Scope of Work

I.   Scope of Solicitation
II.   Instructions to Offerors
III.   Scope of Work / Specifications
IV.   Terms and Conditions - Special
V.   Appendices to Scope of Work (if required)
VI.   Bidding Schedule (if required to breakout or compare pricing details)

I. SCOPE OF SOLICITATION

Clemson University is seeking a vendor to provide an automated, workflow-driven software solution with implementation services for employee recruitment, onboarding, and performance management processes for their Office of Human Resources. Clemson University is comprised of 4,909 faculty/staff and 18,317 enrolled students. There are six colleges and six non-academic divisions with a total of 113 departments. Some of these departments are located across the State of South Carolina.

Clemson University is seeking a vendor-hosted solution which provides a level of integration between the recruitment, onboarding, and performance management processes. Clemson University is seeking full life-cycle assistance for the scope of this RFP.   The scope of the vendor services required includes, but is not limited to:

       1. Technical requirement specification and technical support of the proposed application environment

       2. Application hosting by the selected vendor or approved vendor partner

       3. Clemson specific configuration of the hosted application(s)

       4. System/Integration Testing

- Initial Data Conversion (if necessary)

- Interface development and maintenance (if necessary)

- Transfer of knowledge for importing/exporting data for comparison purposes

       5. Deployment support

       6. Security definition and configuration

       7. Reporting

38   **8.** Go live and post go live support

39   **9.** End user training and change management support

40   **10.** Upgrade support considerations

41   **11.** Ongoing maintenance

42   **12.** Production support, including Service Desk

43   **13.** Disaster Recovery/Business Continuity Planning

44
45   **AWARD**
46   Award will be made to one Offeror. Award will be made to the highest ranked, responsive and
47   responsible Offeror whose offer is determined to be the most advantageous to the University.
48   Using the software as a service model, the contract will be based on an annual reoccurring fee for
49   the software and one time fees for setup/implementation.

50
51   **MAXIMUM CONTRACT PERIOD - ESTIMATED**
52   **Software Product**
53   Start date: 06/12/2012 End date: 06/11/2013**.** Dates provided are estimates only. Any resulting
54   contract will begin on the date specified in the notice of award.

55
56   **License and Maintenance**
57   Start date: 06/12/2013 End date: 06/11/2017**.** Dates provided are estimates only. Any resulting
58   contract will begin on the date specified in the notice of award.

59
60   **Timeline for Project Implementation**
61   A fit-gap analysis of the product will begin no later than 2 weeks after the award is made, with
62   implementation to follow immediately upon completion of fit-gap analysis.

63
64   **Deadline for Receipt of Questions:** All questions must be emailed to Tammy Crooks at
65   duncant@clemson.edu prior to April 27, 2012, 12:00 Noon ET.

66
67
68   **II. INSTRUCTIONS TO OFFERORS**

69
70   **DESCRIPTIVE LITERATURE – LABELLING**: Include Offeror's name on the cover of any
71   specifications or descriptive literature submitted with your proposal.

72
73   **SUBMITTING YOUR PROPOSAL**: Regardless of specific requirements below or in this
74   document, Offerors are required to submit their proposal electronically through the Clemson
75   University online bidding system. To do so you must login (registering first) at
76   https://sciquest.ionwave.net/prod/default.aspx?company=clemson, and follow specific
77   instructions for this solicitation. Do NOT simply email or mail in proposals based on this scope
78   of work document. You must attach your complete proposal response as two separate .pdf files
79   in the online bidding system - one file as a technical only (i.e. no cost information) and one file
80   as a cost proposal. Submit any additional files if required as redacted proposals. These

81 attachments must address all the specific requirements outlined in Section II, Instructions to
82 Offerors, as well as Section III, Scope of Work/Specifications.

83

84 **REQUIRED PROPOSAL CONTENT**:   Qualified Offerors are encouraged to submit a
85 proposal for the Employee Recruitment, Onboarding and Performance Management Software
86 Solution outlined within this solicitation specification. Each proposal must meet the minimum
87 requirements contained within this solicitation to be considered for a contract award.

88

89 **INFORMATION FOR OFFERORS TO SUBMIT** - In addition to information requested
90 elsewhere in this solicitation, Offerors should submit the following information for purposes of
91 evaluation:

92

93   **1. Cover Letter**
94   Offeror's shall provide a cover letter that contains a commitment to provide the
95   product/services described in this solicitation. The cover letter must include the
96   name and signature of a representative of the Offeror who is authorized to
97   negotiate a contract with the University and should summarize the overall
98   benefits to selecting your company and what your company considers to be the
99   most important factors involved in the selection of Recruitment, Onboarding,
100   and Performance Management software.

101

102   **2. Table of Exceptions**
103   A summary must state whether your proposal does or does not fully comply
104   with the requirements defined in this solicitation and shall provide a detailed list
105   of exceptions to the Scope of Work or other solicitation requirements including
106   all attachments. This list must be in table form and must identify the page,
107   section number, provision and specific exception, non-conformance and/or
108   substitute language proposed. Failure to identify any specific items of non-
109   compliance will result in the University assuming compliance. The University,
110   at its sole discretion, may modify or reject any exception or proposed change,
111   and an exception may also make a proposal non-responsive.

112

113   **3. Executive Summary**
114   The Executive Summary shall condense and highlight the contents of the
115   solution being proposed by the Contractor in such a way as to provide the
116   Evaluation Committee with a broad understanding of the Contractor's Technical
117   Proposal. Contractor's must present their understanding of the problems being
118   addressed by implementing a new system, the objectives and intended results of
119   the project, and the scope of work. Contractor's shall summarize how their
120   Technical Proposal meets the requirements of the Request for Proposal, and
121   why they are best qualified to perform the work required herein.

122
123
124
125
126

4. Corporate Overview

The Corporate Overview section of the Technical Proposal must consist of the following subparts:

a. Contractor Identification and Information

The Contractor must provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the Contractor is incorporated or otherwise organized to do business, year in which the Contractor first organized to do business, whether the name and form of organization has changed since first organized, and Federal Employer Identification Number.

b. The Contractor must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.

c. Change of Ownership

If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the Contractor must describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded vendor(s) will require notification to Clemson.

d. Office Location

The Contractor's office location responsible for performance pursuant to an award of a contract with Clemson University must be identified.

e. Contract Documents

The Contractor shall provide copies of all contract documents. Contract documents may include, but not be limited to: software license agreements, professional services agreements, master services agreements, maintenance agreements, support and service level agreements, etc.

5. References

The Contractor shall provide a minimum of 3 references from higher education with contact information including email addresses. Clemson reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified contacts, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

Information to be requested and evaluated from references may include, but is not limited to, some or all of the following: project description and background, job performed, functional and technical abilities, communication skills and timeliness, cost and schedule estimates and accuracy, problems (poor quality

169 deliverables, contract disputes, work stoppages, etc), overall performance, and
170 whether or not the reference would rehire the firm or individual. Only top
171 scoring Contractors may receive reference checks and negative references may
172 eliminate Contractors from consideration for award.
173
174 **6. Qualifications:**
175
176 A. **<u>Summary of Contractor's Corporate Experience:</u>** The Contractor shall
177 provide a summary matrix listing the Contractor's previous projects similar to
178 this Request for Proposal in size, scope and complexity. The Evaluation
179 Committee will use no more than three (3) narrative project descriptions
180 submitted by the Contractor during its evaluation of the proposal.
181
182 The Contractor must provide narrative descriptions to highlight the
183 similarities between their experience and this Request for Proposal. These
184 descriptions must include:
185
186 1) The time period of the project;
187 2) The scheduled and actual completion dates;
188 3) Staff-months expended;
189 4) The contractor's responsibilities;
190 5) For reference purposes, a customer name (including the name of a contact
191 person, a current telephone number, a facsimile number and e-mail
192 address);
193 6) Each project description shall identify whether the work was performed as
194 the prime contractor or as a subcontractor. If a Contractor performed as
195 the prime contractor, the description must provide the originally scheduled
196 completion date and budget, as well as the actual (or currently planned)
197 completion date and actual (or currently planned) budget.
198
199 Contractor and subcontractor(s) experience must be listed separately.
200 Narrative descriptions submitted for subcontractors must be specifically
201 identified as subcontractor projects.
202
203 B. **<u>Contractor Key Staff:</u>** The Contractor is expected to propose sufficient staff
204 with the requisite skills and abilities to meet all requirements in this RFP. The
205 Contractor must identify the personnel and provide resumes and references for
206 the identified key staff. If the Contractor's methodology deems other staff as
207 key, the Contractor must identify the positions, provide representative job
208 descriptions, identify the personnel and provide resumes and references. In
209 addition, the Contractor must provide representative job descriptions for any
210 other positions identified in the Contractor's proposed staffing plan.
211
212 The Contractor's proposal must describe policies, plans and intentions with
213 regard to maintaining continuity of key staff assigned to the project and
214 avoiding and minimizing the impact of necessary staff changes.

215
216
217 **7. Installation/Implementation Plan/Timeline**
218 The successful Offeror, as part of the Cost Proposal price, will be responsible
219 for installation, configuration, and implementation of the proposed product as
220 may be requested by Clemson University. Such assistance shall include
221 telephone, e-mail and on-site support, if requested by Clemson University. All
222 other work required to complete the implementation must be included in the
223 fixed price cost, this should include a detailed implementation timeline. Cost
224 must include travel, meals, lodging and all expenses. As part of the
225 implementation the offeror will keep Clemson University personnel informed of
226 the steps required to implement and maintain the solution through a formal
227 knowledge transfer. Offeror must provide detailed information on the
228 installation requirements as well as detailed information on the schedule.
229
230 Provide a detailed implementation plan that includes a timeline with dates of
231 initiation and completion. Include all requirements, if any, for university
232 resources that must be used for each step of the implementation.

233 Along with the implementation plan, timeline, provide a detailed work plan.
234 The detailed work plan should include a complete work breakdown structure
235 with all tasks having work forecasts, clear deliverables, and appropriate
236 dependencies (predecessors, successors). The plan should prove that the target
237 dates are achievable and support is provided. Any on-site visits required to
238 perform the services herein must be included in the cost of the base solution.
239 This must include all travel, meals, lodging and expenses.
240
241 **8. Insurance**
242 The successful Offeror shall provide satisfactory evidence of all required
243 insurance coverage and licenses PRIOR TO PERFORMANCE or AS PART OF
244 TECHNICAL PROPOSAL.
245
246 **9. Maintenance/Support Agreement**
247 Maintenance/Support Agreement must include, but not limited to, any upgrades,
248 updates, enhancements, new releases, etc. to the product released during the
249 term of the contract. Offeror's must detail what is contained in their
250 maintenance/support agreement, to include descriptions of service level
251 offerings and licensing considerations.
252
253 **10. Training Plan**
254 The Contractor must develop and submit a *Training Plan* that supports all
255 responsibilities of this RFP. The Contractor must supply initial technical
256 training on the proper use of any software solution. The training must be
257 sufficient to enable technical individuals designated by CLEMSON to fully
258 understand, test, validate, use tools for, and operate and instruct others as to the
259 features, functions, capabilities and maintenance (e.g., trouble identification) of

260 the software so as to perform all functions effectively and without error. The
261 Offerror shall also identify user groups and additional training resources that
262 might be beneficial to Clemson University's implementation.
263
264 **11. Risk Management Plan**
265 The Contractor must develop a Risk Management Plan that includes risk
266 identification and risk mitigation strategies.
267
268 **12. Quality Assurance Plan**
269 The Contractor must develop and submit a *Quality Assurance Plan* that supports
270 all core responsibilities of this RFP. The plan must describe how the Contractor
271 will ensure the quality of services being provided, how it will identify
272 inappropriate service, how it will correct identified problems, and how it will
273 respond to issues of service and quality identified by CLEMSON.
274
275 **13. Third Party Use**
276 Identify any use or reliance on third-parties related to product development,
277 implementation, on-going use, and/or technical support.
278
279 **14. Documentation of Product**
280 Online or electronic materials.
281
282 **15. Appended Software**
283 Identify and describe in detail any appended software needed for data
284 validation, data conversion, migration, and training.
285
286 **16. Conversion/Migration/Integration**
287 Identify and describe in detail plan for conversion/migration of data and
288 integration with existing systems.
289
290 **17. Agreements**
291 Include any forms or agreements i.e. Service Level Agreements (SLA) to
292 include performance commitments.
293
294 **18. Shipping/Handling**
295 The Cost Proposal price must include all costs associated with shipping,
296 handling, and delivery of the proposed Product to Clemson University,
297 Clemson, SC. The successful Offeror will be responsible for insurance of
298 software during shipping and installation, and until acceptance by Clemson
299 University. As such, Clemson University assumes no ownership or
300 responsibility for the software until it has been installed and accepted by
301 Clemson University.
302

19. Additional Functionality/Services

Additional enhancements that may benefit the application, i.e. any specifications for future expansion, or for features or capabilities that will likely be needed by Clemson University at some time in the future may be submitted. Products under development to meet these future needs should be referenced with anticipated release dates.

20. Consulting/Development/Customization/Programming Services

Detail plan for future consulting, development, customization and programming services based on fixed hourly rate to include travel, meals, lodging and all expenses. This cost will not be used in evaluation but may be negotiated.

21. Technical Proposal

Provide a technical proposal with a detailed description of how your product/service meets the requirements documented in this section as well as Section III/Scope of Work/Specifications. Offeror's proposed solution must describe and identify all products/services to fulfill the scope of this RFP document which must be identified as Offeror's "base solution". It is the intent of Clemson University to acquire the best base solution possible and for evaluation purposes, it is imperative that Offeror's completely and carefully word and convey all of the information requested. Offers should be prepared simply and economically, providing a straightforward, concise description of Offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Offeror's must demonstrate a thorough understanding of the project purpose, scope, activities, requirements and responsibilities. Technical Proposal responses must be complete and detailed, must address each section using identical section titles, and must follow the order and use the numbering scheme contained in the RFP Purpose and Scope of Work. Offeror's must discuss their approach and methodology for each of the activities and deliverables in the proposal and identify key dates.

Again, the base solution **must** describe/identify/include all products/services to fulfill the scope of this RFP document. However, there may be additional products/services/enhancements/add-ons that have **not** been requested in the scope of the RFP document but **will be required** for Offeror's product/service to fulfill the scope of the RFP document. If this is the case, Offeror's **must** identify/describe/include these additional products/services in their technical proposal as the "base solution". Any additional products/services/enhancements/add-ons Offeror **requires** in the base solution to fulfill the scope of the RFP **must** also be identified/included in the Offeror's Cost Proposal as the cost of the "base solution". If your offer includes any additional enhancements and/or add-on components or services that is **not** **required** to fulfill the scope of the RFP, these products/services **must** be identified and described in your Technical Proposal as well as your Cost

349 Proposal documents and labeled in each proposal as Appendix A so that Clemson
350 University can easily and clearly identify what is included in your technical base
351 solution and what is included in your cost base solution. Including a separate
352 appendix for products/services **not** included in the base solution will aide in our
353 evaluation process along with providing a complete understanding of your offer
354 contents. Offers which include either modifications to any of the solicitation's
355 contractual requirements or an offeror's standard terms and conditions may be
356 deemed non-responsive and not considered for award.
357
358   **22.   Cost Proposal**
359 The cost of the proposed products/services must be itemized by Offeror in the
360 Technical Proposal as well as the Cost Proposal, addressing the requirements
361 listed throughout proposal document. Offeror's proposed solution must describe
362 and identify all products/services to fulfill the scope of this RFP document which
363 must be identified as Offeror's "base solution". It is the intent of Clemson
364 University to acquire the best base solution possible and for evaluation purposes,
365 it is imperative that Offeror's completely and carefully word and convey all of the
366 information requested. For each requirement, the Offeror's response to the item
367 must be presented, along with which product/service addresses the requirement.
368 At the end of the document in the Cost Proposal, the Offeror must present all
369 products/services identified as necessary to fulfill the requirements of the RFP
370 document and the cost of each must be listed separately as the "base solution".
371 Again, the base solution **must** describe/identify/include all products/services to
372 fulfill the scope of this RFP document. However, there may be additional
373 products/services/enhancements/add-ons that have **not** been requested in the
374 scope of the RFP document but **will be required** for Offeror's product to fulfill
375 the scope of the RFP document. If this is the case, Offeror's **must**
376 identify/describe/include these additional products/services in their Cost Proposal
377 as the "base solution". If your offer includes any additional enhancements and/or
378 add-on components or services that is **not required** to fulfill the scope of the
379 RFP, these products/services **must** be identified and described in your Cost
380 Proposal and labeled as Appendix A so that Clemson University can easily and
381 clearly identify what is included in your cost base solution. Including a separate
382 appendix for products **not** included in the base solution will aide in our evaluation
383 process along with providing a complete understanding of your offer contents.
384 All costs must be included in the Cost Proposal. Cost Proposal must be separate
385 from the Technical Proposal as stated above in RFP Submittal section. **Do not**
386 **include cost in Technical Proposal. These should be submitted as two**
387 **separate documents via .PDF attachments in the online bidding system.**
388 **Total cost to fulfill requirements specified herein must also be indicated in**
389 **Bid Line Item Pricing in online bidding system.** Your separate cost proposal

390 may go into more detail in terms of cost breakdown, options, etc…, but it must
391 also clearly indicate the cost you enter into the online system. This is the cost that
392 will be used for evaluation purposes and should reflect the cost for the base
393 technical proposal you are offering in response to this solicitation. If there are
394 conflicts in the costs you propose or Clemson cannot clearly determine a total cost
395 for your proposal, your response may be deemed non-responsive.

397 Cost must be all inclusive of all to include any travel, lodging, and other
398 expenses.

400 Costs identified in Cost Proposal section must accommodate licensing
401 commensurate with recruiting, onboarding, and performance management for all
402 faculty, staff, and student workers at Clemson University.

404 ***Please provide the following in the separate cost proposal:***

406 ***In the submitted proposals please list the initial cost of software services, license***
407 ***renewal and/or maintenance and support for years 1-5, additional costs for***
408 ***appended software needed for data validation, data conversion, migration, and***
409 ***training. Please include if applicable the hourly rate for future consulting***
410 ***services, or needed assistance once installation and training has occurred.***

413 **III. SCOPE OF WORK / SPECIFICATIONS**

415 Recruitment Requirements:
416 **1.** Identification of best practices of recruiting in higher ed
417 **2.** Job Posting
418   a) Ability to spotlight positions
419   b) Ability to develop Advertising plans
420   c) Easy access to job openings
421   d) Ability to have a prominent hiring link on home page
422 **3.** Streamline application and screening process for all position types
423   a) Ability to automate Applicant Matching for external and Internal candidates
424   b) Ability to automate applicant screenings
425   c) Ability to automate required background and e-verify checks
426   d) Ability to create multiple types of applications for different types of positions
427   (ex. Faculty may use one type of application, staff positions may use a different
428   type of application)
429   e) Ability to automate/track competency testing
430 **4.** Reporting Analytics
431   a) Ability to create baseline/historical reports

432 **5.** Manager dashboard
433   a) Ability to provide managers with current applicant and recruitment information
434   b) Ability to provide interview tools and workflows
435 **6.** Ability to provide targeted auto recruiting with previous applicants and employees
436 **7.** Ability to provide automated notification to OnBoarding staff of new hire
437 **8.** Position Description functionality that:
438   a) Provides a tool to assist in building position descriptions for an approved
439   standard,
440   b) Ties job duties and competencies to recruitment processes,
441   c) Ties job duties and competencies to both the planning stage and review stage of
442   the performance process,
443   Stores position descriptions and allows both employees and supervisors to access
444   the position description on-line.
445 **9.** OnBoarding Functionality:
446   a) Ability to see where the employee is in the onboarding process
447   b) Ability to send questions/surveys to employees
448   c) Streamlined onboarding process
449   d) Ability to have required forms autopopulated with applicant information (no
450   rekeying)
451   e) Ability to include all required paperwork in workflow
452   f) Ability to provide a manager dashboard for onboarding
453   g) Ability to provide an OnBoarding dashboard for HR
454   h) Ability to provide Reporting/Analytics
455   ▪ Demographics
456   ▪ Self-service vs. onboarding in person
457   i) Ability to survey employees at various points in their first 18 months on the job.
458 **10.** Performance Management Functionality:
459   a) Ability to have a manager dashboard with the ability to compare ratings across
460   employees
461   b) Ability to have an Employee profile page
462   c) Ability to have a Competency Library
463   d) Ability to Flag and prevent assignment of "Unsuccessful" rating
464   e) Ability to Flag for "Improvement Needed" rating which would automatically take
465   the manager to a Performance Improvement Plan template
466   f) Workflow for "substandard" rating that includes warning and performance
467   improvement plan
468   g) Ability to track trial period/probationary reviews
469   h) Ability for managers to choose type(s) of review(s) for employees
470   i) Access to on-line training documentation
471   j) Ability to support use of multiple rating scales
472   k) Ability to support the use of a universal review date

473   l)   Ability to accommodate different performance requirements, various rating
474   scales, weighting, and performance plan types
475   m) Access to etiquette/legal library/feedback library for managers
476   n)   Ability to track status of performance plans and reviews
477   o)   Ability for managers to start/stop review without losing information
478   p)   Ability to store supporting documents/emails/notes
479   q)   Ability to pull information from position descriptions into the performance
480   plan/review
481   r)   Ability to validate that the position description is up-to-date
482   s)   Ability for reviewer to make changes
483   t)   Ability to require a planning stage
484   u)   Ability to integrate competencies into performance plan/review
485   v)   Ability to provide measurable goals, objective ratings/results
486   w) Ability to support nesting goals
487   **11.** Technical features:
488   a)   Auto-fill info
489   b)   Workflow
490   c)   Electronic Signature
491   d)   Ability to view status within a workflow
492   e)   Ability to support integration of videos into Onboarding worklow/processes
493   f)   Automated notifications and reminders
494   g)   Automatically generated letters
495   h)   Reporting/Analytics
496   i)   Records Retention
497   **12.** Integration points of interest:
498   a)   Position description: pre-populate job opening and position description if
499   possible (use of autofill for consistency) in both recruitment and performance
500   management modules
501   b)   Ability to pull in compensation ranges and other associated costs with hire
502   c)   Integration with job boards
503   d)   Recruiting
504   e)   OnBoarding
505   f)   PeopleSoft
506   g)   Performance Management
507   h)   Compensation tool
508   i)   Employee profile page integrated with recruitment for internal recruitment and
509   succession planning
510   j)   SCOHR system (State of South Carolina's Performance Management System)
511   k)   Integrate planning stage with OnBoarding process

512   l) Ability to integrate with succession planning and employee development
513   functionality in the future

515 **13.** Implementation Services:
516   a) Implementation/Installation/Setup
517   b) Project Timeline
518   c) Service Levels and associated roles and responsibilities
519   d) Invoicing approach
520   e) Training – onsite or at vendor's facility, timeframe
521   f) Warranty
522   g) Service/Support – onsite, online, by phone, response time, etc. This section should
523   address:
524   i.   Backups
525   ii.   Disaster Recovery
526   iii. Storage
527   iv.   Security
528   v.   Downtimes
529   vi.   Approach for applying patches and/or upgrades
530   h) Define any plug-ins/pagelets/web offerings that can be published to a portal
531   i) Identify any single sign-on offerings, if available

533 **14.** Proposal should also include documentation of how Clemson University data is kept
534   secure and confidential.

537 **IV. TERMS AND CONDITIONS – SPECIAL**

539 1. **<u>PRODUCT DEMONSTRATION:</u>**
540   The apparent successful vendor may be requested to demonstrate its product so that
541   Clemson University may verify the claims made in the vendor's proposal. This is a
542   pass/fail evaluation. Due to that fact that demonstrations are not part of the initial
543   evaluation, it is critical that proposals contain detailed and complete responses. Do not
544   rely on providing a response as part of a demonstration.

546 2. **<u>AWARD CRITERIA:</u>** Offers will be evaluated using only the factors stated below.
547   Evaluation factors are stated in the relative order of importance, with the first factor being
548   the most important. Once evaluation is complete, all responsive Offertory will be ranked
549   from most advantageous to least advantageous.

551   **A.** Technical Proposal: The degree, completeness, and suitability of the Offeror's
552   proposed technical solutions to meet or exceed the requirements of this RFP. **60%**

554   **B.** Offeror's Qualifications: The Offeror's experience, references and key staff must
555   provide evidence of its depth and breadth of experience, and evidence of
556   successful past performance with projects of this similar size and scope. **20%**

557
558   **C.** Cost Proposal: The total cost of ownership for the base solution for the potential
559   five year contract period. **20%**
560
561
562 **VI. COST PROPOSAL**
563
564 PRICE PROPOSAL: Notwithstanding any other instructions herein, you shall
565 submit the following price information as a separate document:
566
567
568
569
570 **Vendor Name:**_____   **Fax #:**_____
571
572 **Contact Person:**_____   **Telephone #:**_____
573
574 **Delivery Time:**_____
575
576
577

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	1	Lot	Recruitment Software to accommodate unlimited users per attached Scope of Work above to include the first year of maintenance and support to begin at time of successful implementation. Please indicate total cost to provide the software as a service. This cost will be used for evaluation purposes. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated	$_____	

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			in attached Scope of Work above.		
002	1	Lot	Onboarding Software to accommodate unlimited users per attached Scope of Work above to include the first year of maintenance and support to begin at time of successful implementation. Please indicate total cost to provide the software as a service. This cost will be used for evaluation purposes. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
003	1	Lot	Performance Management Software to accommodate unlimited users per attached Scope of Work above to include the first year of maintenance and support to begin at time of successful implementation. Please indicate total cost to provide the software as a service. This cost will be used for evaluation purposes. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
004	4	Yr	Maintenance and support agreement for all software to accommodate unlimited users per attached Scope of Work above to include, but not limited to: any upgrades, updates, enhancements, new releases, etc. to the product released during the term of the contract. Offeror to list what is contained in their maintenance charges in their technical response.	$_____	$_____

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			This cost will be used for evaluation purposes. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above. Please note that Year One Maintenance and Support is included in the purchase of the initial software.		
005	1	Lot	Total cost of conversion/integration per attached Scope of Work above. Please indicate total cost for conversion/integration. This cost will be used for evaluation purposes. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
006	1	Lot	Professional Services for implementation of above products as outlined in Scope of Work above to include travel, meals, lodging and all expenses as a fixed price. This cost will be used for evaluation purposes. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
007	1	Lot	Operational Manuals/Documentation per attached Scope of Work above. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
008	1	Lot	On-site Training for all software to include travel, meals, lodging and all expenses per attached Scope of Work above. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as		$_____

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			indicated in attached Scope of Work above.		
			TOTAL BASE SOLUTION		$_____

Total above for lines 1-8 will be used for evaluation purposes and considered to be the "Base Solution" costs as referenced throughout the RFP document. This Base Solution Cost must be transferred to Total Price in Online Bidding document as well.

Optional Items:

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	1	Day	Optional Item - This item will not be used for evaluation purposes but is an optional item to handle any additional off-site training needed beyond what is included in initial software training as specified in line item #8 above. Please indicate daily rate for off-site training.	$_____/day	
002	1	Day	Optional Item - This item will not be used for evaluation purposes but is an optional item to handle any additional on-site training at Clemson University needed beyond what is included in initial software training as specified in line item #8 above. Please indicate daily rate for on-site training to include travel, meals, lodging and all expenses.	$_____/day	
003	1	HR	Optional Item – This item will not be used for evaluation purposes but is an optional item to handle any future programming/development/customization/ consulting services. Cost for future programming/development/ customization/consulting services based on hourly rate as outlined in Scope of Work above. Rate must be all inclusive of travel, meals, lodging and all expenses.	$_____/hr	

736 **Offeror should clearly list optional items and any other charges associated with any item in**
737 **their cost proposal.**
738
739 **The offeror should not include any technical information in the cost proposal.**
740
741
742
743
744