



Request for Proposal

PeopleSoft Consultant
Implementation Partner



February 29, 2008

Table of Contents

<i>I. Executive Summary</i>	2
<i>II. Project Overview</i>	3
<i>III. Overview of College</i>	5
A. Background on the Institution	5
B. Technical Environment	6
<i>IV. Request for Proposal Overview</i>	8
A. Proposal Format Instructions	8
B. RFP Schedule Of Events	9
C. Proposal Format Overview	10
D. Personal Interviews	12
E. Evaluation Categories	12
F. Criteria for Project Completion	12
<i>V. Detailed Proposal Requirements</i>	13
A. Business Qualifications Requirements	13
B. Technical Requirements	14
C. Cost Tables and Cost Requirements	18
D. College Contract Forms and Consultant Business Requirements	22
<i>VI. Appendices</i>	27
A. Supported Third Party Software Systems	27
B. Interfaces to External Systems	28
C. Cost Tables	29

I. EXECUTIVE SUMMARY

Glendale Community College (GCC), one of California's 109 public community colleges, issues this Request for Proposal (RFP). As a comprehensive community college, GCC prepares students for transfer to four-year colleges and universities or for career placement or advancement. The College also serves the surrounding community through adult non-credit education and community services courses and programs.

GCC is seeking a Consultant Implementation Partner for PeopleSoft Campus 9.0 Student Systems. This RFP will define the scope of the work to be performed, the requirements the Consultant must address, the method for response and the administrative requirements that must be followed.

Extensive customization of the PeopleSoft applications is not being considered. GCC plans to implement these modules through standard setups, workflow engine and reporting tools. GCC will manage the project and expects consultant support and advice on the methodology, scope, implementation functionality, best practices, training and on all other matters needed to ensure the College successfully completes the project.

A committee that represents all constituencies from across the College will facilitate the Consultant selection process. The Contract Office will handle the RFP distribution process and will be the main contact for all Consultants.

Please submit all questions and requests for information to:

Ms. Susan Courtney
Manager, Business Services
Glendale Community College District
1500 North Verdugo Road
Glendale, California 91208

Telephone: (818) 551-5124
Fax: (818) 551-5289
Email: susan@glendale.edu

II. PROJECT OVERVIEW

Glendale Community College undertakes this competitive Request for Proposals to select a Consultant Implementation Partner for the PeopleSoft applications Campus applications. Interested Consultants should submit a specific proposal using the format described in this RFP. The requirements for the contract are set forth in this request, and Consultants are to respond on a point by point basis as to how they would accomplish or meet the specified requirements. The contract will be awarded to the consulting firm whose proposal is considered in the best interests of the College.

The College is seeking a consulting firm with extensive PeopleSoft implementation experience and skills. Specifically, the College is looking for a consulting firm with PeopleSoft Student System implementation (campus) experience. This experience must be with higher education institutions in environments similar to that of Glendale Community College. The College expects that the Consultants can:

- Document a strong higher education background and can bring valuable, practical experiences to the project.
- Articulate a clear understanding of the unique characteristics of higher education in general and the specific needs of a California community college.
- Demonstrate a technical understanding of the software and infrastructure of the project.

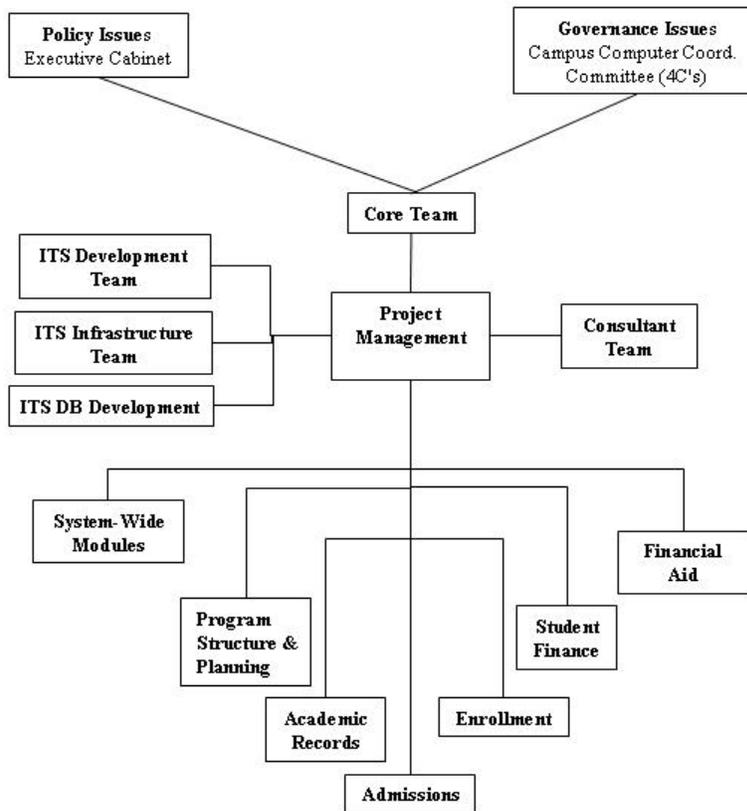
The College will provide project management for this implementation and is committed to staffing the project largely through its own resources. Functional, technical, and user constituencies will be represented at all project levels. Consultants will be utilized on an as needed basis. Quantities will not be guaranteed and the contract will not obligate the College in any way to use a Consultant's services.

The College has developed an organizational structure for managing the project. This project organization is depicted in Diagram 1 and includes an Executive Core Team, a College Project Manager, the Consultant obtained through this RFP, a College Development Team, a College Database Team, a College Systems Team, and multiple functional implementation teams charged with specific project components. Policy issues will be directed to one of two College Governance Committees from the Executive Core Team.

The College Development team technical personnel have more than two years of experience implementing Oracle Financial and Human Resources applications. They are conversant with Oracle module navigation, data conversions, the Oracle support tool TOAD, SQL as used in Oracle, Oracle Discoverer Reporting Tool, and Oracle Workflow. The College Database Analyst and System Analyst have also worked with Oracle for more than two years. This experience level should be taken into consideration in responding to this RFP.

The College will establish the order and calendar for implementing these systems with advice from the Consultant. The selected Consultant will assist the College with developing a project implementation structure that facilitates a smooth, rapid, and efficient replacement of existing systems with the PeopleSoft Student System. The Consultant will advise on the methodology, scope, implementation functionality, best practices, training and on all other matters needed to ensure the College successfully completes the project.

Diagram 1: GCC ERP Project Organization for PeopleSoft Implementation



III. OVERVIEW OF COLLEGE

A. Background on the Institution

Glendale Community College is a comprehensive public community college open to all adults and high school graduates who can benefit from its programs and services. The College's primary mission is to prepare students for successful transfer to four-year colleges and universities or for successful placement or advancement in rewarding careers. The mission of the College is also to serve the surrounding community through adult non-credit education and community services courses and programs.

GCC is one of 109 community colleges in 72 community college districts throughout California and has a single campus operation for credit programs. In addition to the main campus, two off-campus sites serve the community. The Continuing and Community Education Program at the Garfield campus in south Glendale is the headquarters for a large non-credit program, and the Professional Development Center (PDC) in Montrose serves the business communities with customized training. The PDC is the largest such training provider in the state.

Glendale Community College has a college-credit enrollment of about 13,200 Full Time Equivalent Students (FTES) with a head count of over 22,000. Approximately 3,500 FTES are reached through the noncredit program and specialized job training programs for a head count of over 12,000. A staff of over 750 faculty, both full time and adjunct, and over 400 support staff, both classified and management, provide for the instruction of these students.

The college is truly a regional institution with slightly more than half the students residing outside of the Glendale Community College District (GCCD) boundaries. The median age of the student body is 28. Approximately 25% of the students attend classes only in the evening, 37% of the students are day only and 38% are a combination of the two. Ethnicity mirrors the population of northern Los Angeles County and no one group constitutes a majority. Equal representation comes from European Caucasian, Middle Eastern Caucasian, Hispanic, and Asian populations. The international student population at Glendale College includes over 550 visa students from 50 countries.

B. Technical Environment

1) PeopleSoft Technical Environment

The hardware platform for the Oracle ERP System consists of a series of Dell Servers and an EMC Storage Area Network (SAN) array. The operating system is Linux Red Hat 4.0.

2) Oracle Database and Applications

GCC is currently running Oracle Applications version 11.5.9 on Oracle Database 9i. The College has implemented Oracle Financials including General Ledger, Procurement, Accounts Payable, iProcurement, and Fixed Assets, and Oracle Human Resources Management Systems (HRMS) core system. GCC is currently implementing HRMS Compensation Work Bench and Oracle Time and Labor Module. GCC is using Oracle's Discoverer and Microsoft-based tools for report writing.

3) Legacy Technical Environment

The legacy Student systems run VMS on a VAX cluster (two 4705 Processors), connected over a repeater based 10Mbps Ethernet local area network to two DEC Alpha 1000 and one Alpha 600 systems using the DECNet protocol. The DEC Alphas are connected to the campus IP Network through DEC/UCX IP Services.

Web Services are provided by a combination of SUN Solaris based Unix Systems running the Apache Web Server with Front Page Extensions, and Intel Based Windows NT systems running the Internet Information Services (IIS) Web Server.

The legacy Financial Aid system, Regent Education FAM, runs on a Windows Server using IIS/Apache Tomcat with a Database Server running MS SQL Server. The HP 3000 is connected to the campus backbone via a 10 Base-T switched Ethernet connection.

Other third-party software (see Appendix A) is hosted on Windows 200X, SUN Solaris, and Linux systems.

4) Legacy Software

Current software systems developed in house that are providing support to major operations of the campus include:

Module	
Admissions	VAX
Academic scheduling and course maintenance	VAX
Registration and student records	VAX
Kiosk/web/portal	Windows Server & VAX
Noncredit Admissions/Registration	VAX

Third party systems supported by the college are listed in Appendix A.

5) Client Workstations

User workstations include the Apple Macintosh (running OS 8, 9 and X) and Microsoft Windows (running Windows XP Professional and Vista). Printers are primarily HP, Dell, or Brother Inkjet or Laser printers both personal and networked.

6) Network

The network consists of a core Cisco Catalyst 6513 Layer 3 switch equipped with an intrusion detection module and a firewall module. Fast Ethernet interfaces are provided for local host connections and gigabit fiber interfaces are used for backbone connections to other Cisco Layer 3 switches located in each of the campus buildings. For redundancy and improved throughput, two gigabit fiber Ethernet paths are used between each building and the network core.

Internet connectivity is provided by the CENIC educational network. The campus is protected at the edge by redundant Cisco ASA 5540 Adaptive Security Appliances (firewalls). Private network addressing is used throughout, and Network Address Translation for access to the Internet is provided by the edge security appliances.

A pair of AT&T T1 lines connects the main campus to the Garfield campus, forming one logical network.

The network is a fully converged and integrated Voice and Data network.

IV. REQUEST FOR PROPOSAL OVERVIEW

A. Proposal Format Instructions

Glendale Community College is requesting proposals from qualified Consultants for implementation services for PeopleSoft's Student System including Financial Aid.

Throughout this RFP terms Consultant, Consulting Firm, and Firm are intended to be synonymous. The terms Bid(s) and Proposal(s) are used interchangeably throughout this document. Also, Glendale Community College, GCC, and Glendale Community College District, GCCD, are used interchangeably throughout the document.

GCC reserves the right to reject any or all proposals, to modify equipment or software configurations, or to waive any irregularity or informality on a proposal or in the bidding. Award of a contract, if made by the Board of Trustees, will be based upon a comprehensive review and analysis of each proposal, and the estimated costs to maintain and operate the proposed environment. GCC will be the sole judge of the quality of the support services proposed in this RFP. The Consulting Firm shall abide by the decision of GCC.

No Consulting Firm may withdraw their Proposal for a period of one hundred and eighty (180) days after the date set for the opening of proposals. All prices shall be firm and not subject to increase during the term of any contractual agreement arising between GCC and the Consulting Firm as a result of this RFP.

Prices are maximal for the period of the Contract. In the event of a general price decline, or should the Consulting Firm sell the same services under similar quantity and delivery conditions to the State of California, or any county, municipality, political subdivision, or legal entity of the State of California including but not limited to the Foundation for California Community Colleges at prices below those specified herein, such lower prices are to be immediately extended to GCC.

B. RFP Schedule Of Events

The College reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. The College will communicate any adjustment to the Schedule of Events to the potential Consulting Firms from whom the College has received a Notice of Intent to Propose.

<u>EVENT</u>	<u>DATE</u>
1. College Issues RFP	2/29/08
2. Consulting Firm Written Notice of Intent to Propose	3/7/08
3. Written Questions Deadline	4/7/08
4. College Responds to Written Questions	4/14/08
5. Proposal Deadline	4/21/08
6. Consulting Firm Interview with College	5/12 – 5/23/08
7. Contract Signature Deadline	6/30/08
8. Contract Start Date	7/14/08

C. Proposal Format Overview

Each response to this RFP must consist of five proposal sections:

1. Executive Overview
2. Business Qualifications Proposal
3. Technical Proposal
4. Cost Proposal
5. GCC Contracts Forms, Consultant Business Information and Proposed Agreement

An overview of each section is provided here. The detailed requirements that must be addressed in each section are provided in Section V. Detailed Proposal Requirements of this RFP.

1) Executive Overview

This section should provide an overview of the Consultant's proposed implementation solution and the benefits of the system for GCC.

2) Business Qualifications Section

The Business Qualification Section details the specific information each consulting firm must provide to document their business qualifications as an Oracle/PeopleSoft implementation partner. No pricing information shall be included in this section. Inclusion of Cost Proposal amounts in the Business Qualifications Response shall make the proposal non-responsive and the College may reject it.

Each consulting firm must use the Business Qualifications Requirements in this RFP to organize, reference, and draft the Business Qualifications Proposal. The College may determine a proposal to be non-responsive and reject it if the Consulting Firm fails to organize and properly reference the Business Qualifications Requirements as required by this RFP.

3) Technical Proposal Section

The Technical Proposal section details specific requirements for documenting the Consulting Firm's implementation and project methodologies. No pricing information shall be included in the Technical Proposal. Inclusion of Cost Proposal amounts in the Technical Proposal shall make the proposal non-responsive and the College may reject it.

Each Consulting Firm must use the Technical Proposal Requirements to organize, reference, and draft the Technical Proposal. All information included in a Technical Proposal should be relevant to a specific requirement. All information must be incorporated into a response to a specific requirement and clearly referenced.

The College may determine a proposal to be non-responsive and reject it if the Consulting Firm fails to organize and properly reference the Technical Proposal as required by this RFP. The College may determine a proposal to be non-responsive and reject it if the Technical Proposal document fails to appropriately address/meet all of the requirements detailed in the Technical Proposal Guide.

4) Cost Proposal Section

Each Cost Proposal must be recorded on an exact duplicate of the Cost Tables provided in the Cost Proposal Section of this RFP. All Tables MUST be completed or indicated as “NA – Not Applicable”. The proposed cost shall incorporate all costs for services under the contract for the total contract period.

If a Consulting firm fails to submit a Cost Proposal as required, the College may determine the proposal to be non-responsive and reject it. The College may determine a proposal to be non-responsive and reject it if the Consulting firm fails to organize and properly reference all Cost Tables as required by this RFP.

5) GCC Contract Forms, Consultant Business Information, and Proposed Agreement

All contractual information required by GCC, as documented in Section V Detailed Proposal Requirements part D.

If a Consulting firm fails to submit information as required, the College may determine the proposal to be non-responsive and reject it. The College may determine a proposal to be non-responsive and reject it if the Consulting firm fails to organize and properly reference all contract forms as required by this RFP.

D. Personal Interviews

After reviewing the written proposals, the College shall conduct interviews with selected Consultants. Consultants may be asked to travel to Glendale College at their own expense. The date of these interviews will be determined to the mutual satisfaction of the College and Consultants. A schedule of interviews including the name and function of each individual involved from each party will be provided at least 24 hours in advance of the interview date.

E. Evaluation Categories

The College will consider business qualifications and experience, technical approach, and cost in the evaluation of proposals.

F. Criteria for Project Completion

The completion criteria for the project will be as follows:

1. Legacy data conversion process should be completed, tested, audited, and reconciled.
2. Functional, integration, and acceptance testing should be satisfactorily completed for each module.
3. California specific functionality implemented.
4. Documentation of business processes, end-user procedures and completion of the training plan should be accomplished.
5. Production computing environment should be established and documented. System interfaces, internal as well as external, should be completed and tested (e.g. Department of Education to Financial Aid, PeopleSoft to HRMS for faculty load management).
6. Technical system management procedures should be documented and in place.
7. Documentation of the system roll-out/go-live plan should be completed.
8. Adequate transfer of knowledge to allow the College to independently manage, upgrade, and enhance the systems as installed.

V. DETAILED PROPOSAL REQUIREMENTS

The Consultant shall provide responses to all requirements listed below for both credit and noncredit when necessary. The requirements are provided in the four sections that were outlined above. The Consultant shall include each section in responding to this RFP.

A. Business Qualifications Requirements

The purpose of the Business Qualifications Proposal section is to determine the experience and business expertise of the Consultant. Consultants should describe and offer evidence of ability to meet the following requirements.

1) Length of Experience

Describe how long the Consulting Firm has been performing the services required by this RFP and include the number of years in business. Include specially the number of years working with community colleges and with four year colleges.

2) Project Facilitation

Describe your Firm's ability to successfully facilitate projects of similar scope and duration. Consultant should provide corporate resumes describing prior similar projects in detail including the responsibilities of the Consultants as well as the outcome of the projects.

3) Customer References

Provide two or more customer references for similar projects. The referenced experience must be for a higher education institution. These references should be willing to participate in conversations with College representatives, as they may be contacted.

4) Consultant Personnel

Describe how your Firm will schedule consultant personnel for GCC. Include a description of the time blocks that personnel will be assigned to work on site and how will personnel be made available to the College when they are not on site.

Provide a personnel roster and resumes for all proposed personnel who shall be assigned by the Consulting Firm to perform duties or services under the contract assuming a start date of July 14, 2008, can be achieved. The resumes shall detail each individual's title, PeopleSoft experience, education, current position with the Consulting Firm, and employment history.

Glendale Community College reserves the right to interview each proposed consultant and the final selection of all consultant personnel is subject to final approval by Glendale Community College.

5) Use of Subcontractors

Provide a statement of whether the Consulting Firm intends to use subcontractors, and if so, the names and mailing addresses of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform. Provide resumes for all subcontractor personnel detailing each individual's title, OSS experience, education, current position with the Consulting Firm, and employment history.

6) Maintain Stable Consulting Staff

Describe your Firm's approach and methods for retaining a stable consulting staff. Also, address plans you have for ensuring technical competence in a changing technological environment.

7) Communication Methods

Describe techniques to be utilized for communicating to the College such matters as goals, objectives, status, and plans for the project. Discuss the importance of such communication and the methods that would be most effective.

8) Critical Success Factors

Describe, in the opinion of your Consulting Firm, the top five critical success factors (in priority order with #1 being most important) in an ERP project in the public sector. Discuss how you would help the College deal with each of these factors to mitigate the risk of failure.

B. Technical Requirements

1) Methodology Overview

Provide a description of the strategy and implementation methodology that would be used for this project. Include a detailed explanation for the College to understand how this methodology works and why it is well suited to the College's needs. Include how you would adapt your project schedule to meet the needs of an institution driven by an academic calendar as well as unforeseen project delays.

2) Order of Implementation

Provide a suggested order of implementation for the PeopleSoft Student System modules for credit and noncredit including: Recruiting and Admissions, Student Records, Academic Advisement, Financial Aid, Student Financials, Curriculum Management, Student Center Checklists, Contacts, Communications, Enrollment Backpack (Class Schedules, Degree Audit , Transcript Submission), Faculty and Advisement Centers, Self Service 1098T, Managing Financial Aid, Self Service Miscellaneous Fees, and others as needed or required. Include an explanation for the proposed implementation order detailing dependencies between modules and a projected timeline.

3) Analysis

Describe what methodologies your firm would use to assess the College needs and how to use PeopleSoft to meet those requirements for both credit and noncredit.

4) Data Conversion

Describe how your firm would organize and conduct data conversion from the College's legacy student system to PeopleSoft for both credit and noncredit. Include specific information for student demographic data, student academic records, student financial records, financial aid systems, academic course descriptions and dictionaries and other data sets as appropriate.

5) System and Database Setup

Describe in detail how your firm would assist Glendale Community College in the installation and configuration of the database in the Linux environment for the PeopleSoft Campus Project for both credit and noncredit.

6) Module Setups

Describe in detail how your firm would implement setups for the each of the following modules. Include a description of key decision points for each module and how your firm would guide the College through each setup for credit and noncredit.

A) In-Campus Solutions:

1. Recruiting and Admission
2. Student Records
3. Academic Advisement
4. Financial Aid
5. Student Financials
6. Curriculum Management

B) Campus Solutions Self Service:

1. Student Center Checklists, Contacts, Communications (3 C's)
2. Enrollment Backpack - Class Schedules, Degree Audit, Transcript Submission
3. Faculty and Advisement Centers
4. Self Service 1098T
5. Managing Financial Aid
6. Self Service Miscellaneous Fees

C) Others as needed or required

7) California Specific Functionality

Describe how your firm will implement the functionality for California Community College specific applications listed below:

- a) Management Information System (MIS) reporting to the California Community College Chancellor's Office;
- b) California Financial Aid specific awards - Board of Governor's (BOG) Grant, CAL Grants, CalWorks, etc.
- c) Interface from California Community College (CCC) On-line Application Center to PeopleSoft Admissions
- d) Interface to California Community College (CCC) On-line Transcript application
- e) Others not mentioned

8) Interfaces

Describe your firm's methodology for creating interfaces between PeopleSoft modules and other software systems including but not limited to those denoted in Appendix A. Include a description of the tools you will use.

9) Testing

Describe how your firm will develop and carry out functional, integration and acceptance test plans for each phase of the project. Describe what test tools, if any, you will use.

10) Rollout and Go-live

Describe your methodology for rolling out PeopleSoft modules. Include a description of the final steps for go-live and post-implementation support.

11) Technology Transfer

Describe how your firm will work with GCC Developers, Process Owners, Database Analyst and System Analyst to ensure that technology knowledge is transferred to GCC developers during implementation.

12) User Training

Describe your firm's methodology for user training.

13) Documentation

Describe your firm's procedures for implementation documentation. Include how you would document data conversion, module setups, interface designs, test plans, and rollout/go-live plans. Provide examples for each documentation type.

C. Cost Tables and Cost Requirements

The College reserves the right to negotiate any and all rates at the time of contract. All costing information must be presented in one or more of the Cost Tables provided below. Throughout this section add lines to the tables or create multiple tables where necessary to give the most complete cost information. Indicate any College supplied office accommodations, equipment or other services that may be required.

1) Cost Table 1 - Total Cost Summary

Use Cost Table 1 (see Appendix C) to summarize all costs required for the implementation of the proposed solution described in the RFP. Amounts for each line item in Cost Table 1 must be supported by the referenced detailed Cost Table in Column I. No information shall be included in this summary table that has not been described in a detailed cost table.

Detailed Cost Tables

Provide detailed implementation costs for each PeopleSoft module in a respective cost table. A template for the detail cost table has been provided (See Appendix C). Use this template to document the costs for each PeopleSoft module listed below – one cost template for each PeopleSoft module:

Cost Table 2: Recruiting and Admission

Cost Table 3: Student Records

Cost Table 4: Academic Advisement

Cost Table 5: Financial Aid

Cost Table 6: Student Financials

Cost Table 7: Curriculum Management

Cost Table 8: Student Center Checklists, Contacts, Communications

**Cost Table 9: Enrollment Backpack – Class Schedules, Degree Audit,
Transcript Submission**

Cost Table 10: Faculty and Advisement Centers

Cost Table 11: Self Service 1098T

Cost Table 12: Managing Financial Aid

Cost Table 13: Self Service Miscellaneous Fees

Cost Table 14: Others as needed or required

Add additional cost tables as necessary, numbering additional tables starting at Cost Table 15.

An initial set of implementation tasks is provided in the template table. More tasks may be added as deemed necessary. If any of the initial tasks are deemed not necessary, please indicate this in the table with an “NA”.

For each task a representative set of consulting expertise levels is provided to show a cost breakdown for each task by level of support personnel required. For each consultant support level include the total number of Full Time Employees (FTE) required for the task, the cost per hour each FTE, the number of hours required to complete the task and the total cost for that task at each personnel level (Cost/Hour * # Hours).

An initial set of potential associated costs for module implementation is also provided. Cost for each category shall be included in this portion of the Detailed Cost Table. More associated costs may be added as deemed necessary. If any of the initial associated costs are deemed not necessary, indicate this in the table with an “NA”.

A Subtotal shall be provided for all personnel cost as well as for any associated implementation costs. A total for all implementation costs shall be provided at the bottom of the table. The subtotal costs and overall costs for each module shall also be provided in Cost Table 1.

2) GCC Personnel Time Requirements Table 1 – Summary

Use GCC Personnel Time Requirements (PTR) Table 1 (See Appendix C) to summarize the level of effort required by GCC personnel to support the implementation of each module. Amounts for each line item in Cost Table 1 must be supported by the referenced detailed Cost Table in Column I. No information shall be included in this summary table that has not been described in a detailed PTR table.

3) **Detailed GCC Personnel Time Requirement Detailed Tables (PTR)**

Provide detailed time requirements for GCC personnel for each PeopleSoft module in a respective GCC PTR table. A template for the detail GCC PTR table has been provided (see Appendix C). Use this template to document the time requirements for each PeopleSoft module listed below – one time requirements template for each PeopleSoft module:

GCC PTR Table 2: Recruiting and Admission

GCC PTR Table 3: Student Records

GCC PTR Table 4: Academic Advisement

GCC PTR Table 5: Financial Aid

GCC PTR Table 6: Student Financials

GCC PTR Table 7: Curriculum Management

GCC PTR Table 8: Student Center Checklists, Contacts, Communications

**GCC PTR Table 9: Enrollment Backpack – Class Schedules, Degree Audit
Transcript Submission**

GCC PTR Table 10: Faculty and Advisement Centers

GCC PTR Table 11: Self Service 1098T

GCC PTR Table 12: Managing Financial Aid

GCC PTR Table 13: Self Service Miscellaneous Fees

GCC PTR Table 14: Others as needed or required

Add additional GCC PTR tables as necessary, numbering additional tables starting at GCC PTR Table 15.

An initial set of implementation tasks is provided in the template table. More tasks may be added as deemed necessary. If any of the initial tasks are deemed not necessary, please indicate this in the table with an “NA”.

For each task a representative set of GCC expertise levels is provided to show a time requirement breakdown for each task by level of support personnel required. For each GCC support level include the total number of Full Time Employees (FTE) required, the number of hours required to complete the task and the total hours for that task at each personnel level (# FTE * # Hours).

A total time required for GCC personnel shall be provided at the bottom of the table. This subtotal shall also be provided in GCC PTR Table 1.

D. College Contract Forms and Consultant Business Requirements

No proposal shall receive the consideration of GCC unless made in accordance with the following instructions:

1) Proposal Preparation and Submission

a) Number of Copies and Response Deadlines:

GCC invites proposals on the form marked "Proposal Form" to be submitted **in a sealed package** at such time and place as stated in the Notice Inviting Proposals. All blanks in the proposal form must be appropriately filled in. All proposals shall be submitted in sealed envelopes bearing on the outside the name and address of the Consulting Firm and the name of the project for which the proposal is submitted, indicating ***"Response to Request for Proposal - GCC PeopleSoft Implementation"***. It is the sole responsibility of the Consulting Firm to see that three (3) **copies** of their Proposal are received by **1:00 p.m. on Monday, April 21st, 2008**, and directed to:

Ms. Susan Courtney
Manager Business Services
Contract Department
Glendale Community College District
1500 North Verdugo Road
Glendale, California 91208

Electronic copies may be submitted in place of paper copies. Electronic submissions should be emailed to Ms. Courtney at susan@glendale.edu.

Any proposal received after the scheduled closing time for receipt of proposals will be returned to the Consulting Firm unopened.

b) Who to Contact for Questions:

If any Consulting Firm is in doubt as to the true meaning of any part of the general conditions or specifications, or finds any discrepancies in, or omissions from, the specifications, it may submit to GCC a written request for an interpretation or correction thereof. The person submitting a request shall be responsible for its prompt delivery. Any interpretation or correction of the Proposal Documents will be made only by addendum duly issued, and a copy of such addendum will be e-mailed or delivered to each firm who has submitted its intent to propose in accordance with the requirements set forth herein.

Proposal Documents. No GCC employee is authorized to make an oral interpretation of any provision in the Proposal Documents to any

Consulting Firm, and no Consulting Firm is authorized to rely on any such unauthorized oral interpretation. ALL requests for such items shall be in writing and directed to:

Ms. Susan Courtey
Contract Department
Glendale Community College District
1500 North Verdugo Road
Glendale, CA 91208
Phone: (818) 551-5124
Fax: (818) 551-5289
Email: susan@glendale.edu

c) Addenda or Bulletins:

Any addenda or responses to Requests for Information (RFI) issued shall form a part of RFP issued to Consulting Firm for the preparation of their proposals and shall constitute a part of the contract documents. The Contract Department shall issue all addenda and/or bulletins. All proposals must clearly acknowledge receipt of any addenda and/or response to RFI issued.

2) Proposal Guidelines

a) Execution of Forms:

Each proposal must give the full business address of the Consulting Firm and must be signed by the Consulting Firm with his/her written signature. Proposals by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by GCC, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A Consulting Firm's failure to properly sign required forms may result in rejection of the proposal.

b) Non-Assignment:

Assignment by the successful Consulting Firm to any third party of any contract based on this RFP or any monies due shall be absolutely prohibited and shall not be recognized by GCC unless approved by GCC in writing in advance of any such purported assignment.

c) Evidence of Responsibility:

Upon the request of GCC, a Consulting Firm whose Proposal is under consideration for the award of the contract shall submit promptly to GCC satisfactory evidence showing the Consulting Firm 's financial resources, organization and other resources, both technological and human, available for the performance of the contract.

Upon the request of GCC, a Consulting Firm shall submit promptly to GCC satisfactory evidence showing the Consulting Firm 's experience in the type of work being required by GCC, the Consulting Firm 's resources available for the performance of the contract and any other required evidence of the Consulting Firm 's qualifications to perform the proposed contract. GCC may consider such evidence before making its decision awarding the proposed contract. Failure to submit evidence of a Consulting Firm 's ability to perform the proposed contract may result in rejection of the Proposal.

d) Documents and forms to be submitted with this proposal :

The Consulting Firm shall furnish the following documents to GCC:

- 1) Their most recent financial statement
- 2) Their most recent balance sheet
- 3) Vendor Identification Form
- 4) Statement of Consulting Firm's Qualification
- 5) Proposed Agreement
- 6) Proposed Timeline for Project

Failure to comply with this requirement will render the proposal informal and may cause its rejection. Additional sheets may be attached if necessary. "You" or "yours" as used herein refers to the Consulting Firm 's firm and any of its officers, directors, shareholders, parties or principals.

3) Selection and Negotiation

a) Award of Contract:

Award of a contract, if made by the Board of Trustees, will be based upon a comprehensive review and analysis of each proposal, and the estimated costs. GCC will be the sole judge of the merit of the quality of the services proposed to meet the needs of GCC. The Consulting Firm shall abide by the decision of GCC.

b) Proposal Rejection:

GCC reserves the right to reject any or all proposals or any one or all items of such proposals, waive any irregularities, increase or decrease quantities, and be the sole judge of the suitability of the of the proposed services to meet the needs of GCC.

c) Execution of Contract:

After selection of the top ranked successful Consulting Firm as determined by GCC, discussions will ensue with this Consulting Firm regarding outstanding issues in contract items. A mutually acceptable contract must be ready at the time the recommendation for approval is presented to the Board of Trustees.

Within seven (7) calendar days of notice of intent to award the contract, the successful Consulting Firm shall sign and deliver to GCC the executed contract. In the event that the above action is not taken within seven (7) calendar days from the date of receiving notification that the contract has been awarded to the Consulting Firm, GCC may declare the Consulting Firm's Proposal forfeited and may award the work to one of the next lowest responsible Consulting Firm's, or may reject all proposals and call for new proposals.

d) Specific Terms and Conditions:

The Consulting Firm is to provide the initial contract draft for review and approval by GCC. Terms and conditions that do not comply in substance with all material requirements of the RFP, which are contrary to the best interest of GCC, or which are in opposition to GCC policies, will not be accepted.

Contract must contain a provision precluding Consulting Firm from recruiting and/or hiring any employee of Glendale Community College for at least one year from completion of the project.

4) Contractual Protections

a) Indemnity:

The Consulting Firm must hold harmless and fully indemnify GCC, GCC Board of Trustees, officers, employees and agents from all damages or claims for damages, costs or expenses that may at any time arise out of the Consulting Firm's performance of, or failure to perform acts required by the contract documents, including but not limited to infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this proposal.

b) Governing Law and Venue:

In the event of litigation, the Proposal Documents, specifications and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Los Angeles County.

VI. APPENDICES

A. Supported Third Party Software Systems

Module	Platform	Source
Assessment Swap card Content Management System/ My GCC	Windows	CAPP, CLEP, Acuplacer Card Integrators Vision Internet
Diplomas on demand	Windows	Robert A. Dorn and Associates
Enrollment Management	WIN/Filemaker	GCC
Financial Aid	Windows Server/ Microsoft SQL	FAM – Regent Education
Help desk	NT	HEAT - FrontRange Solutions
Document Imaging system	WIN	Stellent/Acorde
IVR (registration & grades)	NT/VAX	EPOS and GCC
Kiosk	Windows/VAX	Netkey and GCC
Library	Sun	Ex Libris - Voyager
Master Calendar	Windows	R25 - CollegeNet
Medical	Windows	Medicare
Oracle Financial	Linux	Oracle
Oracle HR	Linux	Oracle 11.59i
Payroll	Peoplesoft	LA county office of education
SEP & counselor appointment	Windows	SARS Grid
Student loan tracking	Clearinghouse	National Student loan Clearinghouse
Student ID Photos	Windows	
Warrant production	Peoplesoft	LA county office of education
Web registration	NT/VAX	EPOS
WebCT/Blackboard	Windows	WebCT/Blackboard

B. Interfaces to External Systems

Local

State

Cal Grants

CCC Apply

CCC Transcript

Federal

Federal Department of Education

Ed Fund Loan

Return of Title 4 (R2T4)

Sevis

C. Cost Tables

Cost Table 1:

Detailed Cost Table #	PEOPLESOFT Module	Personnel Subtotal	Associated Cost Subtotal	Module Total
2	Recruiting and Admission			
3	Student Records			
4	Academic Advisement			
5	Financial Aid			
6	Student Financials			
7	Curriculum Management			
8	Student Center Checklists, Contacts, Communications			
9	Enrollment Backpack			
10	Faculty and Advisement Centers			
11	Self Service 1098T			
12	Managing Financial Aid			
13	Self-Service Miscellaneous Fees			
14	Others as needed or required			
Total Consulting Costs				

Use the above Cost Table to summarize all costs required for the implementation of the proposed solution described in the RFP. Amounts for each line item in Cost Table 1 must be supported by the referenced detailed Cost Table in Column I. No information shall be included in this summary table that has not been described in a detailed cost table.

Detailed Cost Table Template

Cost Table #	PEOPLESOFT Module: <i>Module Name</i>				
Tasks	Consult Level	# FTE	Cost/Hour/FTE	# Hours	Total Cost
Installations	Project Support				
	Functional Support				
	Technical Support				
	Other				
Analysis	Project Support				
	Functional Support				
	Technical Support				
	Other				
Data Conversion	Project Support				
	Functional Support				
	Technical Support				
	Other				
Setups	Project Support				
	Functional Support				
	Technical Support				
	Other				
Interface Development	Project Support				
	Functional Support				
	Technical Support				
	Other				
Report Development	Project Support				
	Functional Support				
	Technical Support				
	Other				
Testing	Project Support				
	Functional Support				
	Technical Support				
	Other				
Rollout/Go-live	Project Support				
	Functional Support				
	Technical Support				
	Other				
Training	Project Support				
	Functional Support				
	Technical Support				
	Other				
Documentation	Project Support				
	Functional Support				
	Technical Support				
	Other				
Other Tasks	Project Support				
	Functional Support				
	Technical Support				
	Other				
Subtotal Personnel					

Associated costs	Description of costing	
Travel		
Equipment		
Other		
Subtotal Associated Costs		
Module Cost		

Use this template to document the costs for each PeopleSoft module listed on page 18 – one cost template for each PeopleSoft module.

GCC Personnel Time Requirements Table 1 – Summary

GCC PTR Table #	PEOPLESOFT Module	Total Hours
2	Recruiting and Admission	
3	Student Records	
4	Academic Advisement	
5	Financial Aid	
6	Student Financials	
7	Curriculum Management	
8	Student Center Checklists, Contacts, Communications	
9	Enrollment Backpack	
10	Faculty and Advisement Centers	
11	Self Service 1098T	
	Managing Financial Aid	
12	Self-Service Miscellaneous Fees	
13	Others as needed or required	
Total GCC Personnel Hours		

Use the above GCC Personnel Time Requirements (PTR) Table 1 to summarize the level of effort required by GCC personnel to support the implementation of each module. Amounts for each line item in Cost Table 1 must be supported by the referenced detailed Cost Table in Column I. No information shall be included in this summary table that has not been described in a detailed PTR table.

Detailed GCC Personnel Time Requirements Table Template

Tasks	Consult Level	# FTE	# Hours	Total Hours
Installation	Project Support			
	Functional Support			
	Technical Support			
	Other			
Analysis	Project Support			
	Functional Support			
	Technical Support			
	Other			
Data Conversion	Project Support			
	Functional Support			
	Technical Support			
	Other			
Setups	Project Support			
	Functional Support			
	Technical Support			
	Other			
Interface Development	Project Support			
	Functional Support			
	Technical Support			
	Other			
Report Development	Project Support			
	Functional Support			
	Technical Support			
	Other			
Testing	Project Support			
	Functional Support			
	Technical Support			
	Other			
Rollout/Go-live	Project Support			
	Functional Support			
	Technical Support			
	Other			
Training	Project Support			
	Functional Support			
	Technical Support			
	Other			
Documentation	Project Support			
	Functional Support			
	Technical Support			
	Other			

Other	Project Support			
	Functional Support			
	Technical Support			
	Other			
Total GCC Hours for Module				

Use this template to document the time requirements for each PeopleSoft module listed on page 21 – one time requirements template for each PeopleSoft module.