

**UT ARLINGTON RFP: 2019-003 FOR: Catalog & Curriculum Management Software**

**PRICING ATTACHMENT**

**Proposal of:** \_\_\_\_\_  
(Proposer Company Name)

**To:** The University of Texas at Arlington

**Ref.:** Catalog & Curriculum Management Software

**RFP No.:** 2019-003

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the Catalog & Curriculum Management Software Service required pursuant to the above-referenced Request for Proposal upon the terms and conditions quoted below.

**NOTE 1: Board Approval.** This Agreement is subject to review and approval by The Board of Regents of The University of Texas System (the "Board"). The validity and effectiveness of this Agreement is contingent upon the approval of this Agreement by the Board through the consent agenda requirements and approval process under the Rules and Regulations of the Board. If the Board does not approve this Agreement, then this Agreement is null, void, and of no effect; provided, however, that University shall pay Contractor for any Work that is provided by Contractor to the University hereunder prior to the notice, if any, of the Board's non-approval. Notwithstanding any other provision of this Agreement, in the event that the Board does not approve this Agreement, the total amount that University pays to Contractor for any Services that are provided by Contractor to the University under this Agreement will not in any event exceed \$1,000,000.

**NOTE 2: Required Notifications:** Vendor must notify the Buyer prior to shipment of any non-EAR99 product or commodity controlled by the Export Administration Regulations (EAR), or any product or commodity controlled by the International Traffic in Arms Regulations (ITAR). Vendor will supply the product/commodity ECCN or USML identification number as applicable. For services, Vendor will notify the Buyer, prior to service being provided, if the Vendor's personnel performing the service will include any individuals that are not U.S. Persons. U.S. Persons are defined as any individual who is a citizen of the United States, a permanent resident alien of the United States, or a protected individual as defined by 8 U.S.C. 1324b(a)(3).

## **Invoicing Instructions**

Send Invoices to: Office of Admissions, Records and Registration / Enrollment Services  
University of Texas at Arlington  
P.O. Box 19088  
Arlington, TX 76019  
Attention: Dr. Nichole Mancone Fisher  
E-Mail: [nichole.manconefisher@uta.edu](mailto:nichole.manconefisher@uta.edu)  
Ref. RFP #: 2019-003

With a Copy to: Accounts Payable  
University of Texas at Arlington  
219 W. Main Street  
Arlington, TX 76019  
E-Mail: [accounts\\_payable@uta.edu](mailto:accounts_payable@uta.edu)  
Ref. RFP #: 2019-003

**NOTE: Contractor is to provide one (1) combined monthly invoice for scheduled work and for unscheduled work. These invoices should be compiled and sent monthly, as separate line items on one (1) invoice with one (1) PAR (if applicable).**

### **6.1 Pricing for Services Offered**

***Fee Structure:*** Respondent shall submit a detailed fee schedule of rates for all required software and services. Fee schedule shall be based on total product cost and subsequent year maintenance fees.

Please provide pricing, for each of the options listed below. In each case, provide:

- A summarized price schedule that clearly describes each of the software, service and support, and maintenance components the University will be required to purchase to affect a complete solution, indicating if they are one-time, annual, or multi-year.
- An explanation of any incremental resource requirements (hardware, software or personnel) that may be necessary as additional users are added to the system. Resources can include UTA administrative staff, contractors, and subcontractors.
- A brief rationale for the pricing of each item, if necessary, for clarification.

Year 1 costs will primarily be acquisition costs, but any maintenance or service fees should also be listed. Years 2 through 4 are listed for ongoing maintenance costs.

#### **Pricing**

Please provide specific costs for the following items, if applicable to your system. For custom work, please indicate hourly rate instead of unit price. Please use the following table to submit your proposed pricing and delivery schedule. Include all required services and items needed to be fully implemented and proficiently working using the proposed Catalog & Curriculum Management Software Solution. Please include suggested training and maintenance service agreement pricing information.

List any suggested service items and actions that are not required for full implementation, as optional. Your proposed cost models should reflect a 2 year initial term, with 2 optional renewals of 1 year each. Vendor may modify the table if it allows for better clarity of their pricing model and may submit additional pages to document and support the information provided.

| Item | Description of cost/fee                                  | Year 1<br>Unit<br>Price | Year 2<br>Unit<br>Price | Year 3<br>Unit<br>Price | Year 4<br>Unit<br>Price |
|------|--|-------------------------|-------------------------|-------------------------|-------------------------|
| 1    | Initial cost of software license                         |                         |                         |                         |                         |
| 2    | Initial cost of implementation                           |                         |                         |                         |                         |
| 3    | Initial cost for content migration                       |                         |                         |                         |                         |
| 4    | Annual fee for software licensing after initial purchase |                         |                         |                         |                         |
| 5    | Annual fee for hosted application and database server    |                         |                         |                         |                         |
| 6    | Annual fee for software upgrades                         |                         |                         |                         |                         |
| 7    | Annual fee for technical support/training                |                         |                         |                         |                         |
| 8    | Data conversion fees (if any)                            |                         |                         |                         |                         |
| 9    | Any other fees that may apply                            |                         |                         |                         |                         |
|      | <b>Total</b>   |                         |                         |                         |                         |

The list above is not exhaustive. Respondents should list any and all additional system costs or programs not specifically itemized above.

## 6.2 Delivery Schedule of Events and Time Periods

Week 1 – kickoff meeting to discuss what is needed for implementation

- Data collection - client
- Create development site - vendor

Week 2 & 3 – Create predefined tables

- Configure hours/units/credits and course patterns - vendor
- Web site template design - vendor
- Pdf template design for print-on-demand pdf files - vendor
- Configure search - vendor

- Configure course display - vendor
- Configure course categories – vendor
- Develop workflows with automatic email notification for the course curriculum management system and the catalog changes - vendor
- Validate workflow emails – vendor

Week 4 – Full day onsite consultation session (pilot meeting)

Week 5 – Client review and sign off

Week 6 – Final Content Migration/Training /Site launch

**6.3 Other considerations (cost offsets and other financial or non-financial considerations to be provided to the University)**

The University is interested in, and will consider in our evaluation, creative ideas from Proposers regarding opportunities for sponsorships, donations or other revenue generating / cost reduction initiatives and/or no cost benefits. Please describe any initiatives you would be willing to negotiate

**6.4 Please indicate below incentive payment(s) to be made to University in the event additional institutions utilize this contract as allowed in Section 1.5 of this RFP.**

UTA Implementation only: \$ \_\_\_\_\_

+ 1 additional institution within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

+ 2 additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

+ 3 additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

+ 4 additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

5 + additional institutions within one (1) calendar year of UTA implementation \$ \_\_\_\_\_

**6.5 AIR TRAVEL, HOTEL RESERVATIONS AND RENTAL CAR**

Ref. RFP #: 2019-003

University will *not* reimburse Contractor for expenses.

**6.6 University's Payment Terms**

University's standard payment terms are "net 30 days" as mandated by the *Texas Prompt Payment Act* (ref. [Chapter 2251, Government Code](#)).

Indicate below the prompt payment discount that Proposer will provide the University:

Prompt Payment Discount: \_\_\_\_\_ % \_\_\_\_\_ days/net 30 days

[Section 51.012, Education Code](#), authorizes University to make payments through electronic funds transfer methods. Respondent agrees to accept payments from University through those methods, including the automated clearing house system (ACH). Respondent agrees to provide Respondent's banking information to University in writing on Respondent letterhead signed by an authorized representative of Respondent. Prior to the first payment, University will confirm Respondent's banking information. Changes to Respondent's bank information must be communicated to University in writing at least thirty (30) days before the effective date of the change and must include an [IRS Form W-9](#) signed by an authorized representative of Respondent.

University, an agency of the State of Texas, is exempt from Texas Sales & Use Tax on goods and services in accordance with [§151.309, Tax Code](#), and [Title 34 TAC §3.322](#). Pursuant to [34 TAC §3.322\(c\)\(4\)](#), University is not required to provide a tax exemption certificate to establish its tax exempt status.

Respectfully Submitted,

**Proposer:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Authorized Signature for Proposer)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_