Procurement and Contracting Services

REQUEST FOR PROPOSAL

FINANCIAL MANAGEMENT SOFTWARE AS A SERVICE (SaaS) SOLUTION

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192205
Due on 9/10/21 no later than 2:00 PM, MST

Time and Date of Pre-Proposal Conference 1:00 P.M., MST, 08/19/21
 Deadline for Inquiries 12:00 P.M., MST, 08/23/21
TABLE OF CONTENTS
For
REQUEST FOR PROPOSALS NO. L192205

<table>
<thead>
<tr>
<th>SECTION #</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Statement of Work</td>
</tr>
<tr>
<td>2.0</td>
<td>Definitions</td>
</tr>
<tr>
<td>3.0</td>
<td>General Information and Instructions to Proposers</td>
</tr>
<tr>
<td>4.0</td>
<td>Agreement Terms and Conditions</td>
</tr>
<tr>
<td>5.0</td>
<td>Scope of Work, Specifications, Technical Requirements</td>
</tr>
<tr>
<td>6.0</td>
<td>Proposer Qualifications</td>
</tr>
<tr>
<td>7.0</td>
<td>Certifications and Forms (Vendor to complete and return with proposal)</td>
</tr>
</tbody>
</table>

Attachment 1- Solution Requirements

Attachment 2- Higher Education Community Vendor Assessment Tool (HECVAT)

Attachment 3- Pricing Proposal

Attachment 4- Sustainability Questionnaire
PROCUREMENT AND CONTRACTING SERVICES
REQUEST FOR PROPOSALS, RFP # L192205

1.0 STATEMENT OF WORK

1.1 Summary. The Arizona Board of Regents (ABOR), on behalf of the University of Arizona (University), is soliciting proposals from interested vendors to furnish the University with a comprehensive integrated financial management SaaS (Software as a Service) solution that includes: General Ledger, Accounts Payable, Travel and Expense, Projects, Grants Management, Accounts Receivables and Billing, Cost Allocation, Debt Management, Treasury and Cash Management, Asset Management, Inventory Management, Vendor Management, Procurement Processing, Catalog and Commodities Management, Strategic Sourcing, Contract Management, P-Card Processing, Payroll Accounting, and related financial data analytics, reporting, and secure document management.

1.2 About Current Systems. The University uses Kuali Financials, which was implemented in 2011, as the comprehensive financial system. Kuali Financials modules include Accounts Receivable, Accounts Payable, Vendor Management, Capital Asset Management, Chart of Accounts/General Ledger, Financial Processing, Contracts and Grants, Purchasing/B2B, Labor Distribution, Workflow, Identity Management, and Effort Certification. Some modules have been modified by the University to meet operating needs. Monthly, the system processes 4,000 purchase requisitions, 15,000 payments, including 2,500 travel trips/reimbursements and handles over 16,000 purchasing card transactions. It contains over 21,000 active accounts and 1,000 object codes (natural accounts). There are over 1,000 average unique daily users and over 3,000 unique users in a month. Transactions use integrated workflow and document management. The University does not currently use a Travel module.

The University utilizes DocuWare to store and encrypt supporting documentation for transactions such as invoices, receipts, interface files and justifications. Currently, the University stores more than 3.3 million documents in DocuWare for Financials and is looking to enhance document management capabilities in the future.

Two of the major administrative systems that are shared across campuses and support University operations are PeopleSoft Human Capital Management System (HCM) and Student Administration system (SA). At this time, these solutions will be retained and integrated with the new Financial Management solution. However, the University is open to learning more about a full platform solution (HCM and Student in particular) as part of this process as input into potential future decision-making.

The University’s eProcurement system, Arizona BuyWays, is licensed through Jaggaer and has been in place for over a decade. Modules licensed include order manager, requisition manager, contract manager, sourcing director, supplies manager, and 11+ electronic invoicing vendors. The Arizona BuyWays system supports the University’s sustainability goals towards a paperless ordering system.

Arizona BuyWays is designed to be used by University employees to place orders for the items...
they need with electronic business office workflow approval routing. The system also identifies what type of item is being purchased and routes accordingly if necessary (e.g., capital equipment, radioactive material). Procurement utilizes the Arizona BuyWays system to reduce buyer effort on non-value-add orders and track spend against contracts. The application also has a module that allows the scientific community the ability to search for, order, manage, and track laboratory materials. This module, however, is not currently used by the University community. The system also supports the tracking of chemicals, which is required for the Department of Homeland Security. The University also maintains alcohol inventory, which is available to the University community for immediate research needs and offers internal catalogs available in Arizona BuyWays for immediate resale to departments. The University is seeking to either integrate Arizona BuyWays with the new financial system or continue using a third-party vendor for integration with the new financial system.

For budget and financial planning development, the University currently uses a software solution named Axiom, as well as a legacy internal Budget Journal Voucher system called the “Request for Budget Change (RBC) System.” Axiom is a cloud-based budget and planning software that was implemented fall of 2019 and is used for budget construction and approval, with plans to expand into financial commitment tracking, in-year forecasting, long-range financial planning, and capital planning. The RBC system was developed internally shortly after our last ERP migration to Kuali Financials in 2010. The current plan is to build the budget journal voucher approval process within Axiom as well. Real-time integrations will be required to extract and load budget dimensions to all chart elements through Axiom ETL (Extract, Transform, Load) functionality. For more information on Axiom, please visit their webpage here and for more information on the University’s implementation of Axiom please visit our webpage here.

University Analytics and Institutional Research (UAIR) manages the Enterprise Data Warehouse (EDW) as a core service to the University. The warehouse is built on an Oracle database and integrates data from all the core University systems: UAccess Student, UAccess Employee, UAccess Financials, UAccess Research, UAccess Budget and Planning (budget system and Axiom), Edge Learning, eIRB, eDisclosure, and others. Currently, financial data is highly intertwined with data from the other systems with some of the outputs supporting critical processes in the other systems. Our intent is to load financial management data into the EDW so that we can continue to support existing reporting needs and business processes.

The University is a member of the AAU (Association of American Universities) and a public land-grant research university that uses Kuali Coeus (migrating to Kuali Research SaaS) as its research system of record. Currently, both the financial system and research system must be updated simultaneously to track new accounts, proposals, awards, and sub-awards. The University is seeking to integrate the new financial system with the research system. This would reduce duplicate entries processed in each system and would provide campus with up-to-date account information.

1.3 **Coverage and Participation.** The intended coverage of this RFP and any Agreement resulting from this solicitation shall be for the use of all Departments at the University of Arizona (Arizona). The other State Universities, Arizona State University (ASU) and Northern Arizona University (NAU), along with Pima Community College (PCC) and any other educational institution or Governmental entity may access an Agreement resulting from this solicitation issued and administered by the University of Arizona.
2.0 DEFINITIONS

2.1 Agreement / Contract. All types of agreements entered into by the Arizona Board of Regents, regardless of what they may be called, for the procurement of materials, services or construction, or the disposal of materials. Meaning is interchangeable.

2.2 Customer. Unless otherwise implied by the context of the specific provision within this RFP, "Customer" means a customer of the vendor, other than the University.

2.3 Contractor. Same as Successful Vendor.

2.4 May, Should. Indicates something that is not mandatory but permissible, recommended or desirable.

2.5 MST. Mountain Standard Time. We do not observe Daylight Savings Time.

2.6 Must, Shall, Will. Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of your proposal as non-responsive.

2.7 Proposal. The entirety of the vendor's responses to each point of this RFP, including any and all supplemental offers or information not explicitly requested within this RFP.

2.8 Proprietary Information. Information held by the owner that if released to the public or anyone outside the owner’s organization, would be detrimental to its interests. It is an issue of fact rather than opinion. Pricing and/or revenues cannot be considered proprietary or confidential.

2.9 Proposer. Same as Vendor.

2.10 Provider. Same as Vendor

2.11 Request for Proposal (RFP). A competitive process under which discussions and negotiations are allowed, it is not to be confused with a Request for Bid (RFB), in which goods or services are precisely specified and price is substantially the only competitive factor. This RFP provides the University the flexibility to negotiate to arrive at a mutually agreeable relationship. Price will be considered but will not be the only factor of evaluation.

2.12 Respondent. Same as Vendor.

2.13 Response. Same as Proposal.

2.14 Responsible Vendor. A person who has the capability, including necessary experience, to perform the contract requirements; who has the integrity and reliability which will ensure good faith performance and appropriate quality of the materials, services, construction or construction services, to be provided; and who is in compliance with any and all licensing requirements of the State of Arizona.

2.15 Responsive Vendor. A person who submits a proposal which conforms in all material respects to the Request for Proposals.
2.16 **Successful Vendor.** Any vendor selected by the University to receive a notice of award as a result of this RFP and to enter into a contract to provide the University with the products or services sought by this RFP.

2.17 **Supplemental Agreement.** Any supplemental terms and conditions agreed to by the parties in writing, which take precedence over all other documents governing the transaction.

2.18 **Supplier.** Same as Vendor.

2.19 **University.** Arizona Board of Regents (ABOR), a body corporate, for and on behalf of the University of Arizona. This term will also refer to the University of Arizona.

2.20 **Vendor.** For purposes of this RFP, "Vendor" means any entity responding to this RFP with the intention of winning the resulting award of contract, performing the work, and/or delivering the goods specified herein.

2.21 **Vendor’s Proposal.** Same as Proposal.

2.22 **Vendor’s Response.** Same as Proposal.

3.0 **GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS**

3.1 **Original RFP Document.** The Office of Procurement and Contracting Services shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.

3.2 **About the University.** For information about the University of Arizona, please visit the University’s Internet web page at: [www.arizona.edu](http://www.arizona.edu). For specific demographic information, visit [http://factbook.arizona.edu](http://factbook.arizona.edu).

**University Purpose and Core Values.** The University of Arizona’s purpose is working together to expand human potential, explore new horizons and enrich life for all. To fulfill this purpose, the University has adopted Core Values that apply to all faculty, staff, and students, as well as to those doing business with the University. The Core Values are central to the culture of the University, and Vendors are encouraged to review and uphold the following:

- Integrity – Be honest respectful and just
- Compassion – Choose to Care
- Exploration – Be insatiably curious
- Adaptation – Stay open-minded and eager for what’s next
- Inclusion – Harness the power of diversity
- Determination – Bear Down

For additional information regarding the University’s Purpose and Core Values, please visit [https://www.arizona.edu/purpose-values](https://www.arizona.edu/purpose-values).
3.3 Schedule of Events. The following is the tentative schedule that will apply to this RFP, but may change in accordance with the University's needs.

- 08/13/21 Issuance of RFP
- 08/19/21 Pre-proposal conference 1:00 P.M., MST
- 08/23/21 Questions/Inquiries due no later than 12:00PM, MST
- 09/10/21 RFP is Due September 10, 2021, no later than 2:00 PM, MST
- 09/27/21 Finalist Vendor Presentations
- 10/08/21

3.4 Pre-Proposal Conference. A non-mandatory pre-proposal conference will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP.

Notification of attendance should be made to Celeste Kanzig, at telephone # 520-621-3067, or email: cdkanzig@arizona.edu.

- **Date:** 8/19/21, 2021
- **Time:** 1:00 PM, MST
- **Place:** The University of Arizona
- [https://arizona.zoom.us/j/87176508958](https://arizona.zoom.us/j/87176508958)

The Buyer may choose to call for additional pre-proposal conference(s) if, in the sole judgment of the Buyer, there is a need for such conference(s) in order to promote competition.

3.5 Pre-Proposal Site Visit. Not Applicable

3.6 Accommodations for People with Disabilities. If the vendor or any of the vendor's employees participating in this RFP need or have questions about the University's accommodations for people with disabilities, please make arrangements with Celeste Kanzig at telephone # 520-621-3067 or email address cdkanzig@arizona.edu. Such requests should be made as early as possible to allow time to arrange the accommodation(s).

3.7 PROPOSAL PREPARATION INSTRUCTIONS

3.7.1 Vendor's Understanding of the RFP. In responding to this RFP, the vendor accepts the responsibility fully to understand the RFP in its entirety, and in detail, including making any inquiries to the University as necessary to gain such understanding. The University reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the University reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. Related to this, the University's right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the University.

3.7.2 University Provides Information in Good Faith without Liability. All information provided by the University in this RFP is offered in good faith. Individual items are subject to change at any time. The University makes no certification that any item is without error. The University is not responsible or liable for any use of the information, or for any claims attempted to be asserted therefrom.
3.7.3 **Verbal versus Written Communication.** Verbal communication shall not be effective unless formally confirmed in writing by the specified University procurement official in charge of managing this RFP’s process. In no case shall verbal communication override written communication.

3.7.4 **Questions, Communications and Inquiries between the University and Vendors.**

All Vendor inquiries, questions and requests for clarification related to this RFP are to be directed, in writing via email, **ONLY** to the Buyer listed below. Once this RFP has been sent out, Vendors are not to contact any University Department, other than Procurement and Contracting Services, concerning this RFP, or risk disqualification (see Section 3.7.1 above):

Attn: Celeste Kanzig  
Telephone No. 520-621-3067  
Email Address: cdkanzig@arizona.edu

Applicable terms and conditions herein shall govern communications and inquiries between the University and vendors, as they relate to this RFP.

**Informal communications** shall include but are not limited to requests from/to vendors or vendors' representatives of any kind or capacity, to/from any University employee or representative of any kind or capacity, **with the exception of the Purchasing Department**, for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the Buyer named above, at any time.

**Formal communications** shall include but are not limited to the following.

- Questions concerning this RFP must be submitted in writing, and be received **no later than 08/23/21 at 12:00PM, MST.**
- Errors and omissions in this RFP and enhancements. Vendors shall bring to the University’s attention any discrepancies, errors, or omissions that may exist within this RFP. Vendors shall recommend to the University any enhancements in respect to this RFP, which might be in the University’s best interests. These must be submitted in writing, and be received **no later than 08/23/21 at 12:00PM, MST.**
- Inquiries about technical interpretations must be submitted in writing, and be received **no later than 08/23/21 at 12:00PM, MST.**
- Inquiries for clarifications / information that will **not** require addenda may be submitted verbally to the Buyer named above at any time during this process.
- Verbal and/or written presentations and pre-award negotiations under this RFP.
- Addenda to this RFP.

Informal communications shall cease on the date of distribution of this RFP and formal communications shall commence. On the date that the University notifies responding vendors of this RFP's results and executes the resulting contract with the successful Vendor, informal communications may resume and formal communications may cease.

3.7.5 **Addenda and the University’s Response to Communications from Vendor.** The
University will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within five (5) University business days.

_All addenda will be posted to our web site only:_

http://pacs.arizona.edu/RFP-BID_Opportunities

- **Vendors who want the addenda supplied to them in another form must notify Celeste Kanzig of that requirement. Otherwise, it will be the vendor’s responsibility to check the web site for any additional information and addenda concerning this RFP.**

The University will not respond to any questions / requests for clarification that require addenda, if received by the University after 08/23/21 at 12:00 PM, MST.

### 3.7.6 Pricing and/or Revenue Proposal.

Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP. The University may presume and hold as the vendor's final offer all pricing and/or revenue offerings, whether stated as amounts or percentages, and/or whether or not offered on an all-or-none basis, if not specified by the vendor. The University may accept or reject in part or entirely the vendor's pricing and/or revenue offerings when such offerings are not on an all-or-none basis. Vendor's pricing and/or revenue proposals may not be modified after the RFP Due date and time unless University at its sole discretion decides that future negotiations will only enhance the Vendor’s offer to University. Should University decide that such negotiations would not be in University’s best interests, pricing and revenue offer by Vendor at Due date and time may be considered by University as the Vendor’s best and final offer. Unless otherwise specifically proposed by the vendor, the University reserves the right to hold such pricing and/or revenue proposal as effective for the entire intended contract term. The University may prescribe the manner and method by which pricing and/or revenue offerings shall be communicated in the vendor’s proposal. The University may reject any proposal in which the pricing and/or revenue offering does not conform to such prescribed manner and method. Vendors shall indicate pricing and/or revenue offers in the appropriate spaces and/or areas provided in this RFP. Vendors shall ensure that any departure from this condition results in an offer that is clearly cross-referenced to the applicable sections within this RFP. For any material departure from this condition, vendors shall provide clear and unambiguous explanations how the departure relates in detail to the applicable sections within this RFP. If the vendor responds with an "All-or-None" proposal, it shall be clearly and unambiguously marked as such.

### 3.7.7 Revisions to the RFP.

The University may revise any part of this RFP for any reason by issuing addenda. The University will communicate additional information and addenda to this RFP by posting them on our web site.

http://pacs.arizona.edu/RFP-BID_Opportunities

Vendors that want the revisions supplied to them in another way must notify the Buyer listed in this document of that request. Otherwise, it will be the vendor’s responsibility to check the web site for any additional information and addenda concerning this RFP.
Vendors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. The University is under no obligation to communicate such addenda to vendors who notify the University that they will not be responding to this RFP. The University may determine whether an addendum will be considered as part of this RFP and/or as part of any resultant contract. **The University shall reject vendors’ responses to addenda if such responses are received after the RFP Due date and time.**

3.7.8 **Attention to Terms and Conditions.** Vendors are cautioned to thoroughly understand and comply with all matters covered under the Terms and Conditions section of this RFP. The successful Vendor is expected to enter into a form of agreement approved by the Arizona Board of Regents. The University agreement terms and conditions included in this RFP are intended to be incorporated into this agreement. **Proposals that are contingent upon any changes to these terms and conditions may be deemed to be non-responsive and may be rejected.**

3.7.9 **Required Signatures.** The University may reject any vendor’s response if it is not signed as indicated and/or required by the areas, spaces, or forms provided within this RFP.

3.7.10 **Proposal Organization.** Vendors shall present proposals in a format that can be readily incorporated into a contract. Vendors may present narrative proposals provided that such proposals follow the same outline and numbering scheme of this RFP, including full descriptive cross-references to all requirements listed in **Section 5.0.** Vendors should ensure that their proposals include page numbers and are organized in a manner that will facilitate the University’s evaluation of them. Please follow the outlined Content of Proposal below.

**A. Front Matter-Table of Contents.**

The Table of Contents should reference all material required by the RFP and any additional information or material the Proposer wishes to supply.

**B. Front Matter- Transmittal Letter.**

The transmittal letter shall be in the form of a standard business letter on the Proposer’s letterhead and shall be electronically signed by an individual authorized to legally bind the Proposer. The Transmittal Letter shall include the following:

1. A brief statement of the Proposer’s understanding of the scope of the solution associated with this Offer;

2. Identification of the name, title, telephone number and e-mail address of the person authorized by the organization to contractually obligate the organization;

3. A statement that the entire offer and the price contained therein is a valid offer and shall be binding upon the Proposer in all respects for a period of 180 days from receipt of the Best and Final Offer (BAFO), or from submission if no BAFO is requested; and

4. Acknowledgement of receipt of any and all amendments or addenda to this RFP.
C. Part 1: Certifications.
Include in Part 1 all executed copies of mandatory certifications in Section 7.0. The required forms include:
1. Certification of Proposal
2. Legal Worker Certification
3. Information Security and Privacy Addendum

D. Part 2- Executive Summary.
In the Executive Summary, the Proposer should condense and highlight the contents of the proposed solution in such a way as to provide the University with a broad understanding of the offer. This section of the Offer is designed to provide a clear and concise understanding of key aspects of the offer as follows:
1. Narrative of its understanding and ability to provide the solution and perform the scope and services as outlined in Section 5.0, including summarizing the proposed solution;
2. Information on the experience, background, and qualifications of the proposed vendor(s); and
3. Discussion of why the vendor(s) assembled in the offer are best qualified to provide the products and services required herein.

E. Part 3- Software Qualifications and Experience.
Respond to the information requested in Section 6.0, Proposer Qualifications, including required references.

F. Part 4- Software Solution.
The Proposer will provide narrative responses regarding the proposed software solution, organized in accordance with the outline provided in Section 5.0, Scope of Work, Specifications, Technical Requirements.

G. Part 5- Requested Documentation
Include documentation requested in HECVAT and Section 5.0 (e.g., SLA, Subscription Agreement.)

H. Part 6- Pricing Proposal
Submitted as the Attachment 3 Worksheet

The University reserves the right to reject without prior notice and without liability of any kind or amount any proposal that it deems overly complex, disorganized, or difficult to evaluate. The University reserves the right to make such a decision without any input or communication from any other party. Vendors shall ensure that, at a minimum, their proposals contain the components set forth in the following list.

- Original required sections from this RFP
- Any additional responses in corresponding sequence order
- Any additional supporting data
3.7.11 Collusion Prohibited. In connection with this RFP, vendor collusion with other vendors or employees thereof, or with any employee of the University, is prohibited and may result in vendor disqualification and/or cancellation of award. Any attempt by the vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

3.7.12 Improper Business Relationships / Conflict of Interest Prohibited. In connection with this RFP, each vendor shall ensure that no improper, unethical, or illegal relationships or conflict of interest exists between or among the vendor, the University, and any other party to this RFP. The University reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to decide whether or not vendor disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the University.

3.7.13 Corrections, Changes, and Providing Information on Forms within the RFP. Vendors shall ensure that an authorized individual initials each correction using pen and ink. Vendors shall use pen and ink in providing information directly on pages, or copies thereof, contained within this RFP.

3.7.14 Proposal Bond. Not Applicable

3.7.15 Performance and / or Payment Bonds. Not Applicable

3.7.16 Anti-Kickback. In compliance with FAR 52.203-7, the University has in place and follows procedures designed to prevent and detect violations of the Anti-Kickback Act of 1986 in its operations and direct business relationships.

3.8 PROPOSAL SUBMISSION AND SUBSEQUENT ACTION

Proposals must be received by the date / time and uploaded to the University’s secure storage box no later than 2:00 PM, MST 09/10/21.

Vendors, please be advised that it is your sole responsibility to ensure that your proposal is received as described in the paragraph above. The University shall not be responsible for any delays that may occur.

Proposals must be uploaded to:

Box Secure Upload:
In response to the current COVID-19 Pandemic, proposal responses will be accepted until the due date and time at:

https://arizona.app.box.com/f/7ef1ea59630347c99ffe6d715fec13cb

Please title your response in the upload folder as:

RFP_VendorName_Response

no later than 9/10/21 at 2:00 PM, MST. The University shall, at the specified Due date and time, accept all proposals that are otherwise in order. The University will allow interested parties
to be present for purposes of identifying which vendors have responded. The University will make no immediate decision at such time, and there will be no disclosure of any information contained in any proposal until after formal notice of award and execution of any contract resulting from this RFP. When multiple solicitations have been scheduled to open at the same date and time, the University will open solicitations that have interested individuals present in sequential order by solicitation number. The University will hold unopened any proposals received after the Due date and time and will not consider such proposals. The University reserves the right to retain or dispose of such proposals at its discretion; however, the University may return such proposals to their related vendors, but only at such vendor’s request and at no cost or expense whatsoever to the University.

If the University determines that due to an insufficient number of proposals received, it would be in the University’s best interest, the University may extend the Due date in order to determine why other vendors did not respond and to encourage other vendors to respond.

3.8.1 Proposal Costs. The University is not liable in any manner or to any extent for any cost or expense incurred by any vendor in the preparation, submission, presentation, or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the vendor or indirectly through the vendor's agents, employees, assigns or others, whether related or not to the vendor.

3.8.2 Withdrawal of RFP. Vendors may withdraw their proposals any time prior to the RFP Due date and time. Vendors may request to withdraw their proposals after the RFP Due date and any time prior to selection and notice of award. The University shall have sole authority to grant or deny such a request. In the event the University grants such a request, it may withhold issuing future RFP’s to such vendors.

3.8.3 University’s Right to Use Vendor’s Ideas / Proprietary Information. If the vendor needs to submit proprietary information with the proposal, the vendor shall ensure that it is enclosed in a separate envelope from the proposal and that it is clearly designated and conspicuously labeled as such.

The University shall have the right to use any ideas that are contained in any proposal received in response to this RFP, along with any adaptation of such ideas. Selection or rejection of the proposal shall not affect the University’s right of use. Provided, however, that the University will, in good faith, honor any vendor information that is saved as a separate file from the proposal and clearly designated and conspicuously labeled as proprietary, and the University concurs that the information is proprietary. The envelope must also contain the reason(s) why the enclosed material is to be considered proprietary. Trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with procedures promulgated by the Procurement Officer and subject to limitations in Arizona or Federal law. Pricing information cannot be considered proprietary or confidential. The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. At no time will the entire proposal be considered proprietary and be kept confidential.
3.9.1 **Contractual Intent / Right to Terminate and Recommence RFP Process.** The University intends to contract with one or more vendors whose proposal(s) are considered to be in the best interests of the University. However, the University may terminate this RFP process at any time up to notice of award, without prior notice, and without liability of any kind or amount. Further, the University reserves the right to commence one or more subsequent RFP processes seeking the same or similar products or services covered hereunder.

3.9.2 **Effective Period of Proposals.** Under this RFP, the University shall hold that vendors' responses to this RFP shall remain in effect for a period of one hundred and eighty (180) days following the Due date or the BAFO offer, whichever is later, unless an extension is agreed upon by both parties, in order to allow time for evaluation, approval, and award of the contract. Any vendor who does not agree to this condition shall specifically communicate in its proposal such disagreement to the University, along with any proposed alternatives. The University may accept or reject such proposed alternatives without further notification or explanation.

3.9.3 **Proposal Acceptance/Rejection.** The University reserves the right to reject any or all proposals. Such rejection may be without prior notice and shall be without any liability of any kind or amount to the University. The University shall not accept any proposal that the University deems not to be in its best interests. The University shall reject proposals submitted after the Due date and time.

3.9.4 **Errors and Omissions in Vendors Proposals.** The University may accept or reject any vendor's proposal, in part or in its entirety, if such proposal contains errors, omissions, or other problematic information. The University may decide upon the materiality of such errors, omissions, or other problematic information.

3.9.5 **Determination of and Information Concerning Vendor's Qualifications.** The University reserves the right to determine whether a vendor has the ability, capacity, and resources necessary to perform in full any contract resulting from this RFP. The University may request from vendors information it deems necessary to evaluate such vendors' qualifications and capacities to deliver the products and/or services sought hereunder. The University may reject any vendor's proposal for which such information has been requested but which the vendor has not provided. Such information may include but is not limited to:

- Financial resources
- Personnel resources
- Physical resources
- Internal financial, operating, quality assurance, and other similar controls and policies
- Resumes of key executives, officers, and other personnel pertinent to the requirements of the RFP
- Customer references
- Disclosures of complaints or pending actions, legal or otherwise, against the vendor

3.9.6 **Apparent Conflicting Information Obtained by Vendor.** The University is under no obligation whatsoever to honor or observe any information that may apparently conflict with any provision herein, regardless of whether such information is obtained from any office, agent, or employee of the University. Such information shall not affect
the vendor's risks or obligations under a contract resulting from this RFP.

3.9.7 **Rejection of Vendor Counter-offers, Stipulations and Other Exceptions.** Any vendor exception, stipulation, counter-offer, requirement, and/or other alternative term or condition shall be considered rejected unless specifically accepted in writing by the University and thereafter incorporated into any contract resulting from this RFP.

3.9.8 **Method of Award.** Each response to this RFP will be reviewed for its overall competence, compliance, format, and organization. Proposals which the University deems overly complex, disorganized, or difficult to evaluate may be rejected in accordance with Section 3.7.10 of this RFP. The award shall be made to the responsive and responsible vendor whose proposal is determined to be the most advantageous to the University of Arizona, taking into consideration the following evaluation criteria listed in the relative descending order of importance. Pricing must be a criterion. However, the University is under no obligation whatsoever to select, as most responsive the proposal that demonstrates the lowest pricing.

### Limiting Criteria

The Limiting Criteria/Mandatory Qualifications of the offer will be evaluated on a pass/fail basis. Vendors should affirm and describe how they meet these criteria in the [first tab of Attachment 1-Solution Requirements](#). Any Vendor that does not meet the following criteria will be eliminated from further consideration:

- Licensed to do business in the State of Arizona or provide a commitment that it will become licensed in Arizona within thirty (30) calendar days of being selected;
- The product is proposed and delivered as a multi-tenant Software-as-a-Service (SaaS) solution;
- The proposed software must be in production at a Research 1 (R1) US public higher education institution; and
- The proposed Financial software must have successfully gone through a full fiscal year cycle including year-end close for all proposed modules in scope.

### Evaluation Criteria

Proposals will be evaluated on the following criteria in the sole judgment of the University. These criteria are listed in order of their relative priority with most important listed first (except where criteria are of equal importance):

1. Demonstrated functionality, capability and integration of total solution, including business applications and associated tools, validated by ability to meet documented University business, general and technical requirements, and commitment to sustainability ([See Section 5.0, Attachment 1-Solution Requirements, Attachment 2-HECVAT toolkit, Attachment 4-Sustainability Questionnaire](#))

2. Proposer qualifications, including experience, quality of firm references, stability of business and financials, successful higher education implementations, vendor support and maintenance of product, compliance with Arizona contractual terms and conditions, experience, commitment to
higher education and future vision and strategic direction *(See Section 6.0)*

3. Total cost of ownership for the solution *(See Attachment 3- Pricing Proposal)*

Based on the scoring of the proposals using these evaluation criteria and depending on the number of proposals received, the Evaluation Team may prepare a short-list of those proposals that are judged as being most capable of providing an acceptable solution.

All short-listed vendors will be required to provide detailed demonstrations of their system’s ability to meet specific functionality as outlined by the University in a demonstration script. The script will largely be based on system requirements deemed to be critical by the university. Each vendor’s demonstration will take place over two consecutive days in September and/or October on days selected by the University.

**Finalist Criteria**

Vendors who are asked to do a presentation will be evaluated based on the following Demonstration Criteria. Detailed Demonstration Criteria requirements will be shared with finalist vendors prior to their virtual presentations. *Scoring from the proposal phase will be carried forward to the demonstration phase.*

**Demonstration Criteria**

1. Demonstrated functionality
2. Demonstrated user experience, ease of use and system flexibility
3. Capability and integration of total solution

The contract will consist of the University’s RFP, the proposal with any and all revisions, and/or purchase order, and/or the signed agreement between the parties, as stated in that agreement.

### 3.9.9 Selection, Negotiation, Additional Information

Although the University reserves the right to negotiate with any vendor or vendors to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive and responsible vendor or vendors without further discussion, negotiation, or prior notice. The University may presume that *any proposal is a best-and-final offer.*

### 3.9.10 Pre-Award Presentations

The University reserves the right to require presentations from the highest ranked vendors, in which they may be asked to provide information in addition to that provided in their proposals.

### 3.9.11 Pre-Award Negotiations

The University reserves the right to negotiate prior to award with the highest ranked vendors for purposes of addressing the matters set forth in the following list, which may not be exhaustive.

- Resolving minor differences and scrivener's errors
- Clarifying necessary details and responsibilities
- Emphasizing important issues and points
- Receiving assurances from vendors
3.9.12 Notification of Non-Selection. The University reserves the right not to notify vendors whose RFP responses are not selected for further consideration or notice of award. If the University decides to notify such vendors in writing, it will send the notifications to the address indicated in each such vendor’s proposal. Once the award has been finalized, a notice of award may be posted on website.

3.9.13 Vendor's Need to Use Proprietary Rights of the University. All information proprietary to the University and disclosed by the University to any vendor shall be held in confidence by the vendor and shall be used only for purposes of the vendor’s performance under any contract resulting from this RFP.

3.9.14 Public Record. After the award and execution of a contract resulting from this RFP, vendors' proposals become public record and are available for review during the University's regular office hours. The University will, in good faith and to the extent allowed by law, honor any vendor information that is clearly designated and conspicuously labeled as proprietary, and the University agrees that the information is proprietary. If the vendor needs to submit proprietary information with the proposal, the vendor shall ensure that it is enclosed in a separate envelope from the proposal and that it is clearly designated and conspicuously labeled as such. The envelope must also contain the reason(s) why the enclosed material is to be considered proprietary. At no time shall the entire proposal be considered proprietary and be kept confidential. The University shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The University shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary. Pricing information cannot be considered proprietary or confidential.

3.9.15 Certification. By signature on the “Proposal Certification” form included herein, the Vendor certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, Vendor certifies whether or not any employee of the University has, or has a relative who has, a substantial interest in any Agreement that may result from this RFP. Vendor also certifies their status with regard to debarment, or suspension by any Federal entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting Agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting Agreement. Any resulting Agreement may be subject to legal remedies provided by law. Vendor agrees to promote and offer to the University only those services and/or materials as stated in and allowed for under resulting Agreement(s).

4.0 AGREEMENT TERMS AND CONDITIONS
The following are the Terms and Conditions that will become part of any Agreement consummated between the University and the Successful Vendor. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Supplemental Agreement; Request for Proposals; Proposal.
4.1 **Actions of Successful Vendor.** The University is under no obligation whatsoever to be bound by the actions of any Successful Vendor with respect to third parties. The Successful Vendor is not a division or agent of the University.

4.2 **Advertising.** The Successful Vendor shall not advertise or publish information concerning the Agreement without prior written consent of the University. The University shall not unreasonably withhold permission.

4.3 **Americans with Disabilities Act and Rehabilitation Act.** The Successful Vendor will comply with all applicable provisions of the Americans with Disabilities Act, the Rehabilitation Act, and all applicable federal regulations.

All electronic and information technology and products and services to be used by University faculty/staff, students, program participants, or other University constituencies must be compliant with the Americans with Disabilities Act as amended and the Rehabilitation Act. Compliance means that a disabled person can acquire the same information, engage in the same interactions, and enjoy the same services as a nondisabled person, in an equally effective and integrated manner, with substantially equivalent ease of use.

4.3.1 **Electronic and Information Technology.** Any acquisition considered electronic and information technology (EIT) as defined by the Access Board at 36 CFR 1194.4 and in the FAR at 2.101 must comply with Section 508 (36 CFR Part 1194) and, for web-based applications, WCAG 2.0, Level AA Guidelines. In addition, the submission of a completed Voluntary Product Accessibility Template (VPAT) is required so the University of Arizona may ascertain conformance. Proposals or bids without a completed VPAT may be disqualified from competition. The UA Guide to the VPAT and the templates themselves are available to assist vendors in this process. See information at [http://itaccessibility.arizona.edu/guidelines/purchasing/vpat](http://itaccessibility.arizona.edu/guidelines/purchasing/vpat).

EIT is information technology (IT) and any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. EIT includes, but is not limited to:

- telecommunication products, such as telephones;
- information kiosks and transaction machines;
- World Wide Web sites;
- software;
- multimedia (including videotapes); and
- office equipment, such as copiers and fax machines.

The University of Arizona reserves the right to perform real-world testing of a product or service to validate vendor claims regarding Section 508 conformance. To facilitate testing, the vendor will, upon request, provide the University with access to the product being considered for purchase for a period of at least 30 calendar days.

4.3.2 **Services and Products.** An accessible service or product is one that can be used by as many people as possible, taking into account their physical, cognitive, emotional, and sensory differences.

Services provided include, but are not limited to:
• education and training;
• cultural and athletic events;
• vehicle rentals
• event space and lodging; and
• parking and transportation.

Products include, but are not limited to:

• office equipment;
• office and classroom furniture; and
• kiosks

4.4 Conflict of Interest. Pursuant to the provisions of Arizona Revised Statute § 38-511, the Arizona Board of Regents may, within three years after its execution, cancel the Agreement without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining the Agreement for or on behalf of the Arizona Board of Regents becomes an employee in any capacity of any other party or a consultant to any other party with reference to the subject matter of the Agreement while the Agreement or any extension thereof is in effect.

4.5 Drug Free Workplace. The Successful Vendor agrees that in the performance of the Agreement, neither the Successful Vendor nor any employee of the Successful Vendor shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by the Agreement. The University reserves the right to request a copy of the Successful Vendor’s Drug Free Workplace Policy. The Successful Vendor further agrees to insert a provision similar to this statement in all subcontracts for services required.

4.6 Equal Opportunity. The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.4.41 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to the Agreement unless the Agreement is exempted under the rules, regulations or orders of the U.S. Secretary of Labor.

4.7 Federal, State, and Local Taxes, Licenses and Permits. Successful Vendor is solely responsible for complying with all laws, ordinances, and regulations on taxes, licenses and permits, as they may apply to any matter under this RFP. The Successful Vendor must demonstrate that they are duly licensed by whatever regulatory body may so require during the performance of the Agreement. Prior to the commencement of Agreement, the Successful Vendor shall be prepared to provide evidence of such licensing as may be requested by the University. Successful Vendor shall, at no expense to the University, procure and keep in force during the entire period of the Agreement all such permits and licenses.

4.8 Inspection and Audit. Pursuant to the provisions of Arizona Revised Statute § 35-214, all books, accounts, reports, files and other records relating to the Agreement shall be subject at all reasonable times to inspection and audit by the Arizona Board of Regents, The University of Arizona or the Auditor General of the State of Arizona, or their agents for five (5) years after completion or termination of the Agreement.

4.9 Liens. Each Successful Vendor shall keep the University free and clear from all liens asserted by any person or entity for any reason arising out of the furnishing of services or materials by or to the Successful Vendor.
4.10 ** Modifications.** The Agreement can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.

4.11 **Non-Discrimination.** The parties shall comply with all applicable state and federal statutes and regulations governing equal employment opportunity, non-discrimination, and immigration.

4.12 **Sales and Use Tax.** The Successful Vendor agrees to comply with and to require all of its subcontractors to comply with all the provisions of applicable law. The Successful Vendor further agrees to indemnify and hold harmless the University from any and all claims and demands made against it by virtue of the failure of the Successful Vendor or any subcontractors to comply with the provisions of any and all said laws. The University is not exempt from state sales and use tax, except for equipment purchased for research or development. Any equipment ordered as tax exempt shall be invoiced separately from taxable systems, even if purchased on the same purchase order as issued by the University.

4.13 **Prohibited Harassment.** Federal law and the policies of the University prohibit sexual harassment of University employees or students. Sexual harassment includes any unwelcome sexual advance toward a University employee or student, any request for a sexual favor from a University employee or student, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive working environment for University employees, or a hostile or offensive academic environment for University students. University vendors, subcontractors and suppliers for this project are required to exercise control over their employees so as to prohibit acts of sexual harassment of University employees and students. The employer of any person who the University, in its reasonable judgment, determines has committed an act of sexual harassment agrees as a term and condition of the Agreement to cause such person to be removed from the project site and from University premises and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

4.14 **Small Business Utilization Program.** The University is committed to its Small Business Utilization Program and to the development of Small Business. If subcontracting is necessary, the Successful Vendor will make every effort to use Small Businesses in the performance of the Agreement.

4.15 **Smoking and Tobacco Policy.** This policy applies to the University of Arizona main campus in Tucson, the Arizona Health Sciences Center, the Phoenix Biomedical Center, UA South and all University vehicles. This policy applies to University students, faculty, employees, contractors, volunteers, and visitors on its campuses and in its vehicles. To view the complete policy, click on http://www.hr.arizona.edu/policy/classified-staff/408.0. The Successful Vendor is expected to respect this tobacco free policy and fully comply with it.

4.16 **Export Control.** Each party shall comply with all applicable export control laws and economic sanctions programs. Applicable export control or economic sanctions programs may include U.S. export control laws such as the Export Administration Regulations and the International Traffic in Arms Regulations, and U.S. economic sanctions programs that are or may be maintained by the U.S. Government. The parties will comply with U.S. export control and U.S. economic sanctions laws with respect to the export (including a deemed export) or re-export of U.S. origin goods, software, services and/or technical data, or the direct product thereof.

4.17 **No Boycott of Israel.** As required by ARS §§ 35-393 to 35-393.01, Entity certifies it is not currently engaged in a boycott of Israel and will not engage in a boycott of Israel during the term of this Contract. However, unless and until the District Court's injunction in Jordahl v.
4.18 Safety Standards. To the extent applicable to the services to be performed under this Agreement, Contractor represents and warrants that all articles and services furnished under this Agreement meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations, in effect or proposed as the date of this Agreement, which shall include the following guidance provided by OSHA, available at the following link https://www.osha.gov/coronavirus/safework. In addition, Contractor, Contractor employees, and/or subcontractors who will be performing work in University of Arizona locations, indoor or outdoor, must review and abide by the mask requirements listed at: https://covid19.arizona.edu/reentry-plan/return-workspaces/face-coverings.

4.19 Arbitration. The parties agree to arbitrate disputes filed in Arizona Superior Court that are subject to mandatory arbitration pursuant to ARS § 12-133.

4.20 Travel. If authorized as part of any resulting contract, all reimbursable travel expenses must be authorized in writing by the University in advance of the planned travel and must be consistent with University Financial Policy 9.12 Independent Contractors, https://policy.fso.arizona.edu/fsm/900/912 items 33-42. Each request for reimbursement shall be itemized and accompanied by copies of original receipts. If applicable, reimbursements for airfare shall be for standard airline coach travel only. If applicable, reimbursement for auto travel and per diem shall be made at the rate permitted for State of Arizona employees. Note that the purchase of alcohol shall not be permitted as a reimbursable expense under this Contract. Vendor will submit all receipts and any required backup documentation to the University within 90 days after the applicable expenses were incurred. The University will not be required to reimburse Vendor for any expenses, invoices, or receipts for expenses received after that time.

4.21 Administrative (Legal) Remedies. The Arizona Board of Regents has promulgated Administrative (Legal) Remedies for alleged breaches or disputes arising from the Agreement. These remedies are exclusive and must be exhausted before the filing of any legal action.

4.22 Assignment-Delegation. No right or interest in the Agreement shall be assigned or delegation of any obligation made by Successful Vendor without the written permission of the University. Any attempted assignment or delegation by Successful Vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

4.23 Assignment of Anti-Trust Overcharge Claims. The parties recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the ultimate purchaser; therefore, Successful Vendor hereby assigns to the University any and all claims for such overcharges.

4.24 Date for Reckoning Prompt-Payment Discount. For purposes of determining whether a prompt-payment discount, if applicable, may be taken by the University, the starting date of such reckoning period shall be the later of the date of a properly executed invoice or the date of completion of service and/or delivery of product.

4.25 Force Majeure. Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of the Agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of
reasonable diligence, said party is unable to prevent.

4.26 **Indemnification / Hold Harmless.** The Successful Vendor shall indemnify, defend, and hold harmless to the fullest extent allowed by law the State of Arizona, the Arizona Board of Regents and the University, its officers, agents, and employees ("Indemnites") from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys’ fees and/or litigation expenses, which may be brought or made against or incurred on account of breach, or loss of or damage to any property, or for injuries to or death of any person, or financial loss incurred by Indemnites, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Successful Vendor, its employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incident to the performance of the Agreement, or arising out of Workers Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of Successful Vendor and/or its subcontractors of claims under similar such laws and obligations. Successful Vendor’s obligation under this provision shall not extend to any liability caused by the sole negligence of the State of Arizona, Arizona Board of Regents, University or its officers, agents, and employees. Such indemnification shall specifically include infringement claims made against any and all intellectual property supplied by Successful Vendor and third party infringement under the Agreement.

4.27 **Insurance Requirements.** Without limiting any liabilities or any other obligations of Successful Vendor, the Successful Vendor shall provide and maintain at a minimum insurance coverage listed below unless higher limits are determined once awarded. Coverage shall be provided with forms and insurers acceptable to the University until all obligations under the Agreement are satisfied.

- Commercial General Liability (CGL) insurance with minimum limits of ONE MILLION DOLLARS ($1,000,000) each occurrence and TWO MILLION DOLLARS ($2,000,000) general aggregate.
- Commercial Automobile Liability insurance with a minimum combined single limit of ONE MILLION DOLLARS ($1,000,000) each occurrence.

The insurance policies required in the two statements above shall be endorsed to name the State of Arizona, Arizona Board of Regents on behalf of the University of Arizona as additional insured and shall stipulate that the insurance afforded the Successful Vendor shall be primary insurance and that any insurance carried by the State of Arizona, the Arizona Board of Regents and the University of Arizona, their agents, officials or employees shall be excess and not contributory insurance to that provided by Successful Vendor.

- If applicable, Worker’s Compensation insurance in accordance with applicable Arizona Statutes, for any employees engaged in the performance of Agreement; and
- Employer’s Liability insurance with a minimum limit of FIVE HUNDRED THOUSAND DOLLARS ($500,000).

A certificate of insurance acceptable to the University shall be furnished to the University prior to the commencement of Agreement as evidence that policies providing the required coverage, conditions and limits are in full force and effect.

Network Security (Cyber) and Privacy Liability

Each Claim $1,000,000
Annual Aggregate $2,000,000

Such insurance shall include, but not be limited to, coverage for third party claims and losses with respect to network risks (such as data breaches, unauthorized access or use, ID theft, theft of data) and invasion of privacy regardless of the type of media involved in the loss of private information, crisis management and identity theft response costs. This should also include breach notification costs, credit remediation and credit monitoring, defense and claims expenses, regulatory defense costs plus fines and penalties, cyber extortion, computer program and electronic data restoration expenses coverage (data asset protection), network business interruption, computer fraud coverage, and funds transfer loss.

In the event that the Network Security and Privacy Liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and, either continuous coverage will be maintained, or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

4.28 Intellectual Property. It is understood and agreed that ownership of intellectual property developed as a result of fulfilling the requirements of this Request for Proposals belongs solely and exclusively to the Arizona Board of Regents on behalf of the University of Arizona. Documents/drawings used in this proposal belong to the Arizona Board of Regents on behalf of the University of Arizona and/or are being used with permission. Intellectual property as used herein, means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints. It is also understood and agreed that anything created as a result of an award of this proposal is considered a work for hire under the U.S. copyright laws and as such, the Arizona Board of Regents on behalf of the University of Arizona will own the copyright.

4.29 Labor Disputes. Successful Vendor shall give prompt notice to the University of any actual or potential labor dispute which delays or may delay performance of the Agreement.

4.30 Laws and Regulations. Successful Vendors are solely responsible for keeping themselves fully informed of and faithfully observing all laws, ordinances, and regulations affecting the rights of their employees, and shall protect and indemnify the University, its officers and agents against any claims of liability arising from or based on any violation thereof.

4.31 No Replacement of Defective Tender. Every tender of goods must fully comply with all provisions of the Agreement as to time of delivery, quantity, quality, and the like. If a tender is made which does not fully conform, this shall constitute a breach and Successful Vendor shall not have the right to substitute a conforming tender.

4.32 No Waiver of Right by the University. No waiver by University of any breach of the provisions of the Agreement by the Successful Vendor shall in any way be construed to be a waiver of any future breach or bar the University’s right to insist on strict performance of the provisions of the Agreement.

4.33 Parking. The Successful Vendor shall obtain all parking permits and/or decals that may be required while performing project work on University premises. The Successful Vendor should contact Parking and Transportation Services located at 1117 E. Sixth St., Tucson AZ 85721-0181.

4.34 Performance and / or Payment Bonds. Not Applicable
4.35 **Payment Terms.** Payments by the University shall be subject to the provision of Title 35 of Arizona Revised Statutes relating to time and manner of submission of claims. The University’s obligation is payable only and solely from funds appropriated for the purpose of the Agreement. Unless otherwise stated herein, the payment terms for the Agreement are Net 30 days.

4.36 **Price Adjustment for Multi-Year Contracts.** Price changes will normally only be considered at the end of one Agreement period and the beginning of another. Price change requests shall be in writing, submitted at least sixty (60) days prior to the end of the current Agreement period, and shall be supported by written evidence of increased costs to the Successful Vendor. The University will not approve unsupported price increases that will merely increase the gross profitability of the Successful Vendor at the expense of the University. Price change requests shall be a factor in the Agreement extension review process. The University shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of the University.

4.37 **Prior Course of Dealings.** No trade usage, prior course of dealing, or course of performance under other agreements shall be a part of any agreement resulting from this RFP; nor shall such trade usage, prior course of dealing, or course of performance be used in the interpretation or construction of such resulting agreement.

4.38 **Referencing of Orders.** For each order issued against an agreement resulting hereunder, the University intends in good faith to reference this RFP for pricing, terms and conditions, delivery location, and other particulars. However, in the event the University fails to do so, the University’s right to such terms, conditions, and particulars shall not be affected, and no liability of any kind or amount shall accrue to the University.

4.39 **Remedies and Applicable Law.** The Agreement shall be governed by and construed in accordance with the laws of the State of Arizona. University and Successful Vendor shall have all remedies afforded each by said law. The venue in any action or litigation commenced to enforce the Agreement shall be instituted in the appropriate courts in Arizona.

4.40 **Right of Assurance.** Whenever one party to the Agreement in good faith has reason to question the other party’s intent to perform, he may demand that the other party give a written assurance of their intent to perform. In the event that a demand is made and no written assurance is given within ten calendar (10) days, the demanding party may treat this failure as an anticipatory repudiation of the Agreement.

4.41 **Right of Offset.** The University shall be entitled to offset against any sums due the Successful Vendor, any expenses or costs incurred by the University, or damages assessed by the University concerning the Successful Vendor’s non-conforming performance or failure to perform the Agreement, or any other debt owing the University, including expenses, costs and damages described in the termination provisions contained herein.

4.42 **Termination**

4.42.1 **Convenience.** The University reserves the right to terminate the Agreement in whole or in part at any time when in the best interests of the University without penalty or recourse. Upon receipt of the written notice, the Successful Vendor shall immediately stop all work as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the University. In the event of termination under this provision, all documents, data and reports prepared by the University.
Successful Vendor under the Agreement shall become the property of and delivered to the University. The Successful Vendor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of termination. Such compensation shall be the Successful Vendor’s sole remedy against the University in the event of termination under this provision.

4.42.2 Default. The University reserves the right to terminate the Agreement in whole or in part due to the failure of the Successful Vendor to comply with any term or condition of the Agreement, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Agreement. The University shall provide written notice of the termination and the reasons for it to the Successful Vendor. Upon termination under this provision, all goods, materials, documents, data and reports prepared by the Successful Vendor under the Agreement shall become the property of and be delivered to the University on demand. The University may, upon termination of the Agreement, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under the Agreement. The Successful Vendor shall be liable to the University for any Excess Costs incurred by the University in re-procuring the materials or services.

4.42.3 Gratuities. The University may, by written notice to the Successful Vendor, cancel the Agreement if it is discovered by the University that gratuities, in the form of entertainment, gifts or other, were offered or given by the Successful Vendor, or any agent or representative of the Successful Vendor, to any officer or employee of the University with a view toward securing an Agreement or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Agreement. In the event the Agreement is canceled by the University pursuant to this provision, University shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Successful Vendor in providing such gratuities.

4.42.4 Insolvency. The University shall have the right to terminate the Agreement at any time in the event Successful Vendor files a petition in bankruptcy; or is adjudicated bankrupt; or if a petition in bankruptcy is filed against Successful Vendor and not discharged within thirty (30) days; or if Successful Vendor becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for Successful Vendor or its business.

4.42.5 Lack of Funding. The Agreement may be canceled without further obligation on the part of the Arizona Board of Regents and the University of Arizona in the event that sufficient appropriated funding is unavailable to assure full performance of the terms. The Successful Vendor shall be notified in writing of such non-appropriation as soon as reasonably possible. No penalty shall accrue to the Board or the University in the event this cancellation provision is exercised. This cancellation provision shall not be construed so as to permit the University to terminate the Agreement in order to acquire similar equipment, material, supplies or services from another party.

4.42.6 Stop Work Order. The University may at any time, by written order to the Successful Vendor, require the Successful Vendor to stop all or any part of the work called for by the Agreement for a period of ninety (90) days after the order is delivered to the Successful Vendor, and for any further period to which the parties may agree. The order shall be specifically identified as a Stop Work Order issued under this provision. Upon receipt of the order, the Successful Vendor shall immediately comply with its
terms and take all reasonable steps to minimize the incidence of costs allocable to the work covered by the order during the period of work stoppage. If a Stop Work Order issued under this provision is canceled or the period of the order or any extension expires, the Successful Vendor shall resume work. The University shall make an equitable adjustment in the delivery schedule or Agreement price, or both, and the Agreement shall be amended in writing accordingly.

4.42.7 Suspension or Debarment. The University may by written notice to the Successful Vendor immediately terminate the Agreement if the University determines that the Successful Vendor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor Vendor of any public procurement unit or other governmental body.

4.43 Continuation of Performance through Termination. The Successful Vendor shall continue to perform, in accordance with the requirements of Agreement, up to the date of termination, as directed in the termination notice.

4.44 Confidentiality. The parties shall comply with 20 USC Section 1232(g), the Buckley Amendment to the Family Educational Right and Privacy Act of 1974. Therefore, Vendor shall not be entitled to receive Employee or Student information directly from University, other than public information available in University directories which is not protected by federal or state privacy or confidentiality statutes or regulations. Vendor may solicit Employee and Student information directly from Employees and Students subject to prior disclosures by Vendor of all intended uses of such information. Regardless of the Employee or Student personal information, even if such information is publicly available via directories, Vendor shall under no circumstances sell, duplicate, market, or give to any person or persons, entities or other companies a list or other personal information of any or all Employees or Students. All identities and personal information Employees and Students shall remain confidential. And disclosure by Vendor occurring without the express prior written consent of the Employee or Student shall result in the immediate termination of this agreement.

4.45 Data Use, Ownership, and Privacy. The terms of this section apply if Supplier receives, has access to, stores, or analyzes any UA Data (as defined below). As between the parties, UA will own, or retain all of its rights in, all data and information that UA provides to Supplier, as well as all data and information managed by Supplier on behalf of UA, including all output, reports, analyses, and other materials relating to, derived from, or generated pursuant to the Agreement, even if generated by Supplier, as well as all data obtained or extracted through UA’s or Supplier’s use of such data or information (collectively, UA Data). UA Data also includes all data and information provided directly to Supplier by UA students and employees, and includes personal data, metadata, and user content.

UA Data will be UA’s Intellectual Property and Supplier will treat it as UA Confidential Information (as defined below). Supplier will not use, access, disclose, or license, or provide to third parties, any UA Data, except: (i) to fulfill Supplier’s obligations to UA hereunder; or (ii) as authorized in writing by UA. Without limitation, Supplier will not use any UA Data, whether or not aggregated or de-identified, for product development, marketing, profiling, benchmarking, or product demonstrations, without, in each case, UA’s prior written consent. Supplier will not, directly or indirectly: (x) attempt to re-identify or de-aggregate de-identified or aggregated information; or (y) transfer de-identified and aggregated information to any third party unless that third party agrees not to attempt re-identification or de-aggregation. For UA Data to be considered de-identified, all direct and indirect personal identifiers must be removed, including names, ID numbers, dates of birth, demographic information, location information, and school
information. Upon request by UA, Supplier will deliver, destroy, and/or make available to UA, any or all UA Data.

Notwithstanding the foregoing, if the Agreement allows Supplier to provide aggregated and de-identified data to third parties, then Supplier may provide such data solely to the extent allowed in the Agreement, and, unless otherwise stated herein, only if such data is aggregated with similar data of others (i.e. is not identified as UA, ABOR, or Arizona-specific).

4.46 Information Security. Section 7.3 will become part of any negotiated agreement resulting from this RFP.

5.0 SCOPE OF WORK, SPECIFICATIONS, TECHNICAL REQUIREMENTS

5.1 Organizational Scope. The Financial Management SaaS Solution licensing and associated costs shall support all campuses and locations of University of Arizona.

5.2 Software Scope. The Proposer shall deliver a financial management software application and all other licensed business applications that fulfill the University’s business, general and technical requirements, to address the following functional areas:

- General Ledger
- Accounts Payable
- Travel and Expense
- Project Management
- Grants Management
- Accounts Receivable and Billing
- Cost Allocation
- Debt Management
- Treasury and Cash Management
- Asset Management
- Inventory Management
- Vendor Management
- Procurement Processing
- Catalog and Commodities Management
- Strategic Sourcing
- Contract Management
- P-Card Processing
- Payroll Accounting
- Financial Analytics/Reporting
- Document Management

It is important to the University that the delivered components are tightly integrated as part of the comprehensive solution. The University recognizes that third-party software may be required to
meet specific requirements.

5.2.1 Proposed Business Software Applications

Provide an overview of the Proposer’s comprehensive software solution, modules/software proposed, and the integration of the modules proposed to meet the University’s requirements. This section is intended to be a high-level overview of the product(s) offered.

In this section, the Proposer should provide a detailed product summary chart that lists:

- Each Software Provider (please list the Primary Provider first);
- The different product sets to be provided by each Software Provider;
- The modules / functions within those product sets;
- The release level of the products to be used;
- The next release / version level to be released; and
- The planned release date of the next release / version.

After the summary chart, the Proposer shall provide a description of all application software modules (including third-party and data analytics/reporting applications) necessary to meet the requirements specified in this RFP. For each module, the Proposer must summarize in one (1) page the key features and functions of that module, major integration points of the module, and key differentiators of the module from competitor solutions in the following format. The size of the individual response items may be adjusted as needed, as long as the total response for each module does not exceed one (1) page.

Sample Format for One-Page Software Modules Summary

<table>
<thead>
<tr>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Narrative Description of Major Functions</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Module to Module Integration Points</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Key Differentiators</td>
</tr>
</tbody>
</table>

Following is a brief explanation of expected response for each required field:

- Module Name – Indicate the module name (e.g., General Ledger, Accounts Payable) from the proposed software solution.
• Narrative Description of Major Functions – Describe in narrative form the major business process functions addressed by the module. Describe the key features of the module and how the module addresses the pertinent business needs of the University.

• Module to Module Integration Points – Describe the integration of the module with other modules in related business processes within the delivered system. An exhaustive listing of all integration points is not required. The intent is to provide a general understanding of relationships and dependencies between software modules.

• Key Differentiators – Describe the features and functions of the proposed module that you believe are unique to your offering and differentiate your solution.

5.2.1.1 Describe the features of your user interface that makes the system easy to learn and use for both novice and expert users. Include features such as help screens, navigation aids, online manuals, configurable menus, configurable hot keys, configurable tab order, search tools, using multiple windows, etc. Include a description of how the interface can be configured to Arizona-specific business processes and rules. Include a discussion of coding reduction tools or validation rules that help to ensure quicker, more accurate data entry.

5.2.1.2 Describe how the proposed system can support a flexible financial chart of accounts that will adapt to and accommodate the University’s current and future business needs. Describe the delivered chart of accounts structure and how it is typically used to meet higher education needs.

5.2.1.3 Describe features of the software that are designed to meet the unique needs of higher education. What functionality does the solution provide that supports the mission of a large, world-class research university?

5.2.2 General Ledger/Chart of Accounts

5.2.2.1 How does your solution post general ledger entries? Is there a batch system that requires downtime or are transactions posted in real-time?

5.2.2.2 How does the solution handle cost or revenue allocations across departments? Describe the ability to configure and automate recurring allocations, e.g., recurring monthly charges based on the percentage of a balance.

5.2.2.3 Share how your solution provides automated month-end and year-end close processes (i.e., eliminations, close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed.

5.2.2.4 Describe how your solution conforms with GAAP, GASB, and NACUBO accounting requirements specific to public universities.

5.2.2.5 Describe the chart string structure and segments.

5.2.2.6 How many independent multi-dimensional chart strings are supported?

5.2.2.7 Describe how your solution supports chart of account elements, fields, and relationships that can be created at the local department level and associated
with the master chart of accounts established at the enterprise level.

5.2.2.8 Describe your solution's ability to support a multi-business unit chart of accounts where enterprise level and local levels share certain data elements and the local level also maintains unique elements/attributes, all of which are reportable and linked for congruent updating of data fields when the enterprise level values change.

5.2.2.9 Describe if your solution allows for certain required fields, such as chart of accounts segments, to be automatically pre-populated while other fields are manually selected as additional attributes to the transaction.

5.2.2.10 How does your solution provide flexibility for tagging/tracking multiple data elements on a transaction to help identify and categorize it on reports and during reconciliation?

5.2.2.11 Describe your solution's ability to generate listings of Chart of Accounts with attributes and full COA change history and allow effective date reporting based on the active element at the time.

5.2.2.12 Describe how your solution assists transactional users when entering an accounting string, such as through use of a "smart key" or a coding reduction value on a transaction to infer or look up a combination of segment values instead of requiring data entry of each of these elements on the transaction.

5.2.2.13 What are the most common chart string segments/descriptions that you see implemented in higher education?

5.2.2.14 How many chart string segments are common in your implementations?

5.2.2.15 How does your solution approach balancing string segments? What level and type are the most common balancing segments?

5.2.2.16 How does your solution use hierarchies within segments? List any segments that do not contain a hierarchy.

5.2.2.17 How are chart string segment hierarchies organized?

5.2.2.18 How many "levels" or "leafs" are in these hierarchies and what is a common number of levels by above common segment description? (example, how many levels are commonly in the Organization/Department string?)

5.2.2.19 What is the lowest level of detail for which reports can be generated?

5.2.2.20 Describe your solution's common balancing segments within chart segments and its relationship to levels within a chart element hierarchy. List any segments that do not support balances.

5.2.2.21 How are capital projects and research projects handled in the chart string, and are there modules designed to handle project management distinct from other modules?

5.2.2.22 Describe your solution's ability to permit, warn, or reject transactions based on university defined allowable data classification structure combinations.

5.2.3 Grants Management

5.2.3.1 Describe how your system handles grant related invoicing.

5.2.3.2 Describe how your solution provides the ability to apply appropriate fringe benefit rates to each salary category and to change these rates with each fiscal year.
5.2.3.3 Describe how your system provides flexibility in calculating indirect costs through business rules.

5.2.3.4 Describe your solution's ability to code responsibility for federally funded capital assets.

5.2.3.5 Describe how your solution allows departments to create accounts receivable invoices for external clients (self-supporting activities or service agreements) and track the revenue?

5.2.3.6 Describe your system’s solution for effort reporting, aka after the fact effort verification?

5.2.3.7 Describe how your system handles cost sharing in the context of grants management, both regular and third party, including details such as how cost sharing might look in the general ledger.

5.2.3.8 Describe how your system budgets for grants and contracts that have different budget periods that do not follow the fiscal or calendar year?

5.2.3.9 Describe expected integration points between your financial system and a research administration system and custom integration flexibility. Do you have previous experience integrating with Kuali Research SaaS or similar research administration systems?

5.2.3.10 Does your system support budget development, custom validation configurations and workflow features to allow campus users to initiate budgets and budget changes that may require approvals before updating the financial system for a sponsored project?

5.2.4 Procurement

5.2.4.1 What does your electronic procurement process look like from requisition to purchase order?

5.2.4.2 How does your B2B integration work? Is there a nested 3rd party shopping site that brings back the data for completing the eCommerce process?

5.2.4.3 Describe how your solution supports the ability to manage procurement card (PCard) transactions including:

- distinguish transactions by card type, such as travel, ghost
- assess applicable use tax on PCard transactions
- set dollar limits and approval workflow
- attach documents directly to a transaction
- configure business rules
- change accounting information such as expense categories and funding accounts prior to posting to ledger
- ability for central offices to view details for audit purposes

5.2.4.4 How does your system handle PCard reconciliation? How does it accommodate complex reconciliation?

5.2.5 Accounts Payables and Receivables

5.2.5.1 What does the electronic authorization to Travel Expense Reimbursement process look like? Briefly describe the user experience in a typical travel
event. Describe any “duty of care” (i.e.: know where employees are to ensure their safety) ability within the solution. Describe ability to set business rules to align with institutional policy to help users avoid policy violations.

5.2.5.2 Describe your solution’s Travel trip/advance reconciliation process. Describe the ability to integrate University PCard with travel reimbursements. Describe ability to track greenhouse gas emissions or provide recommendations.

5.2.5.3 Describe your solution’s check and bank reconciliation process. Does it interface with the bank, allow for matching rules, and/or perform automated reconciliations? Describe ability of OFAC verification prior to disbursement of funds to vendors.

5.2.5.4 How does your system handle multi-state sales tax, use tax, and Unrelated Business Income Tax? Describe ability to assess or remove taxation applied based on human review. Describe ability to code purchase as tax exempt and attach tax exemption certificate.

5.2.5.5 Describe your overall approach to internal and external billing and receivables. Describe business processes that other universities are using for accounts receivable.

5.2.5.6 Describe how your solution allows departments to create accounts receivable invoices for external clients (self-supporting activities or service agreements) and to track the revenue.

5.2.5.7 Describe vendor on-boarding process and if solution provides self-service option for vendors to upload W-9 or ACH details and encrypt details for security purposes and only allow users with permission to view SSN/TIN, banking information, etc.

5.2.5.8 Describe how your solution provides disbursement options for a variety of payment methods. What payment methods are available?

5.2.5.9 When creating a disbursement, describe how your solution prevents duplicate disbursements, validates invoice content, accepts invoice images and associated attachments, defines payment options, and permits edits to a disbursement prior to disbursement approval submission. Describe any ability to maintain confidentiality of certain disbursements for institutional purposes (e.g., legal, HIPAA). Describe ability to disburse ‘batch file’ payments such as athletic per diems, subject payments, etc. Describe ability for 1099 MISC, 1099 NEC, and 1042S tax reporting within the solution or recommendation.

5.2.5.10 Describe how the solution handles payments to vendors, versus employees or students. How are payee types distinguished? How is employee information (home address for example) protected? Describe any ability to integrate with employee/student system to retrieve payment details only for disbursement purposes.

5.2.5.11 Describe how the solution handles foreign payments. Describe how tax withholding is handled for these payments. Describe any ability in solution to disburse in foreign currency with USD conversion.

5.2.5.12 Describe how your solution provides disbursement options for a variety of payment methods. What payment methods are available?
5.2.5.13 Describe how ACH notifications are sent to vendors. Are they automated? Provide an example of what the notifications look like, including the information provided in the notifications. Describe the options for configuring automated ACH notifications.

5.2.5.14 Describe the Purchase Order invoicing process and integration of both the digital invoice and e-Invoice to the transaction with a system such as Arizona BuyWays. Describe the ability to handle reoccurring payments within the solution.

5.2.5.15 Describe the ability to accept EDI (Electronic Data Interchange) files to create transaction data and disbursements efficiently. Describe ability to integrate API files (Accounts Payable Interface) for direct disbursement via various payment methods.

5.2.6 Budget Development

5.2.6.1 Articulate your understanding of the unique challenges of higher education budgeting. Describe the features in your proposed Budget Development offering that specifically supports higher education planning and budgeting.

5.2.6.2 Describe the expected integration points between the proposed Financial Management system and Axiom. Have you had any previous experience integrating these two products or integrating with similar budgeting and planning systems?

5.2.6.3 Describe common budget functions performed natively within the Financial system as well as those commonly performed by integrated/alternate Budget and Planning software solutions. Who are your most common Budget and Planning integration partners/software providers used by your clients within higher education?

5.2.6.4 Does your company offer a separate Budget and Planning cloud-based software solution? If yes, please describe the functionality provided by that/those tool(s) that differ from functions provided natively within the Financial System. Please describe why you offer another software service for those functions outside your Financial System.

5.2.7 Self-Service/Mobile Capabilities

5.2.7.1 Please describe the overall approach to self-service functionality embedded in the proposed Financial Management system. Include a list of the processes each primary end-user role (e.g., typical employee, account manager) will be able to interact with via self-service.

5.2.7.2 Describe Proposer’s strategy and software compatibility with mobile devices, including iOS, Android, Windows Phone or other platforms such as kiosks, scanners or hand-held terminals. Describe which mobile operating systems are supported with native apps, and if a mobile Web version of the application exists.

5.2.7.3 Describe common functions or applications that can be accessed on these platforms in the delivered solution, including common use cases for the alternative platforms, as well as a high-level overview of what features/functions cannot be accessed via a native app or a mobile version of the application.
5.2.8 Technology Support Products

5.2.8.1 The Proposer shall describe all of the technology support products (including third-party products) required to operate, control, manage, configure, enhance, upgrade, report on, and integrate the proposed solution and meet the University system requirements as specified in this RFP.

5.2.8.2 In addition, the Proposer should provide a product summary chart that lists:

- Each technology product provider;
- The different technology products to be provided by each Technology Product Provider;
- The release level of the products to be used;
- The next release / version level to be released; and
- The planned release date of the next release / version.

5.2.8.3 Additionally, the Proposer should provide descriptions of the following technology enablers and support products as applicable:

- Ad hoc reporting tools;
- Business intelligence tools;
- Custom dashboards;
- Upgrade assistance tools;
- Enterprise application interface (EAI) tools;
- Extract, transform, and load (ETL) tools;
- Production tools (e.g., schedulers);
- Application testing tools;
- Configuration and software change management tools;
- Performance monitoring tools; and
- Document management capabilities.

5.2.9 Integrated Tools, Software Adaptability, Business Rules and Automated Workflow

5.2.9.1 The University desires to follow best business practices inherent in the software. However, the University does have business requirements that may be unique to the University and/or to Arizona.

With this understanding, in this response the Proposer should describe its approach to addressing client specific needs, including the ability to:

- Add and/or activate additional data elements;
- Configure lists of valid values for existing and custom data elements;
- Create and enforce University-specific business rules (i.e., provide business rules engine); and
- Create, configure, define, and modify business process models and workflows for business transactions based on business rules, including supporting alerts and notifications. The Proposer should describe any
out-of-the-box workflow capabilities and explain ease of use in configuring additional workflows.

5.2.9.2 Describe the high-level approach to responding to changes in Federal or State regulations that would affect business processes or system functionality. How often are these types of updates released? Who is responsible for applying and testing them?

5.2.9.3 The University has affiliates outside the United States and may increase its international presence in the future. Discuss your solution’s capability to accommodate international addresses, international phone numbers, foreign currencies, exchange rates, and support for multiple language usage.

5.2.9.4 Describe the document management capabilities that are built in or delivered as part of the base system. List the document types that may be stored, and describe the process for entry, access, management and archiving. Provide a discussion of the technology that is used to manage the documents such as the use of metadata/tags for categorizing a document type, records retention capabilities, and storage limits. Please discuss any actions the user can take as a document management system such as bringing a certain document time up in aggregate in a list view, taking bulk actions or searching.

5.2.9.5 Describe which third-party document management systems are supported by the system. Describe how it is integrated into the system to provide a seamless experience to the user. Compare the features and capabilities of the built-in system with a typical third-party system. Provide a discussion of any technology that is required (hardware, software, middleware, utilities, etc.) for proper operation and maintenance of the system.

5.2.10 Application Architecture

5.2.10.1 Please describe the architecture that supports the proposed Financial Management SaaS solution. At a minimum, identify the following:

- Hardware platforms;
- Operating systems;
- Software components; and
- Database and middleware.

5.2.10.2 Describe Proposer’s approach to scale the application in response to spikes in demand.

5.2.10.3 Describe how performance may be impacted by heavy reporting/query/analytics use. Does reporting go against the live transactional production data? Is there an alternative data mart/reporting engine or another solution to relieve performance pressure from the primary system?

5.2.10.4 Describe how performance may be impacted by row-level auditing. How can a performance impact from auditing be mitigated?

5.2.10.5 Is a third-party SaaS provider used to host the application and data? If so, which vendor and what region(s)?

5.2.11 Operations

5.2.11.1 Describe any recovery time objective (RTO) and recovery point objectives (RPO) your solution provides and the technology used to deliver them.
5.2.11.2 What system availability do you guarantee? What are the penalties for not meeting this system availability?

5.2.11.3 Describe the number and type of environments that the University would have access to. (e.g. test, dev, prod)

5.2.11.4 Please provide a copy of your SLA. This should describe your support and release models and associated processes.

5.2.11.5 How do you document reliability and performance data for us to evaluate you against the SLA?

5.2.11.6 Please provide a copy of your subscription agreement.

5.2.11.7 What is the process when customer testing reveals a problem with a release candidate?

5.2.11.8 What is the usual cadence of software updates and revisions? What notifications (and timing) do you provide for software and database changes?

5.2.11.9 Are release notes or a sandbox environment provided prior to release? If so, how far in advance?

5.2.11.10 Describe how your product supports feature flags or other capabilities that allow your customers to adopt new features at a timeline of our choosing.

5.2.11.11 How quickly a support representative will contact us in the event of an issue?

5.2.11.12 What is the callback time expectations based on the severity of an issue?

5.2.11.13 How do you handle new product releases that introduce changes that break current functionality or retire existing features?

5.2.12 Desktop/Browser

5.2.12.1 Identify the minimum and recommended desktop configuration requirements. Catalog the web browsers (including minimum release level) that are compatible with your system.

5.2.12.2 What is the process and timeline for supporting new browser versions and deprecating support for old version?

5.2.12.3 Please describe any third-party products or significant browser configuration changes required to run the product?

5.2.13 Security

5.2.13.1 How do security definitions apply to report writers, particularly proposed third-party reporting/business intelligence software?

5.2.13.2 Describe how security roles are added/removed when changes occur (e.g., user changes department). Describe any automation capabilities to streamline the addition or removal of security role when personnel changes occur.

5.2.13.3 Please describe if there are any system functions that are available within the network that are not available to users outside the network?

5.2.13.4 Describe the tools, processes or capabilities in the system for archiving data. What do you recommend for an archiving policy for your system? What features or capabilities are delivered with the system to support the storage and retrieval of archived data? How is data validity and integrity assured?
5.2.13.5 Describe any capabilities for records retention in the event of a legal hold or litigation.

5.2.13.6 How does the application allow for a user to impersonate accounts for support and testing purposes?

5.2.14 System Integration

5.2.14.1 Proposer should describe how functionality is integrated across the proposed solution, ensuring single data entry points and consistent, non-duplicated information across all functional modules, as well as how data integrity is ensured. Describe any delivered communication services that guarantee message delivery and handles queuing and encryption for various types of communication (e.g., publish and subscribe, request/reply).

5.2.14.2 Describe any prepackaged/supported integrations.

5.2.14.3 Do any integrations need to be developed between any system functions or between the system and the data analytics/reporting tool?

5.2.14.4 Describe your ability to integrate with PeopleSoft Campus Solutions and HCM. Is it included with the software out of the box, have to be built or available with a partner? Please describe.

5.2.14.5 Describe your ability to integrate with Jaggaer (B2B experience). Is it included with the software out of the box, have to be built or available with a partner? Please describe.

5.2.14.6 Describe your ability to integrate with Oracle Business Intelligence Enterprise Edition (OBIEE). Is it included with the software out of the box, have to be built or available with a partner? Please describe.

5.2.14.7 Are any batch or non-real-time processes required for communications between software modules?

5.2.14.8 Are there batch processes that need to be run without users in the system? If so, which ones would require users out of the system?

5.2.14.9 Proposer should describe its comprehensive approach to allowing the University to interface or exchange data between the proposed software solution and other software systems. The description should include, but not be limited to:

• The technologies used (e.g., SOAP, REST, XML files, Text files, CSV files, etc.);
• Description of both the inbound and outbound approaches;
• A catalog or list of APIs available for System use;
• The ability to support real-time push changes to outside systems;
• Sample detail documentation from each type of API, including any limitations on the number of records that can be accessed by the API; and
• Any limitations or governors placed on web services-based interfaces.

5.2.14.10 The University needs either direct access or a near-time replica of all production data. Describe how this can be accomplished using the Proposer’s solution.
5.2.14.11 Discuss your integration with office productivity software, such as Microsoft 365, Microsoft Office client applications or other e-mail clients. What protocols or standards are supported?

5.2.15 Data Management Capabilities

5.2.15.1 Proposer should describe any data management capabilities, including any proposed data cleansing and data conversion tools. Describe the tools/accelerators available to support the conversion of data from our legacy systems to the proposed Financial Management system. Are these tools provided with the proposed Financial Management system or from third parties?

5.2.15.2 Please describe the archiving and data removal capabilities of the system.

5.2.15.3 Describe any native capabilities for managing data quality of external vendor or partner accounts, including any ability to interact with an external master data management system.

5.2.15.4 Describe any native capabilities for metadata management, such as validation rules, character limits, range limits, data definitions, etc. Additionally, describe capabilities related to exporting or integrating these to external metadata management systems.

5.2.16 Data Analytics and Reporting

5.2.16.1 The Proposer should propose an analytics/reporting strategy for the proposed Financial Management system, including:

- Data analytics and reporting capabilities inherent in the Financial Management SaaS solution, and additional data analytics/reporting tools that may help the University further its analytics/reporting strategy;

- How data from the Financial Management SaaS solution can be incorporated and merged with data in the University’s existing Enterprise Data Warehouse, including what tools would be used or required to accomplish this;

- How the University would obtain and refresh data from the Financial Management SaaS solution on a real-time or near real-time basis. Additionally, Proposer should describe any capabilities to narrow the data being transferred to only those rows that recently changed; and

- Any limitations, governors, or fee structures in place to limit web services calls, or any limitations for external data warehousing, analytics or reporting.

5.2.16.2 Describe your solution’s ability to audit expense reports and outgoing payments as well as run risk analytics to detect anomalies or patterns which identify red-flags and support fraud prevention.

5.2.16.3 Are reporting and analytics capabilities delivered as part of the core ERP software or are they an add-on product? If they are an add-on product, please describe it and how it is integrated with the core ERP software, and any variations in the support, user experience, or pricing models?

5.2.16.4 Does your solution provide the ability to produce GAAP & GASB-compliant full financial statements and balanced trial balances at multiple organizational levels, ranging from enterprise to individual business units? Please describe
how these can be customized by the institution if changes are required.

5.2.16.5 Does your solution provide real-time analytics and reports as well as historical trend analysis for Institutional Research?

5.2.16.6 How long is data accessible and available for reporting?

5.2.16.7 Describe any data within your software that is NOT reportable.

5.2.16.8 Please describe if your system reports are printable and in what formats they are exportable.

5.2.16.9 What is the frequency that data can be retrieved?

5.2.16.10 Describe the business intelligence and predictive analytics capabilities in your proposed solution. Is the analytics tool a separate module?

5.3 Accessibility.

5.3.1 Address compliance with WCAG 2.1 AA and UA Rehabilitation Act Section 508.

   a) Address accessibility for both user and administrator/staff functionality.

5.3.2 Provide your VPAT for accessibility (Voluntary Product Accessibility Template) or your WCAG 2.1 Conformance Statement. Templates to be completed can be provided upon request.

   a) Include specific information regarding the accessibility of platform, keyboard navigation, and screen reader accessibility.

5.3.3 Has your product been verified for accessibility with assistive technologies for all functionality? If so, was verification through in-house testing or via third tester/vendor?

   a) Please list OS, assistive technologies and applications (browsers) tested, including version numbers.

5.3.4 Discuss where and how accessibility is included in your product development process.

5.3.5 If you are designing digital content such as email, Web-based or Social Media content, discuss your efforts to ensure accessibility.

5.4 Sustainability

The Supplier Sustainability Questionnaire is a mandatory form to be completed by the bidder and evaluated as a factor in the award process. See Attachment 4- Sustainability Questionnaire.

The Supplier Sustainability Questionnaire pertains to the internal operational practices of the supplier, not the sustainability attributes of the actual product or service being procured.

5.5 Technology Scope.

The Proposer shall deliver all technology products and services required to support the financial management software as a service solution and enable the business processes in the functional areas identified above.
5.6 **Scope Adjustment.** The University, at its discretion, reserves the right to remove functionality or modules and the associated services prior to contract award.

5.7 **Chart of Accounts (COA) Services.** The University is currently going through a COA Redesign effort. Where the redesigned COA should be accommodated by any modern financial management system, the University recognizes that solution alignment will be required. The University has requested that the vendor propose a COA Analyst from their professional services organization and include approximately 80-200 hours to work with the University COA team prior to the selection of the implementation partner. Details to be determined in a separate statement of work following award. As part of the Proposers’ responses to **Attachment 3, Pricing Proposal,** the University has requested that the pricing for this resource be included in **Schedule 3 Other Costs.**

5.8 **Optional Products/Services.** In addition to the requirements and other specifications in this RFP, the University is willing to consider any alternative or innovative products, services or approaches from the Respondent that would result in improved outcomes, better functionality, lower cost and/or lower risk to the University. These might include different products or approaches to the integration of ERP data with other systems, additional enterprise applications such as Human Capital Management and Student Management, alternate approaches for University access to legacy ERP data, or any other aspect where the Respondent could offer value to the University. The University invites the Respondent to present concisely these suggested changes here. Any product or service presented in response to this section must be an optional added-value component, and not required to meet a requirement or specification from this solicitation. The University may or may not consider any proposed alternatives. The costs associated with any of these alternatives may be presented on **Schedule 5, Optional Costs.**

5.9 **Transition-Out Services.** The Transition-Out Plan will describe the process for transitioning the University’s data to another product in the future. The Supplier shall provide a Transition-Out Plan that establishes and contains the transition responsibilities, descriptions and schedules for the required tasks. The purpose of the Transition-Out Plan is to ensure an efficient and effective transition from the Supplier to another service provider or product with minimal disruption to operations. The University expects compliance with the following activities in order to meet this requirement:

- No later than 30 calendar days from date of Contract award, Supplier must develop an initial, detailed Transition-Out Plan and submit it to the University for review and approval. The Transition-Out Plan must, at a minimum, include:
  - Goals, expectations and specific objectives of the Transition-Out Plan;
  - Description of the methodology and approach for transferring data and other information to another service provider;
  - Assumptions and dependencies associated with the Transition-Out; and
  - Timelines and milestones for specific tasks throughout the Transition-Out Period.

During execution of the approved Transition-Out Plan, the Transition-Out Team (composed of University staff, Supplier, and personnel of another service provider) shall meet regularly to review and update the Transition-Out Plan to reflect revisions to schedules, resource requirements, dependencies, and priorities; and to summarize the progress on the Transition-Out Plan to date.

- The Transition-Out Plan submitted by the Supplier to the University must be reviewed and approved by University project leadership prior to implementation. Any clarifications or
modifications to the Transition-Out plan required by the University must be made by Supplier no later than five (5) calendar days from the date of written request.

- During a transition-out period, Supplier will be required to work cooperatively and expeditiously to transfer the existing responsibilities to the University or another service provider.

5.10 Detailed Pricing. Complete all schedules in Attachment 3 Pricing Proposal.

5.11 Higher Education Community Vendor Assessment Tool (HECVAT)- Complete all worksheets in Attachment 2 HECVAT. Please follow all instructions on the “Instructions” tab in the HECVAT-Full workbook. For all questions on the HECVAT-Full questionnaire starting at “Documentation” (row 32), please ensure that “Additional Information” provided fully satisfies the description provided under “Guidance” after you have answered each question. Please note that responses will be evaluated using a maturity hierarchy where unsubstantiated attestations will not be accepted, attestations with supporting documentation will be evaluated for acceptability, and responses which include third-party certifications of attestations will be preferred.

6.0 PROPOSER QUALIFICATIONS
The University is soliciting proposals from firms which are in the business of providing products and services as listed in this Request for Proposal. Your proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal.

6.1 Primary Software Provider. The Primary Software Provider (PSP) must include a detailed narrative description of its organization. The narrative must include the following:

a. Brief overview of business operations, with an emphasis on Financial Management system/ERP-related business in higher education;

b. PSP’s Financial Management system/ERP experience for the public sector, with an emphasis on public higher education institutions.

c. Research and development (R&D) budget as well as R&D budget as a % of total operating budget;

d. Date established;

e. Company legal name and legal form of ownership;

f. Location in which the PSP is incorporated;

g. Full disclosure of any proposed off-site activity and the locations involved;

h. Full disclosure of any potential conflict of interest;

i. A statement of whether, in the last ten (10) years, the PSP has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details;

j. A statement of whether there are any pending Securities Exchange Commission investigations involving the PSP, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) may impair the PSP’s performance in a Contract under this RFP;

k. A listing of all contracts or purchase orders that PSP executed or accepted within the last five (5) years and which were canceled or terminated prior to completion by any university, state agency or other entity with which PSP contracted. For each such contract or purchase order, PSP must include a detailed explanation for the cancellation or termination and final resolution of the matter. Include the names and telephone numbers of each such agency's or firm's contact person. If none, specify none;
I. A statement documenting all open or pending litigation initiated by PSP or where PSP is a defendant in a customer matter; and

m. Full disclosure of any criminal or civil offense.

6.1.1 Higher Education Experience. List in table format all higher education Financial Management SaaS installations for the PSP that have come into production within the last five years. Include in the table all higher education Financial Management SaaS installations that are in progress (contracted but not in production) as of the proposal due date. If desired, the PSP may also include public sector customers who are similar in size and complexity to the University. Include columns for:

a. Organization name;

b. Initial production date (or target date of production);

c. Product(s) initially deployed and release/version; and

d. If upgraded since initial production, date of upgrade and current release/version.

6.1.2 Financial Statements.

Option A. Proposers who have audited financial statements are to provide the following:

Audited financial statements for the two (2) most recent available years. If the financial statements are intended to be confidential, please submit one (1) copy in a separate sealed envelope and mark as follows:

Firm’s Name  
Confidential – Financial Statements

Option B. Proposers who might not have audited financial statements are to provide the following:

It is preferred that audited financial statements for the two (2) most recent available years be submitted. However, if not available, provide a copy of firm’s two (2) most recent tax returns or compiled financial statements by an independent CPA. If the financial statements or tax returns are intended to be confidential, please submit one (1) copy in a separate file in the secure box and mark as follows:

Firm’s Name  
Confidential – Financial Statements

6.1.3 References. The PSP must provide five (5) references from organizations other than the University where the software/modules that are the subject of this solicitation are currently in production usage. To the extent possible, provide references for higher education (Association of American Universities (AAU) preferred, or public sector (state, local or federal government) customers of a similar size/complexity as the University.

The University, at its discretion, may contact any of the references provided by the PSP. Additionally, the University may request site visits, demonstrations and/or web presentations to evaluate the overall user experience of the PSP.

The following information should be provided for each reference:
a. Organization Name;
b. Organization Description (e.g., public/private/research);
c. Reference Contact Information: Name, Mailing Address, Phone, E-mail Address
d. Number of Employees;
e. Student Enrollment (if applicable);
f. Project Name;
g. Project Description;
h. Project Start and End Dates;
i. Financial Management Software Product, Modules, and Release Number(s) Implemented; and
j. Software Production Date.

6.2 Third-Party Software Provider

All Third-Party Software Providers (TPSP) included in the proposal must provide the same information listed for the Primary Software Provider in #1 above. In addition, the TPSP must provide:

a. The name, title, address, e-mail address, and telephone number of the individual(s) who are authorized to make representations on behalf of and legally bind the TPSP; and
b. The name, title, address, e-mail address, and telephone number of the individual that will function as the primary contact for the TPSP.

The TPSP must provide two (2) references from organizations other than the University where the software/modules that are the subject of this solicitation are currently in production usage. To the extent possible, provide references for higher education or public sector (state, local or federal government) customers of a similar size/complexity as the University.

The following information should be provided for each reference:

a. Organization Name;
b. Organization Description (e.g., public/private/research);
c. Reference Contact Information: Name, Mailing Address, Phone, E-mail Address
d. Number of Employees;
e. Student Enrollment (if applicable);
f. Project Name;
g. Project Description;
h. Project Start and End Dates;
i. Software Product, Modules, and Release Number(s) Implemented; and
j. Software Production Date.

6.3 Agreement Term. The term will be for five (5) years from the effective date of a fully executed agreement with the option to renew for five (5) additional one (1) year periods.

7.0 CERTIFICATIONS AND FORMS
7.1 Certification of Proposal

7.2 Legal Workers Certification (Required for all Contracts for: Services; Construction or Maintenance of Structure, Building or Transportation Facility; or Improvements to Real Property costing $100K and over)

7.3 Information Security and Privacy Addendum
7.1 Certification of Proposal (vendor to complete and return with proposal)

**Explanation.** This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying provisions contained herein.

**Explanation.** This certification attests to the vendor’s awareness and agreement to the content of this RFP and all accompanying provisions contained herein.

**Action.** Vendor is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to Request for Proposals # L192205 issued by the University of Arizona. The undersigned, as a duly authorized officer, hereby certifies that ________________________________ (Vendor Name), located at ________________________________ (address), agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Request for Proposals (RFP) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of ninety- (90) calendar days as of the Due Date for responses to the RFP.

The undersigned certifies that to the best of his/her knowledge: (check one)

- [ ] There is no officer or employee of the University of Arizona who has, or whose relative has, a substantial interest in any Contract award subsequent to this proposal.

- [ ] The names of any and all public officers or employees of the University of Arizona who have, or who’s relative has, a substantial interest in any Contract award subsequent to this proposal are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) [ ] IS or [ ] IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In accordance with Purchasing Policy 4.3 – Small Business Utilization Program, the Undersigned further certifies that your business (check the appropriate areas) [ ] does or [ ] does not meet the Federal (S.B.A.) Small Business definition (FAR 19.001) and size standards (FAR 19.102). If it does, please “CHECK” one of the following: [ ] Small Business [ ] Small Disadvantaged [ ] Small Business Women-Owned [ ] Women-Owned Disadvantaged [ ] Veteran owned [ ] HUB Zone [ ] Disabled Veteran Owned [ ] Alaska Native Corp. [ ] Historically Black Colleges and Universities and Minority Institutions

Arizona Small Business (has less than 100 fulltime employees, including employees employed in any subsidiary or affiliated corporation) please “CHECK one of the following: [ ] AZ. Small Business [ ] AZ. Women Owned [ ] AZ Disadvantaged [ ] AZ Disadvantaged Women-owned.

The undersigned further certifies that as a duly authorized officer, is authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposals.

Name: ________________________________ Title: ____________________________

Signature: _____________________________ Date: ________ Email: ____________

Telephone #: ______________ Facsimile #: ______________ F.E.I.N: ______________
7.2 LEGAL WORKER CERTIFICATION

Required for all Contracts for: Services; Construction or Maintenance of any Structure, Building or Transportation Facility; or Improvements to Real Property costing $100K and over.

Date: ______________________

Procurement and Contracting Services
University of Arizona
PO Box 210300 Tucson, AZ 85721-0300

As required by Arizona Revised Statutes §41-4401 the University is prohibited after September 30, 2008 from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona Revised Statutes § 23-214-A. The undersigned entity warrants that it complies fully with all federal immigration laws and regulations that relate to its employees, that it shall verify, through the employment verification pilot program as jointly administered by the U.S. Department of Homeland Security and the Social Security Administration or any of its successor programs, the employment eligibility of each employee hired after December 31, 2007, and that it shall require its subcontractors to provide the same warranties to the below entity.

The undersigned acknowledges that a breach of this warranty by the below entity or by any subcontractor(s) under any Contract resulting from this solicitation shall be deemed a material breach of the Contract and is grounds for penalties, including termination of the Contract by the University. The University retains the right to inspect the records of the below entity, subcontractor(s) and employee(s) who perform work under the Contract, and to conduct random verification of the employment records of the below entity and any subcontractor(s) who perform work under the Contract, to ensure that the below entity and each subcontractor is complying with the warranties set forth above. Contractor shall be responsible for all costs associated with compliance with such programs.

_________________________________________  _______________________________________
(Firm) (Address)

_________________________________________  _______________________________________
(Signature Required) (Phone)

_________________________________________  _______________________________________
(Print Name) (Fax)

_________________________________________  _______________________________________
(Print Title) (Federal Taxpayer ID Number)

(November 3, 2009)
7.3 Information Security and Privacy Addendum

University of Arizona Information Security and Privacy Addendum

This Information Security and Privacy Addendum ("ISPA") is between the Arizona Board of Regents on behalf of The University of Arizona ("University") and [VENDOR] ("Vendor") and is hereby incorporated into the Agreement between the parties dated [DATE] (the "Agreement"). Vendor is providing [description of services] (the "Services"), and by doing so, add the following terms and conditions as an addendum.

1. Definitions  Capitalized terms used but not defined in this ISPA have the same meanings as set out in the Agreement.

Cloud Software means any externally hosted technology offering which enables on-demand Network access to a shared pool of configurable computing resources.

EEA means the European Economic Area (including the United Kingdom).

Medical Records means all communications related to a patient's physical or mental health or condition that are recorded in any form or medium and that are maintained for purposes of patient diagnosis or treatment, including medical records that are prepared by a health care provider or by other providers.

Network means any University network to which Vendor is provided access in connection with the performance of Services under the Agreement and/or any Vendor network that may access University Data.

Process or Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Personal Information means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual, device, or household.

Security Incident means any accidental, attempted, unlawful, or unauthorized destruction, alteration, disclosure, misuse, loss, theft, access, copying, modification, disposal, compromise, or access to University Data or any act or omission that compromises or undermines the physical, technical, or administrative safeguards put in place by Vendor in Processing University Data or otherwise performing the Services.

System means any desktop or laptop, mobile device, server and/or storage device that, (i) is involved in the performance of the Services, (ii) may be used to access a Network, or (iii) may access or store University Data.

University Data means any and all data, information, text, graphics, works, and other materials that are collected, loaded, stored, accessible, transferred through and/or accessed by Vendor or provided to Vendor by University. This includes University’s Systems and Network and also includes, but is not limited to: (1) all of the deliverables, reports, or materials from the Services; (2) all University information and materials that Vendor develops or acquires prior to, or independently of, the Agreement; (3) and any Personal Information or Medical Records pertaining to University end users, students, staff, patients or any other individuals identified in materials provided to or made accessible to Vendor by University. University Data is Confidential Information.

2. Restrictions on University Data Use

a. Vendor represents and warrants that it will only collect, access, use, maintain, and Process University Data for the sole and exclusive purpose of providing the Services in the Agreement, and may not retain, collect, use or disclose the University Data for any purpose other than performing the Services. Vendor may not share or sell the University Data for any reason or disclose the University Data to any third party except to provide the Services specified in the Agreement.

b. Upon termination or expiration of the Agreement or upon written request from University, whichever comes first, Vendor will, and will ensure that its Representatives (as defined below), immediately cease all use of and return to University or, at the direction of University, destroy all such University Data provided under this Agreement. If University elects for destruction, Vendor must certify to University that such University Data has been destroyed. If Vendor is required by law to retain any University Data, Vendor must notify University of such requirement and will maintain the confidentiality of such University Data and may not use University Data for any purpose other than as required by law.

c. Vendor will limit access to University Data to its employees, contractors, subcontractors, and/or agents ("Representatives") whose access is necessary to carry out the Services and will ensure those Representatives to keep all University Data confidential. Vendor will inform all Representatives of the confidential nature of University Data and all Representatives will be bound by confidentiality agreements with similar or greater confidentiality and security obligations as Vendor provides to University in the Agreement. Supplier agrees to be legally and financially liable for any breach of this ISPA, or unauthorized disclosure or misuse of University Data by its Representatives. The access rights of any Representatives will be removed immediately by Vendor upon termination or adjusted when such access is no longer necessary. Unless expressly consented to by
University, Vendor will host and only allow access to University Data in the United States.

d. If Vendor and its Representatives will have access to University Data, Systems, or Networks, Vendor must ensure that its Representatives have undergone annual privacy and security training and adhere to Vendor’s policies and procedures that relate to privacy and security.

e. If Vendor is contacted by a third party with a request, inquiry, or complaint regarding University Data, Vendor will promptly (a) and in any event within two (2) calendar days, provide University with written notice of such request, inquiry or complaint to security@arizona.edu; and (b) provide University all reasonable cooperation, assistance, information and access to such data in its possession or control as is necessary for University to respond to such request, inquiry or complaint. Vendor will not respond to such request, inquiry or complaint unless so instructed in writing by University.

3. Written Information Security Program

a. At all times during the term of the Agreement, Vendor will implement and maintain a written information security program ("WISP"), which must include appropriate administrative, technical, physical, and operational safeguards to maintain the security, privacy, availability, integrity, and confidentiality of University Data in use, in motion, and at rest.

b. Vendor will implement and maintain a formalized risk governance plan, policy, and a continuous risk assessment process demonstrating Vendor’s ability to identify, quantify, prioritize, and mitigate risks. If requested by University, Vendor will (and/or cause subcontractors to) certify its compliance with the requirements of this ISPA and provide written responses to any reasonable questions submitted to Vendor by University. Vendor agrees to conduct and provide to University a Data Protection Impact Assessment ("DPIA") or an independent audit report, if reasonably requested by University.

4. Data Privacy and Security

a. Vendor agrees to implement and maintain administrative, technical, physical, and operational safeguards in accordance with industry best practices at a level sufficient to secure University Data.

b. Vendor agrees to maintain the following enterprise controls for any Networks or Systems that host, Process, or provide access to University Data:

i. Asset and Information Management. Vendor will maintain and enforce policies and controls that include, without limitation, asset inventory/management, encryption (in transit and at rest), storage of data on portable hardware, and third party access to and use of University Data.

ii. Human Resources Security. Vendor will maintain and enforce a policy that addresses human resources security for all Representatives accessing University Data. Vendor will conduct background checks and not utilize any individual to fulfill the obligations of this Agreement if such individual has been convicted of any crime involving dishonesty or false statement including, but not limited to fraud and theft, or otherwise convicted of any offense for which incarceration for a minimum of one (1) year is an authorized penalty. Any such individual may not be a “Representative” under this Agreement.

iii. Physical Security. All facilities used by or on behalf of Vendor to store and process University Data will implement and maintain administrative, physical, technical, and procedural safeguards in accordance with industry best practices at a level sufficient to secure University Data from a Security Incident. Such measures will be no less protective than those used to secure the Vendor’s own data of a similar type, and in no event, less than reasonable in view of the type and nature of the data involved.

iv. Data and System Access Controls. Vendor will maintain and enforce policies and controls that include, without limitation, role based permissions for access to University Data (using a principle of minimization), restrictions on copying or removing data from an authorized network or system, strong password protocols (i.e. complexity requirements, mandatory changes, restrictions on sharing, etc.), and multi-factor authentication or equivalent protections for any remote access to Vendor’s network or systems. Vendor will trace approved access to ensure proper usage and accountability, and the Vendor will make such information available to the University for review, upon the University’s request and not later than five (5) business days after the request is made in writing.

v. Availability Control. Vendor will take industry-standard steps to ensure that University Data is available when requested by University. Additionally, Vendor must take steps to protect against accidental destruction or loss of University Data, including, without limitation, anti-virus software; firewalls; network segmentation; user of content filter/proxies; interruption-free power supply; threat detection and prevention; regular generation of and testing of back-ups; hard disk mirroring where required; fire safety system; water protection systems where appropriate; business continuity and emergency plans; and air-conditioned server rooms.

vi. Network Security. Vendor will carry out updates and patch management for all systems and devices in a timely manner, applying security patches within five (5) business days or less based on reported criticality. Updates and patch management must be deployed using an auditable process that can be reviewed by the University upon the University’s request and not later than five (5) business days after the request is made in writing. An initial report of patch status must be provided to the University prior to the effective date of the Agreement. Vendor will maintain documented
operating procedures and technological controls to ensure the effective management, operation, and security, of Vendor’s Network, including, without limitation, an up-to-date Network diagram, wireless encryption protocols, and adequate remote access protocols.

vii. **Logging and Monitoring.** Vendor will comply with relevant security best practices for the monitoring and logging of its Networks, applications, and Systems. Logs will be kept for the duration of the Agreement or Vendor’s record retention policy, whichever is longer.

viii. **Change Management and Web Applications.** Vendor will use secure development and coding standards in accordance with industry standards. Vendor’s web applications must meet OWASP Application Security Verification Standards (ASVs). Vendor will perform adequate testing prior to releasing updates, modifications, or new functionality to software.

5. **Representations and Warranties**

a. **Vendor represents and warrants that:** (i) it will comply with the requirements under applicable privacy and data security laws (including, if applicable, the General Data Protection Regulation (GDPR), Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Health Information Technology for Economic and Clinical Health Act (HITECH), Gramm–Leach–Biley Act (GLBA aka Financial Services Modernization Act of 1999), the Children’s Online Privacy Protection Act (COPPA), and/or Payment Card Industry Data Security Standard (PCI DSS)), and applicable state privacy and security laws; (ii) it will comply with the requirements of this ISPA, and (iii) it will perform the Services in accordance with industry standards and in a professional and workmanlike manner. If the Agreement requires or permits Vendor to access, receive, or release any student records, then, for purposes of this Agreement only, University designates Vendor as a “school official” for University under FERPA, as that term is used in FERPA and its implementing regulations.

b. If Vendor is provided access to Medical Records, but the applicable information is not subject to HIPAA, Vendor represents and warrants that it will (i) comply with 16 C.F.R. Part 318 and (ii) only use or disclose Medical Records as permitted or required under the Agreement, or as required by law. At all times during the course of the Agreement, Vendor will make any Medical Records available to University for access, portability, modification, or deletion.

c. **Vendor represents and warrants that all responses to any security assessment by University are accurate and truthfully represents the security practices of Vendor.** Vendor agrees that, at the request of University, it will provide sufficient evidence of its compliance with obligations set forth in this ISPA.

6. **Data Security Incident**

a. **Vendor will maintain, update and document an Incident Response Plan (“IRP”), and will manage, document, review, investigate and resolve all Security Incidents in accordance with the IRP.**

b. **Vendor agrees to notify University of a Security Incident at security@arizona.edu as soon as reasonably practicable and without undue delay.** Such notice must include (i) a description of the incident, including the type of incident (e.g., theft, loss, improper disclosure, unauthorized access), location of the incident (e.g., laptop, desktop, paper), how the incident occurred, the date the incident occurred, and the date the incident was discovered; (ii) a description of the type of University Data involved (e.g., user data, intellectual property, etc.); (iii) a description of the potentially impacted individuals; (iv) a description of the actions taken in response to the Security Incident (e.g., additional safeguards, mitigation, sanctions, policies, and procedures); and (v) all other information reasonably requested by University or necessary to provide notice to individuals and/or regulators, including a forensic report summarizing the findings of a forensic investigation. University acknowledges that certain information may not be immediately available and can be provided on a rolling basis as it is discovered (within 72 hours of discovery).

c. In facilitating the investigation and remediation of a Security Incident, Vendor will cooperate fully with University. Vendor may not inform any third party of any Security Incident without first obtaining the University’s written consent, except as may be required by law. Vendor agrees to reimburse University for reasonable costs and expenses incurred (including legal fees) in responding to, remediating, and/or mitigating damages caused by a Security Incident or in following up a complaint by an individual or a regulator. Vendor will take all necessary and appropriate corrective actions, including as may be reasonably instructed by University, to remedy or mitigate any Security Incident.

7. **Audit and Testing**

a. **Vendor will complete one of the following audits at least annually and immediately after any actual or reasonably suspected Security Incident:** SOC 2 Type II, SOC for Cybersecurity, or an accepted Higher Education Cloud Vendor Assessment Tool (https://library.educause.edu/resources/2020/4/higher-education-community-vendor-assessment-toolkit). Evidence must be provided to the University prior to this Agreement and at least annually thereafter.

b. **Prior to this Agreement, and at regular intervals of no less than annually and whenever a change is made which may impact the confidentiality, integrity, or availability of University Data, and in accordance with industry standards and best practices, Vendor will, at its expense, perform scans for unauthorized applications, services, code and system vulnerabilities on the networks and systems used to perform services related to this Agreement (“Security Tests”). An initial report must be provided to the University prior to this Agreement.** Vendor will provide the University the reports or other documentation resulting from the audits, certifications, scans and tests within five (5) business days of Vendor’
generation or receipt of such results. If any critical finding is identified, Vendor agrees to notify the University and remediate the critical finding within thirty (30) days. Any critical finding not remediated within thirty (30) days must be reported to University at security@arizona.edu. All other findings must be remediated within ninety (90) days. At University’s request, Vendor will promptly provide written attestation that required Security Tests, independent audits, and/or a DPIA have been conducted either by a qualified Representative or by a third party in the prior twelve months. The University may require the Vendor to perform additional audits and tests, the results of which will be provided to the University within five (5) business days of the Vendor’s receipt of such results.

c. Vendor agrees to take reasonable steps to assist University in maintaining the accuracy of such University Data under the control of Vendor, including synchronizing relevant Systems, databases, or applications, as deemed necessary by University. The University reserves the right to annual, at a minimum, review of: Vendor’s access reports related to access to University Data; Vendor’s patch management process, schedules, and logs; findings of vulnerability scans and/or penetration tests of Vendor systems; and Vendor development standards and processes.

8. **International Transfers**

a. If University provides its written consent for Vendor to transfer Personal Information from EEA countries to countries outside the EEA, the terms set out in the EU Standard Contractual Clauses will apply. The parties will work in good faith to populate appendices 1 and 2 of the EU Standard Contractual Clauses and attach an executed version to this ISPA. Vendor agrees to comply with all obligations imposed on a “data importer” set out in such EU Standard Contractual Clauses. For countries located within the Asia Pacific region, Vendor must obtain University prior written consent where Personal Information will be transmitted by the Vendor outside the country from which it was originally collected.

9. **Insurance**

a. Without limiting any liabilities or any other obligation of Vendor, Vendor will purchase and maintain (and cause its subcontractors to purchase and maintain), until all of their obligations under the ISPA have been discharged or satisfied, insurance against claims that may arise from or in connection with the Services, as described here: https://risk.arizona.edu/sites/default/files/InsuranceRequirements5_12_2020.pdf

b. Vendor’s Technology Professional Liability Errors & Omissions policy must include Cyber Risk coverage and Computer Security and Privacy Liability coverage with a limit of no less than $2,000,000 per occurrence and $4,000,000 in the aggregate. This policy will provide for both first and third party costs, and name University as an additional insured with respect to the provision of Services. This policy will include a waiver of subrogation against University.

c. The required insurance coverage set forth above will not be construed as a limitation or waiver of any potential liability or obligation of Vendor in the Agreement. Failure to maintain the insurance coverage identified in this Section will constitute a material breach.

10. **Appendices**

a. If Vendor is a Cloud Software provider, then the Cloud Software Appendix will apply.

b. If Vendor is processing credit or debit card transactions on behalf of University, the PCI Appendix will apply.

c. If Vendor is collecting, accessing, acquiring, or otherwise Processing Protected Health Information (as defined in the Health Insurance Portability and Accountability Act of 1996), then the PHI Appendix/Business Associate Agreement will apply.

11. **Miscellaneous**

a. Vendor’s obligations under this ISPA will survive the termination or expiration of the ISPA and will apply so long as Vendor may access or be in possession of University Data, Network, or Systems. Any requirements imposed on Vendor in this ISPA shall apply to any of Vendor’s subcontractors. Following the termination of the Agreement for any reason, Vendor agrees to provide transition services for the benefit of University, including a month to month extension (not to exceed 90 days) for the continued provision of its Services and reasonable assistance with the transfer of University Data. The parties agree to take such reasonable actions as are necessary to amend this ISPA from time to time as is necessary for the parties to comply with applicable privacy laws. In the event of inconsistency between the Agreement and the ISPA, the ISPA will govern.
The parties have executed and delivered this ISPA effective as of [Date].

The University of Arizona

By: ____________________________
Name: __________________________
Date: ____________________________

Vendor

By: ____________________________
Name: __________________________
Date: ____________________________
Cloud Software Appendix

In addition to the terms in the ISPA, the following terms will apply if the Services provided under this Agreement are provided to University as Cloud Software.

1. **Vendor Obligations.** In addition to any other obligations of Vendor, Vendor must:
   a) Provide the Services on a continuous basis and warrants that the Services will be fully available 99.9% of each month, except for scheduled maintenance for which written notice has been provided to University at least thirty (30) calendar days in advance.
   b) Provide unlimited telephone support twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year (“24/7/365”);
   c) Provide online access to technical support bulletins and other user support information and forums 24/7/365;
   d) Conduct quarterly support updates and reviews involving technical teams from both Parties to discuss Cloud Software support issues;
   e) Provide semi-annual support usage, incident reports and Vendor’s compliance with any service levels identified in a service level agreement
   f) Respond with support to Priority One Issues (as defined below) within one hour of University’s call for assistance to Vendor and initiate work on such issues within one (1) hour thereafter, regardless of time of day or day of week. Priority One Issues include issues involving substantial failure of the Cloud Software, which, in University’s sole judgment, are critical to its operations. Vendor will initiate work on all other support issues, within four (4) hours from receipt of an electronic or telephonic service request.
   g) In the event two or more Priority One Issues occur in any thirty (30) day period during the term of the Agreement, Vendor will promptly investigate the root causes of such support issues and will provide to University an analysis of such root causes and a proposed corrective action plan for University’s review, comment and approval (the “Corrective Action Plan”). The Corrective Action Plan must include, at a minimum: (i) a commitment by Vendor to University to devote the appropriate time, skilled personnel, systems support and equipment, and/or resources to remedy, and prevent any further occurrences of Priority One Issues; (ii) a strategy for developing any programming/software updates, fixes, patches, etc. necessary to remedy, and prevent any further occurrences of such issues; and (iii) time frames for implementation of the Corrective Action Plan. There will be no additional charge (other than those fees set forth in this Agreement) for Vendor’s implementation of such Corrective Action Plan in the time frames and manner set forth in the Corrective Action Plan.

2. **Scheduled Maintenance of Cloud Software.** Scheduled maintenance, updates, enhancements or modifications relative to the Services and/or other elements or components of the Services will be in accordance with Vendor’s maintenance schedule and will not in any way diminish the benefits, comprehensiveness, features or functionality of the Services, as defined under the Agreement. Vendor may, however, push updates and fixes at any time to University that Vendor determines will not affect a University ability to access the Services. Unless otherwise agreed in writing, non-peak hours are from Friday night at 11:00 p.m. PST through Saturday morning at 8:00 a.m. PST, and Saturday night at 11:00 p.m. PST through Sunday morning at 8:00 a.m. PST.

3. **Unscheduled Maintenance of Cloud Software.** If the Services provided under this Agreement are provided to University as Cloud Software, Vendor will provide University with at least seventy-two (72) hours prior notice of Vendor’s implementation of all unscheduled maintenance, updates, enhancements, modifications and/or other circumstances which will result in an outage or an inability of Vendor to access the Services. In the event emergency maintenance of the Services is required, Vendor will provide University with as much advance notice as possible of the impending emergency maintenance and will disclose to University, in writing, the cause or issue necessitating the emergency maintenance as soon as possible and no later than seventy-two (72) hours after the initiation of the emergency maintenance.

4. **Critical Services Not to be Abandoned.** Vendor acknowledges that the Cloud Software provided under this Agreement are critical services for University. Accordingly, notwithstanding any other provisions under the Agreement to the contrary, the Parties agree that Vendor may not “Abandon” such critical Services. For purposes of an Agreement, “Abandon” means Vendor’s actual, willful non-performance of any material aspect of the Services in breach of the Agreement which results in a material adverse effect on (i) critical aspects of University’s internal operations, regulatory or other reporting requirements; or (ii) a Service that is provided to or in support of University’s students and faculty. Abandonment will not be deemed to have occurred if non-performance is caused by circumstances outside of Vendor’s control or if a Service is properly terminated in accordance with Vendor’s rights under the Agreement. In addition, support provided under this Agreement will not be withheld due to any unrelated dispute arising under this Agreement, another agreement between the Parties, or any other unrelated dispute between the Parties.
5. **Public Cloud.** Vendor will not create a public cloud account on behalf of University without prior written approval by University’s IT Security team.

6. **Cloud Management.** Vendor is responsible for continuous vulnerability management of hardware and software, including, without limitation, scanning and issue remediation. Vendor is responsible for all disruptions and damage caused to any University Data while it is hosted in Cloud Software.

7. **Hosting Facilities.** University may select or restrict where University Data will be stored and where University Data can be Processed, and the Vendor will store and/or Process it there in accordance with the service terms. If a data location selection is not covered by the service terms (or a data location selection is not made by University with respect to any University Data), the Vendor will default to a United States-based data location in the selection of University storage or processing facilities. Unless stated otherwise in this Agreement, this requirement does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of this Agreement. This provision applies to work performed by subcontractors at all tiers and to all University Data.
PCI Appendix

In addition to the terms in the ISPA, the following terms will apply if the Services provided under this Agreement involve processing credit and/or debit card transactions.

1. **Payment Card Industry Data Security Standard.** For e-commerce business and/or payment card transactions, Vendor will comply with the requirements and terms of the rules of all applicable payment card industry associations or organizations, as amended from time to time (PCI Security Standards), and be solely responsible for security and maintaining confidentiality of payment card transactions processed by means of electronic commerce up to the point of receipt of such transactions by a qualified financial institution.

2. Vendor will, at all times during the term of this Agreement, be in compliance with the then current standard for Payment Card Industry Data Security Standard (PCI DSS), Payment Application Data Security Standard (PA-DSS) for software, and PIN Transaction Security (PCI PTS) for hardware. Vendor will provide attestation of compliance to UA annually by delivering to UA current copies of the following: (i) Vendor’s “Attestation of Compliance for Onsite Assessments – Service Providers;” (ii) an attestation that all UA locations are being processed and secured in the same manner as those in Vendor’s “PCI Report on Compliance;” and (iii) a copy of Vendor’s PCI Report on Compliance cover letter. Vendor will notify University immediately if Entity becomes non-compliant, and of the occurrence of any security incidents (including information disclosure incidents, network intrusions, successful virus attacks, unauthorized access or modifications, and threats and vulnerabilities) in accordance with the ISPA.

3. Vendor’s services must include the following:

   (a) Vendor maintains its own network operating on its own dedicated infrastructure. Vendor’s network includes a firewall that: (i) includes access control rules that separate Vendor’s PCI network from University, and (ii) restricts any communication between Vendor’s network devices and University systems.

   (b) Vendor treats the University network as an untrusted network and no unencrypted cardholder data traverses or otherwise is stored on University network, and University has no ability to decrypt cardholder data.

   (c) All devices must be SRED (secure reading and exchange of data), EMV (Europay, MasterCard and VISA) and PTS POI compliant.