Scope of Work

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
8. Go live and post go live support
9. End user training and change management support
10. Upgrade support considerations
11. Ongoing maintenance
12. Production support, including Service Desk
13. Disaster Recovery/Business Continuity Planning

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. Using the software as a service model, the contract will be based on an annual reoccurring fee for the software and one time fees for setup/implementation.

MAXIMUM CONTRACT PERIOD - ESTIMATED

Software Product
Start date: 06/12/2012 End date: 06/11/2013. Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

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

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

Deadline for Receipt of Questions: All questions must be emailed to Tammy Crooks at duncant@clemson.edu prior to April 27, 2012, 12:00 Noon 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 Employee Recruitment, Onboarding and Performance Management Software Solution 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, Offerors should submit 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 Recruitment, Onboarding, and Performance Management software.

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. **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
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 on-site support, if requested by Clemson University. 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. **Insurance**

The successful Offeror shall provide satisfactory evidence of all required insurance coverage and licenses PRIOR TO PERFORMANCE or AS PART OF TECHNICAL PROPOSAL.

9. **Maintenance/Support Agreement**

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, to include descriptions of service level offerings and licensing considerations.

10. **Training Plan**

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 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 Offeror shall also identify user groups and additional training resources that might be beneficial to Clemson University’s implementation.

11. Risk Management Plan
The Contractor must develop a Risk Management Plan that includes risk identification and risk mitigation strategies.

12. Quality Assurance Plan
The Contractor must develop and submit a Quality Assurance Plan that supports all core responsibilities of this RFP. 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. Third Party Use
Identify any use or reliance on third-parties related to product development, implementation, on-going use, and/or technical support.

14. Documentation of Product
Online or electronic materials.

15. Appended Software
Identify and describe in detail any appended software needed for data validation, data conversion, migration, and training.

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

17. Agreements
Include any forms or agreements i.e. Service Level Agreements (SLA) to include performance commitments.

18. Shipping/Handling
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.
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 Proposal.
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.

22. 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 licensing
commensurate with recruiting, onboarding, and performance management for all
faculty, staff, and student workers at Clemson University.

Please provide the following in the separate cost proposal:

In the submitted proposals please list the initial cost of software services, 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

Recruitment Requirements:

1. Identification of best practices of recruiting in higher ed

2. Job Posting
   a) Ability to spotlight positions
   b) Ability to develop Advertising plans
   c) Easy access to job openings
   d) Ability to have a prominent hiring link on home page

3. Streamline application and screening process for all position types
   a) Ability to automate Applicant Matching for external and internal candidates
   b) Ability to automate applicant screenings
   c) Ability to automate required background and e-verify checks
   d) Ability to create multiple types of applications for different types of positions
      (ex. Faculty may use one type of application, staff positions may use a different
      type of application)
   e) Ability to automate/track competency testing

4. Reporting Analytics
   a) Ability to create baseline/historical reports
5. Manager dashboard
   a) Ability to provide managers with current applicant and recruitment information
   b) Ability to provide interview tools and workflows

6. Ability to provide targeted auto recruiting with previous applicants and employees

7. Ability to provide automated notification to OnBoarding staff of new hire

8. Position Description functionality that:
   a) Provides a tool to assist in building position descriptions for an approved standard,
   b) Ties job duties and competencies to recruitment processes,
   c) Ties job duties and competencies to both the planning stage and review stage of the performance process,
   Stores position descriptions and allows both employees and supervisors to access the position description on-line.

9. OnBoarding Functionality:
   a) Ability to see where the employee is in the onboarding process
   b) Ability to send questions/surveys to employees
   c) Streamlined onboarding process
   d) Ability to have required forms autopopulated with applicant information (no rekeying)
   e) Ability to include all required paperwork in workflow
   f) Ability to provide a manager dashboard for onboarding
   g) Ability to provide an OnBoarding dashboard for HR
   h) Ability to provide Reporting/Analytics
      - Demographics
      - Self-service vs. onboarding in person
   i) Ability to survey employees at various points in their first 18 months on the job.

10. Performance Management Functionality:
    a) Ability to have a manager dashboard with the ability to compare ratings across employees
    b) Ability to have an Employee profile page
    c) Ability to have a Competency Library
    d) Ability to Flag and prevent assignment of “Unsuccessful” rating
    e) Ability to Flag for “Improvement Needed” rating which would automatically take the manager to a Performance Improvement Plan template
    f) Workflow for “substandard” rating that includes warning and performance improvement plan
    g) Ability to track trial period/probationary reviews
    h) Ability for managers to choose type(s) of review(s) for employees
    i) Access to on-line training documentation
    j) Ability to support use of multiple rating scales
    k) Ability to support the use of a universal review date
l) Ability to accommodate different performance requirements, various rating scales, weighting, and performance plan types
m) Access to etiquette/legal library/feedback library for managers
n) Ability to track status of performance plans and reviews
o) Ability for managers to start/stop review without losing information
p) Ability to store supporting documents/emails/notes
q) Ability to pull information from position descriptions into the performance plan/review
r) Ability to validate that the position description is up-to-date
s) Ability for reviewer to make changes
t) Ability to require a planning stage
u) Ability to integrate competencies into performance plan/review
v) Ability to provide measurable goals, objective ratings/results
w) Ability to support nesting goals

11. Technical features:
   a) Auto-fill info
   b) Workflow
c) Electronic Signature
d) Ability to view status within a workflow
e) Ability to support integration of videos into Onboarding workflow/processes
f) Automated notifications and reminders
g) Automatically generated letters
h) Reporting/Analytics
i) Records Retention

12. Integration points of interest:
   a) Position description: pre-populate job opening and position description if possible (use of autofill for consistency) in both recruitment and performance management modules
   b) Ability to pull in compensation ranges and other associated costs with hire
c) Integration with job boards
d) Recruiting
e) OnBoarding
f) PeopleSoft
g) Performance Management
h) Compensation tool
i) Employee profile page integrated with recruitment for internal recruitment and succession planning
j) SCOHR system (State of South Carolina’s Performance Management System)
k) Integrate planning stage with OnBoarding process
13. Implementation Services:
   a) Implementation/Installation/Setup
   b) Project Timeline
   c) Service Levels and associated roles and responsibilities
   d) Invoicing approach
   e) Training – onsite or at vendor’s facility, timeframe
   f) Warranty
   g) Service/Support – onsite, online, by phone, response time, etc. This section should address:
      i. Backups
      ii. Disaster Recovery
      iii. Storage
      iv. Security
      v. Downtimes
      vi. Approach for applying patches and/or upgrades
   h) Define any plug-ins/pagelets/web offerings that can be published to a portal
   i) Identify any single sign-on offerings, if available

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

IV. TERMS AND CONDITIONS – SPECIAL

1. PRODUCT 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.

2. AWARD CRITERIA: 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.

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

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

VI. COST PROPOSAL

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

Vendor Name:__________________________   Fax #:__________________________

Contact Person:_______________________   Telephone #:____________________

Delivery Time:__________________________

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<tr>
<th>ITEM</th>
<th>QTY</th>
<th>U/M</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1</td>
<td>Lot</td>
<td>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</td>
<td>$________</td>
<td>$________</td>
</tr>
<tr>
<td>ITEM</td>
<td>QTY</td>
<td>U/M</td>
<td>DESCRIPTION</td>
<td>UNIT PRICE</td>
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<tr>
<td>002</td>
<td>1</td>
<td>Lot</td>
<td>Onboarding Software to accommodate unlimited users per attached Scope of Work above</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>003</td>
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<td>Lot</td>
<td>Performance Management Software to accommodate unlimited users per attached Scope of Work above</td>
<td>$________</td>
<td>$________</td>
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<tr>
<td>004</td>
<td>4</td>
<td>Yr</td>
<td>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.</td>
<td>$_______</td>
<td>$_______</td>
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594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641
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.

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<th>QTY</th>
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<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>1</td>
<td>Lot</td>
<td>Total cost of conversion/integration</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>006</td>
<td>1</td>
<td>Lot</td>
<td>Professional Services for implementation of above products as outlined in Scope of Work above to include travel, meals, lodging and all expenses as a fixed price.</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>1</td>
<td>Lot</td>
<td>Operational Manuals/Documentation per attached Scope of Work above.</td>
<td>$________</td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>1</td>
<td>Lot</td>
<td>On-site Training for all software to include travel, meals, lodging and all expenses per attached Scope of Work above. Breakdown of this cost may be included in separate Cost Proposal by attaching .pdf file as indicated in attached Scope of Work above.</td>
<td>$________</td>
<td></td>
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</tbody>
</table>
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:**

<table>
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<tr>
<th>ITEM</th>
<th>QTY</th>
<th>U/M</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1</td>
<td>Day</td>
<td>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.</td>
<td>$______/day</td>
</tr>
<tr>
<td>002</td>
<td>1</td>
<td>Day</td>
<td>Optional Item - This item will not be used for evaluation purposes but is an optional item to handle any additional on-site training at Clemson University needed beyond what is included in initial software training as specified in line item #8 above. Please indicate daily rate for on-site training to include travel, meals, lodging and all expenses.</td>
<td>$______/day</td>
</tr>
<tr>
<td>003</td>
<td>1</td>
<td>HR</td>
<td>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.</td>
<td>$______/hr</td>
</tr>
</tbody>
</table>
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.