved.

22. Prohibition on Commissions. Oregon Tech will contract directly with persons/entities capable of performing the requirements of this RFP. The selected contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

23. Ownership of Proposals. All proposals in response to this RFP are the sole property of Oregon Tech, and subject to the provisions of Oregon Revised Statutes, Chapter 192 (Oregon Public Records Law).

24. Clerical Errors in Awards. Oregon Tech reserves the right to correct inaccurate awards resulting from its clerical errors.

25. Rejection of Qualified Proposals. Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions or specifications of the RFP or the Oregon Tech Sample Contract.

26. Collusion. By responding, the Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, or employee of Oregon Tech has a pecuniary interest in this proposal.

27. Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from Oregon Tech. Oregon Tech reserves the right to modify the Evaluation Committee make-up in its sole discretion. The committee's recommendations will be forwarded to the Vice President for Finance and Administration, or designee, for final approval.

28. Commencement of Work: The Proposer shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by Oregon Tech.

29. Use of Brand or Trade Names: Any brand or trade names used by Oregon Tech in the specifications are for the purpose of describing and establishing the standard of quality, performance, and characteristics desired, and are not intended to limit or restrict competition. Proposers may submit proposals for substantially equivalent products to those designated unless this RFP provides that a specific brand is necessary because of compatibility or other requirements. All such brand substitutions shall be subject to approval by Oregon Tech.

30. Best and Final Offer: Oregon Tech may request best and final offers from those Proposers determined by Oregon Tech to be reasonably viable for contract award. However, Oregon Tech reserves the right to award a contract on the basis of initial proposal received. Therefore, each proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, Oregon Tech may select for final contract negotiations/execution the offers that are most advantageous to Oregon Tech, considering cost and the evaluation criteria in this RFP.

TERM OF CONTRACT

The contract is expected to begin on or about August 1, 2024, and extend to March 31, 2026, with an option for renewals in six (6)-month increments thereafter, subject to the selected contractor's continued successful performance as determined by Oregon Tech. The contract is subject to semi-annual review and approval of the Office of Finance and Administration and satisfactory negotiation of terms (including a total fee acceptable to both Oregon Tech and the contractor). Oregon Tech intends to reserve the right upon thirty (30) days' notice to the Contractor to terminate the contract for its convenience.

DELIVERY OF PROPOSALS

The complete proposal (including all attachments) must be emailed and must be electronically received by **1:00 P.M. Pacific Time on June 17, 2024.** Email subject line must be **"Response to RFP #2024-02."** Proposers are encouraged to telephone and confirm electronic receipt of the complete emailed document(s) with the Procurement and Contract Services Office before the above time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at Oregon Tech's sole discretion.

It is the responsibility of the Proposer to ensure that proposals arrive by the closing date and time. **NO LATE PROPOSALS WILL BE ACCEPTED.** Proposals may not be submitted by telephone or fax. Proposals must be e-mailed to:

Email: Purchasing@oit.edu

Proposals will be publicly opened by a designee in the Procurement and Contract Services Office on the Closing Date.

PROJECT BACKGROUND

The purpose of this solicitation is to secure the services of a seasoned consultant to spearhead and support the re-implementation process of cloud-based Banner Finance (Banner FIS) from cloud-based Blackbaud FENXT (FENXT). Oregon Tech is seeking a potential implementation partner to support the university's business transformation, organizational, change management, and Banner FIS re-implementation.

The project is anticipated to take approximately 12-18 months and will include a pre-design readiness stage, design / prototype iterations, organizational change management, testing, deployment readiness, go-live, and system stabilization. Plans should anticipate solution delivery on budget and scope will include the existing, in-service Banner modules of Banner Student Information Systems (SIS), Banner Human Resources (HRIS), and other software solutions.

The consultant is anticipated to serve as a subject matter expert and provide adept project management

encompassing change management and training initiatives E. Furthermore, the consultant will be tasked with optimizing the configuration of Banner FIS modules, identifying and remedying gaps arising from the reversion process, and be responsible for the complete and accurate migration of all pertinent data as determined in conjunction with Oregon Tech from FENXT to Banner Finance. Additionally, the consultant will play a pivotal role in facilitating any required integrations with Banner Finance to ensure a seamless and efficient transition. This will include the consultant tracking integrations, defining data elements, and providing other resources as needed by Oregon Tech to complete necessary integrations.

Proposers should be prepared to discuss their implementation approach and expertise with Banner FIS for customers in public higher education. Relevant organizational design and change management experience with other financial ERP Cloud platforms, preferably with Banner, should be noted as appropriate.

Potential implementation partners are invited to propose the approach and timing that, in their experience, is optimal for an organization of Oregon Tech's size and level of complexity.

Institutional Background

Founded in 1947, originally as a vocational rehabilitation school for World War II Veterans, Oregon Tech has grown immensely in size, scope, and service. Today, the university is accredited by the Northwest Commission on Colleges and Universities, and its student population totals nearly 5,000, making student-to-faculty ratio 16:1.

Officially recognized as Oregon's Polytechnic University, Oregon Tech specializes in engineering, technology, healthcare, business, communication, and applied sciences such as psychology and environmental sciences. Its faculty and industry partners work hard to ensure students have the resources and training to tackle the challenges of both today and tomorrow.

Oregon Tech has locations throughout the Pacific Northwest. In Oregon, this includes the residential campus in Klamath Falls, the Portland-Metro campus in Wilsonville, as well as sites in Salem and Scappoose. In Washington, Oregon Tech offers degrees to employees of The Boeing Company at sites in the Puget Sound area.

Additional information about each campus can be found at the following links: [Campus Programs](#) and [Campus Map](#)

Oregon Tech is a public, state-supported institution accredited by the Northwest Commission on Colleges and Universities. Individual programs also are accredited by the appropriate professional organizations.

Oregon Tech's real-world focus produces results, too: ninety six percent (96%) of the university's students are either employed or enrolled in graduate school within six (6) months of graduation, with average starting salaries of \$60,000 per year.

Hands-on Education

Oregon Tech's individualized and applied approach to teaching, which blends theory and practice, is the main reason its graduates are so avidly recruited. Whether they study software engineering, vascular technology, management, or dental hygiene, Oregon Tech students have amazing opportunities to apply what they learn in lab-based classes, clinics, externships, and workplaces. This practical focus is reinforced in the classroom by instructors who come to Oregon Tech with relevant business, industrial, or clinical experience.

Accounting Records

Oregon Tech uses FENXT as their accounting system and is cloud based. The FENXT accounting records are organized by fund, account, and program type, which corresponds to the guidelines provided by the National Association of College and University Business Officers (NACUBO) Financial Accounting and Reporting Manual (FARM). FENXT is supported by subsidiary ledgers, including: Cash Management, Accounts Payable, Accounts Receivable, and Capital Assets.

Oregon Tech uses Banner Student Information System (SIS) and Human Resources System (HRIS), which is also used to process payroll, with SIS and HRIS financial information entered into FENXT through certain manual batch journal entry processes.

Oregon Tech also uses ETRIEVE electronic document retention and workflow software as part of its Procurement Card (P-Cards) and Accounts Payable processes. Currently, ETRIEVE is used only for document retention with FENXT functions. As part of the respective process, ETRIEVE may be utilized by both administrators and “customer” unit departments, including as part of certain approval workflow procedures that exceed ERP functionality.

Oregon Tech’s FENXT Chart of Accounts and accounting records can, at times, be overly complex, in order to utilize FENXT software functionality. Exceedingly complex combinations of chart of accounts elements are required to be used in order to meet Oregon Tech’s accounting, budgetary reporting, financial reporting and compliance requirements common for public institutions of higher education. For example, a combination of FENXT data elements of “Account String”, “Fund Record”, “Account Code”, “Program Code”, “Project ID”, “Grant Code” / “Transaction Code 1”, “Activity Code 1” / “Transaction Code 2”, “Activity Code 2” / “Transaction Code 3”, “Attributes”, and others, are used to maximize FENXT functionality needed in order to achieve basic fund accounting and reporting (e.g. by fund balance sheet and income statement), including organizing records by fund, account, and program type corresponding the NACUBO FARM.

Functions of the Oregon Tech Office of Finance and Administration include establishing accounting policies, financial reporting, treasury management, debt management, investment management, and federal, state and local tax functions, annual financial statement and compliance audits, and internal audit. Oregon Tech’s Business Affairs Office (BAO) functions include for general accounting, cashiering, student account collections, student account refunding, cash deposits, accounts payable, procurement cards (P-Cards), capital assets accounting, and grant and contract accounting. Oregon Tech Budget and Planning Office (BPO) functions include development and oversight of the university’s annual budget, regular budgeting monitoring and reporting throughout a fiscal year, scenario based planning, and other long-range planning.

Oregon Tech payroll expenditures include employer contributions to various retirement plans including the State of Oregon Public Employees Retirement System, the Oregon Public Service Retirement Plan, and the “Optional Retirement Plan;” and employer paid medical and dental insurance. Currently, Oregon Tech “other post-employment benefits (OPEB)” is limited to the “implicit rate subsidy” that Oregon Tech retirees benefit from when they continue with and pay for Oregon Tech health insurance.

Financial Reporting

Effective for the fiscal year ending June 30, 2024, Oregon Tech will prepare its own Annual Financial Report (AFR). Information for the financial statements comes from FENXT. FENXT is used to compile the data into GASB financial reports and record any post-closing or audit adjustments. As part of the Banner FIS re-implementation, it is anticipated that separate financial reporting software will be needed, either as a component of separate budget-reporting software or as a stand alone software. Budget software and/or financial reporting software are contemplated as additional software to be included as part of the Banner FIS re-implementation strategy and consulting services covered by the Request for Proposals.

Prior year audited financial statements of Oregon Tech and Oregon Tech's Finance and Administration Operational and Organizational Charts can be found at the following website: <http://www.oit.edu/faculty-staff/finance-administration>

The Office of the President's Organizational Chart can be found at the following website: <http://www.oit.edu/faculty-staff/president>

The Office of the Provost's Organizational Chart can be found at the following website: <http://www.oit.edu/faculty-staff/provost>

Student Affairs Organizational Chart and Assessment Plans can be found at the following website: <http://www.oit.edu/campus-life/student-affairs>

Federal Program Information

Oregon Tech has separate offices for distinguishing post-award accounting and administration functions from the "pre-award" functions. Oregon Tech also receives Federal financial aid funds, which are administered by the financial aid office. The annual Schedule of Expenditures of Federal Awards (SEFA) is prepared in collaboration between the Office of Finance and Administration.

University Shared Service Enterprises (USSE)

USSE provides treasury and debt management services to participating Oregon public universities, and is considered a key external stakeholder for the Banner FIS re-implementation. USSE has significant involvement with Oregon Tech's daily cash and treasury management, including pooled investment allocations. USSE also has significant involvement with Oregon Tech's debt portfolio.

Other Information

A portion of Oregon Tech revenues come from State appropriations. The State appropriations are granted by the Legislature as a result of a biennial budget request through the Higher Education Coordinating Commission (the HECC).

The State of Oregon issues its own long-term debt on behalf of Oregon Tech related to the acquisition, construction, and improvements to buildings and other real property. The long-term debt is generally in the form of tax-exempt bonds issued under sections XI-G, XI-F and XI-Q of the State of Oregon Constitution. Other forms of long-term debt include certificates of participation, lottery bonds, and energy loans. As of July 1, 2015, Oregon Tech is only responsible by contract with the State of Oregon to repay XI-F debt issuances, all other proceeds from debt issued on behalf of Oregon Tech is in the form of a grant.

SCOPE OF WORK

The scope of work includes the following:

1. Project Plan:
 - Develop a detailed project plan outlining tasks, timelines, milestones, and resource requirements.
2. Business Process Analysis:
 - Conduct and document a thorough analysis of current financial processes and identify areas for improvement.
 - Identify any process gaps resulting from the reversion from FENXT to Banner Finance.
 - Identify, establish and maintain a list of incompatible duties, and catalog the list of conflicting abilities.
 - Business requirements of documentation including flow charts, diagrams, statistical models, graphical representations of business processes, and business operations.
3. Requirements Documentation:
 - Document functional and technical requirements based on the organization's needs.
4. System Design:
 - Optimize system configuration based on the identified requirements.
5. Enhancement Specifications:
 - Define and document any necessary enhancements to the ERP system particularly related to reporting needs
6. Data Migration Plan:
 - Develop a plan for migrating data from existing systems to the Banner Finance.
7. Integration Strategy:
 - Identify and plan for integrations with other systems, as applicable.
 - Potential other systems to be integrated with a re-implemented Banner FIS may include:
 1. ETRIEVE electronic document retention and workflow software
 2. Separate budget and reporting software (to be determined in conjunction with Banner FIS re-implementation)
 3. Separate capital asset software (to be determined in conjunction with Banner FIS re-implementation)
 4. Transact Campus solutions
8. Testing Plan:
 - Develop a comprehensive testing plan, including unit testing, system integration testing, and user acceptance testing.
9. Identify Banner FIS re-implementation risks specific to Oregon Tech, including development of a risk registry and potential mitigation strategies to minimize effect and/or overcome risks that may occur during the re-implementation and post-re-implementation process.
 - Identify assumptions and constraints that impact the outcome / success of the engagement.
10. Training Materials:
 - Create training materials for end-users and administrators.
 - Conduct Train the Trainer sessions as part of campus readiness
11. Move to Production:
 - Execute the deployment of the ERP solution, including optimized system configuration, data migration, and integrations including change management support.
12. User Training:
 - Conduct training sessions for end-users and administrators.

13. Go-Live Support:
 - Provide support during the initial go-live phase to manage any issues and ensure a smooth transition.
 - Provide post-go-live support to work through troubleshooting and complete the transfer of ownership to OT's functional team.
14. Post-Implementation Review:
 - Conduct a post-implementation review to evaluate the success of the implementation and identify areas for further optimization.
15. Documentation:
 - Provide comprehensive documentation for configurations, enhancements, and processes for future reference.
16. Project Closure Report:
 - Summarize the project's outcomes, lessons learned, and recommendations for future projects.
17. Knowledge Transfer:
 - Transfer knowledge to internal teams to ensure ongoing system maintenance and support.
18. Performance Metrics:
 - Establish and report on key performance indicators to measure the success of the re-implementation.
19. User Acceptance Sign-Off:
 - Obtain formal sign-off from key stakeholders confirming acceptance of the implemented solution.
20. Final Invoice and Financial Closure:
 - Submit a final invoice detailing the project costs and financial transactions associated with the implementation.
21. Provide weekly status updates to key university stakeholders.
22. Post all supporting materials, meeting notes, drafts and final deliverables to an Oregon Tech SharePoint site.

Business Process Transformation and Change Management

The success of this project relies heavily on the ability to transform and modernize existing business processes in conjunction with extensive change management. Clear business process redesign that aligns to process goals, configuration build, testing, and execution are needed. Oregon Tech consists of two (2) schools, four (4) divisions, and numerous departments including a Research & Development (R&D) center, all of which are impacted by this project. Therefore, a comprehensive change management program that is monitored for effectiveness and altered as deemed necessary will be required.

System Replacement

Unless otherwise specified, Oregon Tech anticipates Blackbaud FENXT to be replaced by functionality in the re-implemented Banner FIS system; however, depending on scope, system capability, and solution design, others systems not included on the table below may also be impacted.

Functional Area	Current System	Banner System Re-Implementation	Separate Software, as part of Banner System Re-Implementation	External Stakeholder(s)
Grants and Research Accounts (post-award)	FENXT	Banner	-	-
Grants and Research Accounts (pre-award)	FENXT, Banner FIS (Legacy Banner)	Banner	-	-
Grants Management, including Billing	FENXT, Manual-Microsoft Excel	Banner		
Banking and Cash Management (Treasury Management): OIT	FENXT	Banner	-	-
Banking and Cash Management (Treasury Management): USSE	FENXT	Banner	-	Yes
Capital Asset Management and Reporting	FENXT	tbd	tbd	-
Debt Management: OIT	FENXT	Banner	-	-
Debt Management: USSE	FENXT	Banner	-	Yes
Expenses	FENXT	Banner	-	
Vendor Management	FENXT	Banner	-	-
Travel and Expense Reimbursement	FENXT	Banner	-	-
Procurement Cards (P-Cards)	FENXT, ETRIEVE, Manual-Microsoft Excel	Banner	-	-
Purchasing, including issuance of Purchase Orders	FENXT	Banner	-	-
Capital Projects	FENXT	Banner	-	-
Project Contract Billing	Manual-Microsoft Excel	Banner	-	-
Budget Resource Planning and Reporting	FENXT, Manual-Microsoft Excel	tbd	tbd	-
Financial Reporting	FENXT, ETRIEVE, Manual-Microsoft Excel	tbd	tbd	Yes
Inventory Management	n/a	n/a	-	-

Concurrent Projects

Oregon Tech has separate projects to scope out a solution for Budget planning and reporting, and financial reporting related to its annual financial statement and compliance audits, are underway. The university is also considering a separate project to scope out capital asset reporting software (e.g. depreciation software), depending upon the anticipated functionality of Banner FIS, once re-implemented. If approved, the new systems would need to integrate with the Banner FIS re-implementation.

Travel:

The selected Proposer shall travel to Oregon Tech's campus in Klamath Falls, Oregon and any other campus locations as necessary, in order to perform Banner Finance re-implementation consulting services. Any travel must be mutually approved by Oregon Tech and the selected Proposer in advance.

Presentation:

The selected Proposers may be requested to appear before Oregon Tech's Evaluation Committee to discuss and explain their proposal and to respond to questions from the Committee. The Committee reserves the right to request additional information at this time.

Oregon Tech reserves the right to electronically record these presentations.

Timeline, Pricing, and Consideration

Potential implementation partners are invited to propose the approach and timing that, in their experience, is optimal for an organization of Oregon Tech's size and level of complexity.

The selected Proposer shall develop a final timeline, in conjunction with key university stakeholders, that will be agreed upon in advance of commencing consulting services under this Request for Proposals.

The selected Proposer will conduct its engagement on-site and remotely throughout the contract period as agreed to by Oregon Tech management.

Pricing for Banner FIS re-implementation should clearly specify the costs of each phase of the project. Bids should anticipate a go-live July 1, 202x, to coincide with the start of Oregon Tech's Fiscal Year 202x. The project and Proposer methodology should include the following components:

- A readiness phase, where fundamental strategic, organizational, and structural decisions will be made, prior to official kickoff of system design activity. The readiness phase is considered to be an up-front investment to reduce effort once system implementation has begun.
- A series of prototyping cycles during design, where end-users can test out their design assumptions in the system.
- Data migration validation strategy, validation, and execution.
- Integration build, validation, and testing.
- An optimal number of test payroll runs. Parallel testing should be completed to the satisfaction of the Payroll leadership.
- A solid organizational change management and communications strategy. Organizational change management is a critical component to success at Oregon Tech, so a robust methodology and equally robust oversight of the change champion network and execution is essential.
- Two months of post-production support with an option to extend.

Both Proposer and customer resourcing requirements and assumptions should be clearly identified.

Consulting service rates shall be an hourly rate with a not-to-exceed (NTE) for the period of the implementation. Proposer should also include locked-in consultant rates for any post go-live support required beyond two months for the solutions.

Proposer will provide an estimate of system implementation costs (expert system 'coaches' and other services needed) offered by the Proposer or a third party. The Proposer will provide final not-to-exceed (NTE) price bids for the system implementation costs. These fixed price bids will cost, in total, within the NTE price provided. These estimates will reflect understanding of Oregon Tech internal implementation approach and resources. Payments by Oregon Tech will be milestone-based.

Proposer will detail any additional costs of implementation if applicable, for example, Project Management support, training modules, or testing automation.

Proposer will provide prices for additional services should Oregon Tech wish to procure these services in the future. Additional services that need to be purchased to achieve Oregon Tech's desired scope should be clearly identified.

Preapproved travel time will also be reimbursed on a time and materials basis of the selected Proposer's normal hourly rate for the staff member assigned to travel.

Oregon Tech prefers Proposers to propose pricing based on the expressed preferences set forth in the RFP, and Proposers are encouraged to submit their bids based on these preferences. In addition, Proposers are permitted to submit alternative pricing proposals provided the RFP response clearly identify such proposals as an alternative price bid. If Proposer submits an alternative price proposal, Proposer agrees that Oregon Tech can purchase the in-scope solution based on such alternative pricing.

Oregon Tech assumes that the Proposer is responsible for purchasing, provisioning, installing and maintaining secure network connections to Oregon Tech facilities as required to deliver the proposed solution.

Gramm-Leach Bliley Act (GLBA):

The selected Proposer must be able to certify compliance with the Gramm-Leach Bliley Act (GLBA) to safeguard financial information. Specifically, the selected Proposer will be asked to provide:

- 1) An explicit written acknowledgment that the contract allows the selected Proposer access to confidential information;
- 2) A stipulation that the confidential information will be held in strict confidence and accessed only for the explicit business purpose of the contract;
- 3) A guarantee that it will ensure compliance with the protective conditions outlined in the GLBA;
- 4) A guarantee that it will protect the confidential information it accesses according to commercially acceptable standards and no less rigorously than it protects its own or any other customers' confidential information;
- 5) A provision allowing for the return or destruction of all confidential information received by the selected Proposer upon completion of the contract;
- 6) A stipulation allowing the entry of injunctive relief without Oregon Tech posting bond in order to prevent or remedy breach of the confidentiality obligations of the contract;

- 7) A stipulation that any violation of the GLBA's protective conditions amounts to a material breach of contract and entitles Oregon Tech to immediately terminate the contract without penalty;
- 8) A provision allowing auditing of the selected Proposer with the contract safeguard requirements; and
- 9) A provision ensuring that the GLBA's protective conditions shall survive any termination agreement, cancellation or expiration of the contract.

Implied Requirements

Additionally, please include any services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described for the consultant and shall be included in the Scope of Services as a "catch all."

As this has the potential to change the base proposal, please provide a separate proposal (outlined above) for implied requirements with a separately stated price for these items by initial contract period as well as potential contract renewal periods.

.SECTION II – INFORMATION REQUIRED FROM PROPOSERS

PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

Submission Format

1. The proposal should be written on standard size (8½" x 11") paper, using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents. MSOffice Suite and Adobe Acrobat documents are preferred.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below and on the Questionnaire. Pages should be numbered consecutively.

File Size Limit

Proposer's submission may not exceed **25 MB** in file size. This limit cannot be increased, and files of larger size will not be accepted.

REQUIRED PROPOSAL CONTENT

1. You must complete the **Bidder/Proposer Non-Discrimination and Oregon Tax Laws Certification** sheet, signed by an authorized company official.
2. The proposal must also include the following:

- a. **Title Page or Cover Letter.** The title page or cover letter should indicate the date, subject, name of the Proposer, address, current telephone number, e-mail address, name and title of the Proposer's contact person as well as a signature of an authorized official with the authority to negotiate and contractually bind the Proposer.
 - b. **Questionnaire.** Complete and specific answers to the Questionnaire for Proposers. Please respond by restating each question and thereafter providing your answer in order beginning with question 1.
3. **Summary Statement.** The Proposer may, but is not required to, provide a summary statement as to its qualifications, as well as briefly describe (no more than five hundred (500) words) any special considerations the Oregon Tech should consider.

EVALUATION CRITERIA

Proposals will be evaluated for completeness and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the proposal is unclear, Proposers may be asked to provide written clarification. **Proposals that do not specifically address the scope of work or do not include the complete proposal content may be rejected.**

Proposals will be evaluated based on the following criteria and questions outlined in the Questionnaire for Proposers:

1. Background Information	20 points
2. Scope of Work	25 points
3. Cost Summary	25 points
4. Quality of Proposal	15 points
5. References Review (Finalists Only)	15 points
6. Presentation (Finalists Only)	<u>25 points</u>

Total Possible:	125 points
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SECTION III – QUESTIONNAIRE FOR PROPOSERS

Please submit your responses in order beginning with question 1 by restating the question, then providing your answer. Use additional sheets as necessary. Be specific with names and numbers.

1. Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the Evaluation Committee (the Committee) with a broad understanding of the entire Proposal.

2. Background Information

Description of past experience in the successful completion of similar services for public institutions of higher education. Experience working with Oregon issues, preferred. Proposers should provide evidence of the successful completion of at least three such projects. Please provide name, address, and current telephone numbers of contact person for such projects.

Submit roles and responsibilities for your implementation team as well as expectations from Oregon Tech staffing.

Identify specific person(s) who would be responsible for the proposed work.

Submit resumes for all key onshore and offshore personnel, to include at a minimum the account/client manager, contract manager, migration manager, and key service category delivery leads. All management and leads should have held this position previously. Staffing should have Banner FIS experience, preferably public higher education background, and have implementation experience with the functionality they will be implementing or the technical expertise required. They also must have applicable experience with United States federal requirements (ex: Accounts Payable resources should understand basic IRS requirements such as year-end 1099 reporting).

Respondents key project personnel are to be full-time and dedicated solely to the project during their assigned participation unless the Respondent provides alternative solutions that meet Oregon Tech's approval. No key project personnel can be added, replaced or removed without adequate notice (no less than 21 days) to the designated Oregon Tech .

Key critical personnel should also attend the presentation and Q&A session that will be scheduled. It is vital that Oregon Tech have the ability to meet and ask questions of these critical resources to get an understanding of fit and quality of staffing.

3. Scope of Work

Using the Scope of Work as a guide, outline a work plan, with target dates for beginning and completion of essential steps necessary to meet the deadlines. Potential implementation partners are invited to propose the approach and timing that, in their experience, is optimal for an organization of Oregon Tech's size and level of complexity.

Clearly describe the services that you intend to provide in response to this RFP and how you intend to provide them. The Proposer should demonstrate an understanding of scope, and fully describe the approach, how general risks (e.g., geo-political, natural disasters) will be managed, and detail any Proposer proprietary software or methodologies must be disclosed in the proposed solution. The Proposer

should document all assumptions in solution design and project delivery, in both the RFP response as well as all ongoing financial and operational considerations.

4. Governance

Clearly describe the proposed management and governance model that will be used to ensure that the responsibilities of all parties are performed in accordance with the project scope and deliverables. The Proposer should propose an organizational structure, and define both its own roles and responsibilities, as well as the roles and responsibilities that Oregon Tech is expected to perform throughout the duration of the project. The Proposer should also describe its Project Management approach, structure, and function. Further, the Proposer should document its quality assurance approach and deliverable acceptance process.

5. Implementation, Testing and Migration Proposal

The Proposer's implementation, business process redesign methodologies, testing, and migration strategy and activities should be clearly outlined. Migration success is critical to the success of this effort. The response should include a description of how the potential systems will be migrated into the solution, data conversion and remediation methodology, testing and QA approach, and a plan for achievement of key milestones. Clear understanding of how data will be validated such as parallel payroll testing approach. Further, Proposer should include a description of how implementation, testing, and migration progress will be measured and signoffs will be managed. Proposer should also outline general implementation considerations, such as the readiness phase, post go-live implementation support, ramp down, and warranty expectations. Additionally, Proposer should identify any other requirements for a successful implementation, such as working environment, sequencing, or other factors not previously addressed. 11 Section

6. Resource Risk Management

The Proposer should detail risks and risk mitigation strategies related to resourcing and extended migration and transition efforts, as this program will be very complex and loss of key resources inflicts both tangible and intangible costs. It should explain how costs, resources, and timelines associated with these types of delays beyond the defined timeframe will be addressed.

7. Organizational Change Management

The success of this initiative will be heavily determined on the success of the program's organizational change management capability. Proposer should include the following items relating to guiding faculty and staff through an organizational transformation:

- a. Proposer's proposed organizational change management approach
- b. Options for organizational design and a steady-state operating model
- c. How best practice is determined (sources leveraged)
- d. Financial software implementation lessons learned through previous transformations in higher education institutions: staff, faculty, and departmental administrators

8. Due Diligence Requirements

Please describe your requirements for the due diligence period. This may include a need for additional site visits, quantification efforts, interviews, and the like. Describe the roles and responsibilities of your team and Oregon Tech's team. Include a simple Due Diligence project plan by milestone.

9. Cost Summary

Pricing and fee schedules should be on an hourly rate and sufficiently descriptive to facilitate acceptance of a proposal. List the not-to-exceed (NTE) amount you propose for consulting services. Pricing should outline all estimated expenses, such as travel, lodging, printing and mailing, and miscellaneous expenses, which are separately reimbursable. Oregon Tech reserves the right to follow up with Vendor for clarity.

10. Quality of Proposal

Proposal is fully compliant and responsive. Responses display a thorough understanding of the scope of work and present a complete recommended approach.

11. References Review (Finalists Only)

Provide three (3) references from clients your firm has served in the past three (3) years, preferably including one (1) client that has newly engaged the firm in the past three (3) years and one (1) long-term client (i.e., over three (3) year). Provide the name, address, and current telephone number of each reference.

12. Managing the Relationship with Oregon Tech

- A. Describe the your firm's process for working with Oregon Tech
 - i. Availability and capacity to deliver key individuals with the knowledge and skills necessary for this work.
 - ii. Process for scheduling firm resources to deliver services.
 - iii. Supervision of firm resources.
 - iv. Capability to share training, best practices, benchmarks – key performance indicators, and financial software implementation risk identification and migration strategies.
 - v. Process and communication strategy for working with key university stakeholders to administer the overall engagement.
 - vi. Philosophy of financial software implementation consulting services.

13. Alliances, Partnerships and Sub-contractors

Submit a list of all relevant alliances, partnerships, accreditations, vendor statuses and levels, and subcontractor relationships that you have established and plan to use in delivering the services described in your proposal.

SECTION IV – CONTRACT TERMS AND REQUIRED DOCUMENTS

NOTICE OF INTEREST

**RFP #2024-02
BANNER FINANCE RE-IMPLEMENTATION CONSULTANT**

Name of Consultant/Firm: _____

Check One:

_____ Yes, this firm will submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

_____ No, this firm does not anticipate submitting a proposal in response to this request.

Comments:

Signature: _____ Date: _____

Name: _____ Title: _____

Address: _____

City/State/Zip: _____ Phone: () _____

E-mail: _____

Please email this Notice of Interest no later than May 20, 2024 at 5:00 P.M. Pacific Time.

**BIDDER/PROPOSER
NON-DISCRIMINATION AND OREGON TAX LAWS CERTIFICATION**

**RFP #2024-02
BANNER FINANCE RE-IMPLEMENTATION CONSULTANT**

I, the undersigned, have read all of the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that the named firm has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

Certified Minority, Women, or Emerging Small Business

For statistical purposes only, please indicate if your firm is an Oregon certified minority, women, or emerging small business (check all applicable): ☐ DBE ☐ MBE ☐ WBE ☐ ESB

Certificate of Compliance with Oregon Tax Laws

I, the undersigned, (check one):

- ☐ hereby certify under penalty of perjury that I am not in violation of any Oregon Tax Laws.
- ☐ hereby certify under penalty of perjury that I am authorized to act on behalf of the firm herein named and to the best of my knowledge, such firm is not in violation of any Oregon Tax Laws.

For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by Oregon Revised Statutes (ORS) 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321, and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Business Designation (check one): ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☐ Governmental/Non-Profit ☐ Limited Partnership ☐ Limited Liability Partnership
☐ Limited Liability Company

Signature: _____ Date: _____

Print Name: _____ Title: _____

Firm Name: _____

Address: _____

City/State/Zip: _____ Phone: () _____

E-mail: _____

EXHIBIT A

OREGON TECH SAMPLE CONTRACT

[Please see attached.]