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

I. SCOPE OF SOLICITATION

Clemson University is actively engaged in purchasing a room scheduler product. For the purposes of this RFP, the room scheduler will be defined as an endeavor to create, automate, and maintain room assignments for courses offered at Clemson University. This product will enable the university to optimize its resources and staff through the elimination of manual scheduling and dynamic rescheduling in the event courses get canceled or enrollment changes.

Finding a product that eliminates a large percentage of the initial configuration is key to the success of the Banner student and financial aid implementation currently occurring at Clemson University. The University is seeking proposals for a room scheduler that will integrate with ease into the university's ERP system.

Award will be made to one Offeror. The contract will be a one-time purchase of the product and all external components, a one year contract for maintenance with four one-year renewals, and professional services for implementation**.**

AWARD
Award will be made to one Offeror. Award will be made to the highest ranked, responsive and responsible Offeror whose offer is determined to be the most advantageous to the University.

MAXIMUM CONTRACT PERIOD - ESTIMATED

Software Product
Start date: 3/1/2012 End date: 02/29/2013**.** Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

License and Maintenance
Start date: 03/1/2013 End date: 02/29/2017**.** Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

Timeline for Project Implementation
Implementation of the product will begin immediately to help with the university's conversion efforts to the Banner ERP platform. Implementation to be used with the Banner software in a development instance will be completed by March $1^{st\ 2012}$. The software will be placed on a test instance in May 2012 in preparation for go live and then placed on the production database on Oct 1st 2012.

Deadline for Receipt of Questions: All questions must be emailed to Tammy Crooks at duncant@clemson.edu prior to November 10, 2011, 2:00 PM ET.

II. INSTRUCTIONS TO OFFERORS

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

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

REQUIRED PROPOSAL CONTENT: Qualified Offerors are encouraged to submit a proposal for the Room Scheduler Software outlined within this solicitation specification. Each proposal must meet the minimum requirements contained within this solicitation to be considered for a contract award.

INFORMATION FOR OFFERORS TO SUBMIT - In addition to information requested elsewhere in this solicitation, Offeror's must include the following information for purposes of evaluation:

1. **Cover Letter**
    Offeror's shall provide a cover letter that contains a commitment to provide the product/services described in this solicitation. The cover letter must include the name and signature of a representative of the Offeror who is authorized to negotiate a contract with the University and should summarize the overall benefits to selecting your company and what your company considers to be the most important factors involved in the selection of a Room Scheduler.

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

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

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. Financial Statements
      The Contractor must provide financial statements applicable to the firm. If publicly held, the Contractor must provide a copy of the corporation's most recent audited financial reports and statements, and the name, address and telephone number of the fiscally responsible representative of the Contractor's financial or banking organization.

      If the Contractor is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information must be submitted in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm must provide a banking reference.

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 4 references 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 deliverables, contract disputes, work stoppages, etc), overall performance, and whether or not the reference would rehire the firm or individual. Only top scoring Contractors may receive reference checks and negative references may eliminate Contractors from consideration for award.

6. **Qualifications:**

A. **Summary of Contractor's Corporate Experience:** The Contractor shall provide a summary matrix listing the Contractor's previous projects similar to this Request for Proposal in size, scope and complexity. The Evaluation Committee will use no more than three (3) narrative project descriptions submitted by the Contractor during its evaluation of the proposal.

The Contractor must provide narrative descriptions to highlight the similarities between their experience and this Request for Proposal. These descriptions must include:
1) The time period of the project;
2) The scheduled and actual completion dates;
3) Staff-months expended;
4) The contractor's responsibilities;
5) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number and e-mail address);
6) Each project description shall identify whether the work was performed as the prime contractor or as a subcontractor. If a Contractor performed as the prime contractor, the description must provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.

Contractor and subcontractor(s) experience must be listed separately. Narrative descriptions submitted for subcontractors must be specifically identified as subcontractor projects.

B. **Contractor Key Staff:** The Contractor is expected to propose sufficient staff with the requisite skills and abilities to meet all requirements in this RFP. The Contractor must identify the personnel and provide resumes and references for the identified key staff. If the Contractor's methodology deems other staff as key, the Contractor must identify the positions, provide representative job descriptions, identify the personnel and provide resumes and references. In addition, the Contractor must provide representative job descriptions for any other positions identified in the Contractor's proposed staffing plan.

The Contractor's proposal must describe policies, plans and intentions with regard to maintaining continuity of key staff assigned to the project and avoiding and minimizing the impact of necessary staff changes.

7. **Installation/Implementation Plan/Timeline**
The successful Offeror, as part of the Cost Proposal price, will be responsible for installation, configuration, and implementation of the proposed product as may be requested by Clemson University. Such assistance shall include telephone, e-mail and minimum of three (3) days on-site support, if requested by Clemson University. Clemson University will provide the hardware infrastructure and personnel to administer the hardware as required. All other work required to complete the implementation must be included in the fixed price cost, this should include a detailed implementation timeline. Cost must include travel, meals, lodging and all expenses. As part of the implementation the offeror will keep Clemson University personnel informed of the steps required to implement and maintain the solution through a formal knowledge transfer. Offeror must provide detailed information on the installation requirements as well as detailed information on the schedule.

Provide a detailed implementation plan that includes a timeline with dates of initiation and completion. Include all requirements, if any, for university resources that must be used for each step of the implementation.

Along with the implementation plan, timeline, provide a detailed work plan. The detailed work plan should include a complete work breakdown structure with all tasks having work forecasts, clear deliverables, and appropriate dependencies (predecessors, successors). The plan should prove that the target dates are achievable and support is provided. Any on-site visits required to perform the services herein must be included in the cost of the base solution. This must include all travel, meals, lodging and expenses.

8. **<u>Insurance</u>**
   The successful Offeror shall provide satisfactory evidence of all required insurance coverage and licenses PRIOR TO PERFORMANCE or AS PART OF TECHNICAL PROPOSAL.

9. **<u>Maintenance/Support Agreement</u>**
   Maintenance/Support Agreement must include, but not limited to, any upgrades, updates, enhancements, new releases, etc. to the product released during the term of the contract. Offeror's must detail what is contained in their maintenance/support agreement.

10. **<u>Training Plan</u>**
    The Contractor must develop and submit a *Training Plan* that supports all responsibilities of this RFP. The Contractor must supply initial technical training on the proper use of any software installed as a solution. The training must be sufficient to enable technical individuals designated by CLEMSON to fully understand, test, validate, use tools for, and operate and instruct others as to the features, functions, capabilities and maintenance (e.g., trouble identification) of the software so as to perform all functions effectively and without error. The successful vendor must plan to conduct one (1) initial comprehensive training session for all users and 7 sessions of hands-on, classroom lab training occurring on multiple days. These sessions must be performed on-site at Clemson University, and all travel, meals, lodging and expenses must be included in Cost Proposal as base solution. Training sessions must be recorded and made available electronically as a means of follow-up for users and as a point of reference for future new users.

11. **<u>Risk Management Plan</u>**
    The Contractor must develop a Risk Management Plan that includes risk identification and risk mitigation strategies. The Contractor must periodically update the risk management plan to reflect any changes in risk or at the request of CLEMSON.

12. <u>Quality Assurance Plan</u>
   The Contractor must develop and submit a *Quality Assurance Plan* that supports all core responsibilities of this RFP, including but not limited to, the practices of reviewing products and/or services before delivery, installation, utilization, testing, and corrective action practices. The plan must describe how the Contractor will ensure the quality of services being provided, how it will identify inappropriate service, how it will correct identified problems, and how it will respond to issues of service and quality identified by CLEMSON.

13. <u>Third Party Use</u>
   Identify any use or reliance on third-parties related to product development, implementation, on-going use, and/or technical support.

14. <u>Intellectual Property Rights</u>
   Describe intellectual property rights ownership for all components of the product including any designed or developed by Clemson University IT staff/engineers required for integration.

15. <u>Documentation of Product</u>
   Online or electronic materials.

16. <u>Appended Software</u>
   Identify and describe in detail any appended software needed for data validation, data conversion, migration, and training.

17. <u>Conversion/Migration/Integration</u>
   Identify and describe in detail plan for conversion/migration of data and integration with existing systems.

18. <u>Agreements</u>
   Include any forms or agreements i.e. Service Level Agreements (SLA) to include performance commitments.

19. <u>Shipping/Handling</u>
   The Cost Proposal price must include all costs associated with shipping, handling, and delivery of the proposed Product to Clemson University, Clemson, SC. The successful Offeror will be responsible for insurance of software during shipping and installation, and until acceptance by Clemson University. As such, Clemson University assumes no ownership or responsibility for the software until it has been installed and accepted by Clemson University.

20. **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.

21. **Consulting/Programming Services**

    Detail plan for future consulting 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.

22. **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 Proposal documents and labeled in each proposal as Appendix A so that Clemson University can easily and clearly identify what is included in your technical base solution and what is included in your cost base solution. Including a separate appendix for products/services **not** included in the base solution will aide in our evaluation process along with providing a complete understanding of your offer contents. Offers which include either modifications to any of the solicitation's contractual requirements or an offeror's standard terms and conditions may be deemed non-responsive and not considered for award.

23. **Cost Proposal**
The cost of the proposed products/services must be itemized by Offeror in the Technical Proposal as well as the Cost Proposal, addressing the requirements listed throughout proposal document. 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. For each requirement, the Offeror's response to the item must be presented, along with which product/service addresses the requirement. At the end of the document in the Cost Proposal, the Offeror must present all products/services identified as necessary to fulfill the requirements of the RFP document and the cost of each must be listed separately as the "base solution". 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 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 Cost Proposal as 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 Cost Proposal and labeled as Appendix A so that Clemson University can easily and clearly identify what is included in your cost base solution. Including a separate appendix for products **not** included in the base solution will aide in our evaluation process along with providing a complete understanding of your offer contents. All costs must be included in the Cost Proposal. Cost Proposal must be separate from the Technical Proposal as stated above in RFP Submittal section. **Do not include cost in Technical Proposal. These should be submitted as two separate documents via .PDF attachments in the online bidding system. Total cost to fulfill requirements specified herein must also be indicated in Bid Line Item Pricing in online bidding system.** Your separate cost proposal

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

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

Costs identified in Cost Proposal section must accommodate unlimited users.

Please provide the following in the separate cost proposal:

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

III. SCOPE OF WORK / SPECIFICATIONS

1. **Overview**
   Clemson University is in the process of implementing Sungard's Banner student system. Implementation of the ERP system forces the review of room schedulers available to support the automation of class room assignments in batch and utilization reporting.

2. **Background**
   Currently a majority of room scheduling occurs manually. The Banner Student System is an ERP product offered by Sungard Education that will allow the university to leverage interfaces to the system. The ERP will force standardization to the data structure making interfaces more efficient. Room scheduling has not been afforded reporting tools or a real way to determine over or under utilization of a space.

3. **Requirements**

   3.1   Classroom Assignment:

   a) Room scheduling must be based on a host of determining factors including but not limited to:

        a. Room Attributes
        b. Instructor Preference
        c. Department Preference
        d. Building Restrictions
        e. Building/Room Availability
        f. Blackout dates
        g. Times date meeting patterns

b) Software must prohibit double booking
c) Scheduling must be able to Run by term or part of term
d) The selected room scheduler must allow for the scheduling to be run in a simulation mode to be reviewed before loading to the Banner ERP System.
e) Must incorporate data changes such as change in enrollment instructor changes, in Real time.
f) Must provide the ability to schedule both adhoc or in batch
g) Security must the ability to limit users based on course configuration and or building and room
h) Must provide the ability to schedule multiple terms at a time
i) Must notify instructors and or administrators through email triggered by pre configured worflow events when changes in scheduling occur
j) Must be able to store and display room attributes including but not limited to:
        a. Lighting, chalk board, white board, AV equipment, square footage, number of seats, desks, tables chairs, room types (lab, classroom, atrium)

3.2   User Interface:

a) Must provide a user interface that is intuitive
b) Ability to setup hierarchy for security

3.3   Analytical Reporting:

a) Help Clemson to analyze highest utilization rate on campus, as well as spaces that are under utilized
b) Interactive reporting must allow the user to move data around to determine the most effective way to schedule
c) Must provide a clear picture of proper planning times
d) Must present the data in both a raw text or graphical format
e) Must enable the university to plan for future years based on previous years scheduling results and utilization rates
f) Reports must be delivered in an open source environment, not by a third party.

3.4   Monitoring and Notification:

a) Must have the ability to dynamically schedule job and re- distribute loads efficiently across the enterprise ensuring performance expectation are met. And in the event of failure the system must have the ability to communicate to administrators through a pre configured workflow or triggers the cause of the problem.

3.5   ERP Integration:

a) Must integrate with the Banner Student System
b) Must provide updates in batch and or real time
c) Must be compatible with most recent version of banner

3.6   Technical Environment:

a) Must provide the ability to have 2 more environments in addition to the production instance
b) Must provide software to enable Clemson to have onsite, this software will not be hosted
c) Software must be compatible with a virtual machine

3.7   Support and Maintenance:
a) Successful Offeror must fully support all of the products, demo code, and integration code provided 24/7.
b) The selected product will release patches and upgrades in a timely manner in an effort to keep the software as current as the business demands.

3.8   Project Timeline
a) Implementation of the product will begin immediately to help with the university's conversion efforts to the Banner ERP platform.
b) Implementation to be used with the Banner the software in a development instance will be completed by Jan $1^{st\ 2012}$.
c) The software will be placed on a test instance in May 2012 in preparation for go live and then placed on the production database on Dec 2012.

3.9   Training
a) Technical developers and functional users will need to be trained on their role with the new software.
b) The successful offeror will provide the appropriate training and documentation to each area to properly perform their job.
c) The trainings will either be remote and/or conducted on site based on content

3.10   Number of Users

a) Solution must accommodate Clemson Registrar and Scheduling Administrators.

IV. TERMS AND CONDITIONS – SPECIAL

PAYMENT
Payment for implementation costs will not be made until system is tested by Clemson University and deemed up and running successfully.

EVALUATION FACTORS -- PROPOSALS
Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the relative order of importance, with the first factor being the most important. Once evaluation is complete, all responsive Offerors will be ranked from most advantageous to least advantageous.

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

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

3. Cost Proposal: The total cost of ownership for the base solution for the potential five year contract period. **20%**

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

VI. COST PROPOSAL

See following page

VI. COST PROPOSAL

PRICE PROPOSAL (JAN 2006): Notwithstanding any other instructions herein, you shall submit the following price information as a separate document:

Vendor Name:_____   **Fax #:**_____

Contact Person:_____   **Telephone #:**_____

Delivery Time:_____

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	1	Lot	Room Scheduler System 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 all software. This cost will be used for evaluation purposes. Breakdown of this costs may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
002	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 costs 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.		
003	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 costs may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
004	1	Lot	Installation and 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 costs may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
005	1	Lot	Operational Manuals/Documentation per attached Scope of Work above. Breakdown of this costs may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	TOTAL PRICE
006	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 costs may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.		$_____
007	1	Lot	Any Additional costs for appended software needed for data validation, data conversion, migration and training.		$_____

| | | | **TOTAL BASE SOLUTION** | | **$_____** |

Total above for lines 1-7 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 #6 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 #6 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/consulting services. Cost for future programming/consulting		$_____/hr

services based on hourly rate as outlined in
Scope of Work above. Rate must be all inclusive
of travel, meals, lodging and all expenses.

Offeror should clearly list optional items and any other charges associated with any item in their cost proposal.

The offeror should not include any technical information in the cost proposal.