

REQUEST FOR PROPOSALS (RFP) NO. 27-6284
TO
PROVIDE A COMPREHENSIVE FINANCIAL BUDGETING,
PLANNING AND MANAGEMENT SOFTWARE SOLUTION
UNIVERSITY OF HAWAI'I SYSTEM
HONOLULU, HAWAI'I

OCTOBER, 2026

BOARD OF REGENTS
UNIVERSITY OF HAWAI'I
HONOLULU, HAWAI'I

TABLE OF CONTENTS

RFP No. 27-6284 to Provide a Comprehensive Financial Budgeting, Planning and Management Software System for the University of Hawai'i System, Honolulu, Hawaii

NOTICE TO OFFERORS	3
SECTION 1	4
ADMINISTRATIVE OVERVIEW	4
SECTION 2	9
SCOPE OF WORK	9
SECTION 3	18
PROPOSAL REQUIREMENTS	18
SECTION 4	23
CRITERIA TO EVALUATE PROPOSALS	23
SECTION 5	27
SPECIAL PROVISIONS	27
APPENDIX A	33
PROPOSAL LETTER	33
APPENDIX B	34
BUSINESS CLASSIFICATION CERTIFICATION STATEMENT	34
APPENDIX C	36
PRICE NARRATIVE AND COST PROPOSAL	36
APPENDIX D	39
TECHNICAL PROPOSAL FORMAT	39
APPENDIX E	40
MINIMUM QUALIFICATIONS	40
APPENDIX F	41
EXPERIENCE & QUALIFICATIONS / REFERENCES	41
APPENDIX G	42
REQUIREMENTS COMPLIANCE MATRIX	42

IT IS THE RESPONSIBILITY OF ALL OFFERORS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR RFP PACKAGE.

NOTICE TO OFFERORS

The University of Hawai'i RFP No. 27-6284, to Provide a Comprehensive Financial Budgeting, Planning and Management Software System for the University of Hawai'i System, Honolulu, Hawaii, is issued and will be awarded through the State of Hawai'i's electronic procurement system (HlePRO). **All proposal responses must be submitted electronically through HlePRO no later than 2:30 p.m., November 23, 2026.** Proposals received after the due date and time or received in a form other than electronically through HlePRO will not be considered.

Offerors are advised that they should not wait until the last minute to submit their proposal through HlePRO. Offerors are solely responsible for ensuring that their electronic submission through HlePRO is complete and all necessary files are attached to their offeror prior to the RFP due date and time. The University shall not be responsible for any delay or failure of any Offeror to submit any materials updated through the RFP process on a timely basis.

Electronic Procurement

Offerors interested in responding to this electronic solicitation must be registered on HlePRO. To register, visit the following link: https://hiepro.ehawaii.gov/videos/video/vendor_registration.html. Reference the Vendor Quick Reference Guide for additional information at <https://hiepro.ehawaii.gov/static-resources/VendorQuickReferenceGuide.pdf>.

HlePRO will be the system of record for the issuance of the RFP, to receive the proposal requirements, issue Amendments, and make award for the RFP. Amendments and other information and materials provided through HlePRO, may include additions or changes with respect to the due date and time.

Special instructions in HlePRO related to this solicitation are incorporated herein and made a part of this RFP through reference. Offerors shall review all special instructions located in HlePRO.

Questions and Clarifications

All questions and requests for clarifications must be submitted electronically through HlePRO. Questions must be submitted by **October 28, 2026**. Responses will be posted on **November 4, 2026**.

The University may refuse to answer any questions received outside of HlePRO or after the Questions/Answers deadline.

Luis P. Salaveria
Chief Procurement Officer
University of Hawai'i

Posting Date: October 19, 2026

Vendors are responsible for notifying Karlee Hisashima (e-mail: karlee@hawaii.edu) for accessibility concerns related to this RFP.

SECTION 1 ADMINISTRATIVE OVERVIEW

1.1 INTRODUCTION

The University of Hawai'i (University or UH) is soliciting proposals from qualified vendors to provide a comprehensive cloud-based financial budgeting, planning and management software solution designed specifically for higher education institutions. The solution must provide robust, secure, and user-friendly functionality that supports strategic decision-making, enhances operational efficiency, and aligns financial planning with institutional goals.

The University's annual operating budget process must account for requirements and resources across a wide variety of institutions – from an "R-1" research institution to regional baccalaureate institutions to community colleges. This process is grounded in multi-year financial planning, using revenue and expenditure projections across six (6) fiscal years. Core funding sources include State of Hawai'i general funds, tuition and fee revenues, auxiliary revenues, and extramural research funds. Budget development varies by campus but is generally driven by program reviews, departmental planning, and campus-wide and system-wide assessment to ensure alignment with the mission, vision, and strategic plan of the individual campuses and the entire University system.

Budget Drivers. Budget decisions are shaped by external and internal factors. State-level influences include the Governor, Legislature, and regulatory mandates, while federal, county, and community considerations also affect planning. Within the UH System, Board of Regents (the Board) policies and system-wide strategic directives guide priorities. At the campus level, campus-specific strategic plans, program review outcomes, and student needs serve as primary drivers. Budget parameters establish both constraints and aspirational targets for resource allocation.

Campus and Unit-Level Planning and Budgeting. The ten campuses of the UH System, plus the centralized Systemwide Administration, formulate their respective operating budgets using their own processes while following overall strategic direction from UH leadership. These organizations are further divided into various schools or units, with their own governance structures and budget and planning processes.

Board of Regents Approval. Once the individual campuses (plus Systemwide Administration) have created their operational expenditure plans, they are aggregated into a single document for review and revision by the UH Executive team before submission for approval by the University's Board of Regents. After approval, quarterly budget-to-actual reports are provided to the Board.

Multi-year Financial Forecast. The Board of Regents also review a six-year financial forecast for the University. This multi-year forecast is based off of the current fiscal year expenditure plan as well as additional assumptions made by systemwide and campus leadership.

Need for a Software Solution. Currently, much of the budget process relies on manual data consolidation, spreadsheets, and decentralized tools, which limits efficiency, transparency, and real-time analysis. A modern financial budgeting, planning, and management software solution is needed to streamline workflows, improve data accuracy, support multi-year forecasting, enhance scenario modeling, and strengthen communication across units. Such a

system will enable UH to make more informed, timely, and strategic financial decisions while increasing accountability and alignment with institutional priorities.

This Request for Proposal (RFP) outlines the University's expectations for a cloud based, single integrated platform, with multiple end-user interface options that are intuitive, accessible, and specific to higher education institutions. The selected vendor shall collaborate closely with the University stakeholders to deliver timely, accurate, and trusted results, reflecting best practices in budget methodologies, forecasting, and strategic financial planning for higher education institutions.

The intent of this RFP is to award a three-year contract to a responsible offeror, whose proposal, conforming to this RFP, best meets the University's requirements, and is most advantageous to the University, price and other factors considered.

The University intends to award a contract with an initial term of three (3) years. For evaluation purposes only, Offerors shall provide a five (5)-year total cost of ownership, inclusive of the initial term and optional extensions. Evaluation will be based on the total evaluated cost as defined in this RFP.

1.2 AUTHORITY

This RFP is issued under the provisions of the Hawai'i Revised Statutes, Chapters 103 and 103D. All prospective Contractors are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective Contractor shall constitute admission of such knowledge on the part of such prospective Contractor.

1.3 RFP ORGANIZATION

This RFP is organized into the following sections:

Section 1, Administrative Overview -- Provides Offerors with general information on the objectives of this RFP, procurement schedule, and procurement overview.

Section 2, Scope of Work -- Provides Offerors with a general description of the tasks to be performed, delineates University and Contractor's responsibilities, and defines deliverables.

Section 3, Proposal Requirements -- Describes the required format and content for the Offeror's proposal.

Section 4, Criteria to Evaluate Proposals -- Describes how proposals will be evaluated by the University of Hawai'i.

Section 5, Special Provisions -- Provides Offerors the additional, special terms and conditions under which the work will be performed.

1.4 SCHEDULE OF KEY DATES

The schedule of key dates set forth herein represents the University's best estimate of the schedule that will be followed. Any of the dates listed below may be changed at any time at the sole discretion of the Director, Office of Procurement Management:

RFP Advertised and Issued	<u>October 19 , 2026</u>
Closing Date for Submission of Questions	<u>October 28, 2026</u>
University Response to Offeror's Questions	<u>November 4, 2026</u>
Closing Date for Receipt of Proposals	<u>November 23, 2026</u>
Proposal Review Period	<u>November 23-December 1, 2026</u>
Contractor Short List Announcement	<u>December 2, 2026</u>
Demonstrations & Presentation (if required)	<u>December 3-24, 2026</u>
Closing Date for Submittal of Best and Final Offers (if required)	<u>To be determined</u>
Best and Final Offer Review Period (if required)	<u>To be determined</u>
Offeror Selection and Start of Award Process	<u>January 2027 (tentative)</u>
Contract Start Date	<u>To be determined</u>

1.5 SUBMISSION OF QUESTIONS

Offerors may submit questions via HlePRO. The deadline for submission of questions is no later than 2:30 p.m., Hawai'i Standard Time, on **October 28, 2026**.

Responses to questions submitted via HlePRO will be made no later than 4:30 p.m., Hawai'i Standard Time, on **November 4, 2026**.

1.6 SUBMISSION OF PROPOSALS

Offerors shall read, complete, and submit all required information as specified in the Request for Proposal. All proposals must be submitted via HlePRO by the date and time specified on the NOTICE TO OFFERORS. No hardcopy proposals will be accepted.

1.7 COSTS FOR PROPOSAL PREPARATION

Any costs incurred by Offerors in preparing or submitting a proposal shall be the Offeror's sole responsibility.

1.8 DISQUALIFICATION OF PROPOSALS

The University reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

An Offeror may be disqualified and the proposal may be automatically rejected for any one or more of the following reasons:

1. The proposal shows any noncompliance with applicable laws.
2. The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
3. The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
4. The Offeror is debarred or suspended.

1.9 PROCUREMENT OFFICER

This RFP is issued by the Office of Procurement Management, University of Hawai'i. The Procurement Officer responsible for overseeing the contract is Karlee Hisashima, Interim Director of the Office of Procurement Management.

1.10 TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The individual listed below is the Technical Representative of the Procurement Officer (TRPO):

Belinda Johnson
Director of Budgeting
Administrative Services Building 1
Room 101
2442 Campus Road
Honolulu, Hawaii 96822
Telephone: (808) 956-7323
Email: Belinda.johnson@hawaii.edu

1.11 ISSUING OFFICER

The individual listed below is the issuing officer and the official contact for all communication regarding this RFP:

Karlee Hisashima, Interim Director
Office of Procurement Management University of Hawai'i
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822

Phone: (808) 956-8687
Email: karlee@hawaii.edu

1.12 CHANGES TO CONTRACTOR'S FEE

If any invoiced amount is determined to be improper or unsupported, Contractor shall refund such amount within thirty (30) days of written notice.

1.13 RFP AMENDMENTS

The University reserves the right to amend the RFP any time prior to the closing date for best and final offers.

1.14 AWARD ON INITIAL PROPOSALS

The University may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Offeror's best terms.

1.15 AVAILABILITY OF FUNDS

Offerors are advised that the award of this contract is contingent upon availability of funds. If funds are not available, the University reserves the right not to make an award of this contract.

1.16 NOTICE TO PROCEED

The University shall not be responsible for work done, even in good faith, prior to the University's Notice to Proceed unless specific provisions are made in the contract.

1.17 RFP SUBMITTALS BECOME PROPERTY OF THE UNIVERSITY

All proposals and other material submitted shall become the property of the University and may be returned only at the University's option.

SECTION 2 SCOPE OF WORK

2.1 PURPOSE

To obtain the services of a CONTRACTOR to provide a comprehensive cloud-based financial budgeting, planning and management software solution designed specifically for higher education institutions and capable of being integrated with the University's Kualii Financial System, and Oracle PeopleSoft System. The solution must provide robust, secure, and user-friendly functionality that supports strategic decision-making, enhances operational efficiency, and aligns financial planning with institutional goals.

2.2 BACKGROUND

The University of Hawai'i (University) is the State's system of public post-secondary education, including ten (10) campuses and seven (7) education centers located across the islands of Kaua'i, Lāna'i, O'ahu, Moloka'i, Maui, and Hawai'i. Total student enrollment is approximately 50,000, with about 10,000 faculty and staff distributed throughout various statewide locations.

The 2023–2029 University of Hawai'i Strategic Plan outlines the system's guiding imperatives:

- Fulfill kuleana (responsibility) to Native Hawaiians and Hawai'i
- Develop successful students for a better future
- Meet Hawai'i's workforce needs for today and tomorrow
- Diversify Hawai'i's economy through UH innovation and research

To effectively advance these imperatives and ensure responsible stewardship of its resources, UH requires a modern financial planning and reporting infrastructure that supports informed, strategic decision-making. As the university continues to expand educational access, strengthen Native Hawaiian success, meet evolving workforce needs, and drive research and innovation, its financial system must provide timely insights, operational efficiency, and the ability to model complex scenarios. A comprehensive cloud-based financial budgeting, planning and management software solution designed specifically for higher education will enable UH to align its budgeting processes with institutional goals, enhance transparency, and support long-term financial sustainability in alignment with the University's Strategic Plan.

The University utilizes the Kualii Financial System (KFS or Kualii) as its systemwide financial management system. KFS was purpose-built by a consortium of higher education, and is currently supported by Kualii, Inc. together with the current set of institutional KFS partners. While KFS has some capability to support systemwide budget planning and management functions, the limitations of the budgeting portion of KFS, along with inconsistent implementation, has resulted in the current budget preparation and execution process that is mostly manual.

The University also utilizes Ellucian Banner for its student information system and Oracle PeopleSoft for its human resources. The budgeting and planning software solution should be communicative if not integrated with these systems.

2.3 DEFINITIONS

- A. **CONTRACT** – The written agreement between the parties, including but not limited to the Request for Proposal (“RFP”) and its specifications, terms, and conditions; solicitation addenda and contract amendments, if any; and will be the resulting Contract for the software solution.
- B. **CONTRACTOR** – The person or the Organization with whom the UNIVERSITY has contracted to provide services and receive rights pursuant to this CONTRACT.
- C. **OFFEROR** – Any respondent to this RFP. The successful OFFEROR becomes the CONTRACTOR. Statements referring to the term “Offeror” generally indicate requirements by any respondent, which must be included in its proposal. Statements referring to “Contractor” generally indicate requirements that will become contractual obligations.
- D. **PROPOSAL** – The OFFEROR’S response to the RFP.
- E. **RFP** – The University of Hawai’i System request for proposal 27-6284 to provide a comprehensive cloud-based financial budgeting, planning and management software solution.
- F. **UNIVERSITY/UH** – The corporate entity known as the University of Hawai’i, inclusive of all ten campuses.
- G. **VENDOR** – A company contracted or subcontracted to provide services to the UNIVERSITY and/or to receive DATA from the UNIVERSITY, including all its officers, employees, agents, and representatives.

2.4 MINIMUM QUALIFICATIONS OF OFFEROR

This RFP seeks to provide a comprehensive financial budgeting, planning and management software system solution. Accordingly, prospective Offerors must conform to the following minimum qualifications and provide the required information to be considered for award. Offerors shall complete Appendix E, Minimum Qualifications, to establish that all minimum qualifications have been met.

Proposals should demonstrate:

- A. A minimum of five (5) years of continuous experience in providing financial budgeting, planning and management software solutions for higher education institutions of comparable size and scope to the UH system.
- B. Demonstrated experience integrating financial or planning systems with enterprise resource planning (ERP) and/or human resource systems in higher education or similarly complex environments. Experience with Kuali Financial System (KFS) and/or Oracle PeopleSoft is preferred but not required.

The proposed solution must support integration with the University’s enterprise systems

environment, including KFS and Oracle PeopleSoft, through commercially reasonable methods such as APIs, middleware, flat-file exchange, or other standard integration approaches.

Native or prebuilt integrations are preferred but not required.

Offerors shall clearly describe:

- Integration approach

Required tools or middleware

- Data dependencies
- Implementation timeline
- Any additional costs

- C. Evidence of compliance with secure data transfer protocols, user authentication and data encryption, and applicable data privacy regulations.
- D. Examples of ease of use for both financial staff and non-financial budget “end users”.
- E. Examples that feature native, interactive data visualization tools (e.g., dashboards with charts, graphs, and heat maps) that allow non-financial end users to interpret department budgets without manual manipulation.

2.5 TECHNICAL / FUNCTIONAL / OPERATIONAL REQUIREMENTS

The selected Offeror (CONTRACTOR) will be responsible for providing software, implementation services, training, documentation, and ongoing support for a cloud-based software solution that includes, at minimum, the following key components:

A. General Requirements

1. Ability for the system to be modified, maintained and run primarily by the University’s finance staff, with minimal coding requirements, and minimal IT intervention and support.
2. Ability to adapt to institutional change, including end-user or administrator control over budget and strategic modeling structures (e.g., entities, accounts, hierarchies, and calculation methodologies) without vendor reconfiguration or redevelopment.
3. Ease of use for both financial staff and non-financial budget “end users”.
4. Ability to integrate budget automation, workflow, short- and long-range financial planning, and financial reporting in one solution.
5. Role-based user access (approximately 400 fiscal administrators throughout the campuses, plus 30 supervisors at the campus administration level, and another 10 at the system administration level)
6. Approval routing and audit trails.
7. Commenting or notes functionality for collaboration.

8. Strong provider support for initial implementation and project mapping, and ongoing technical support.

B. Key Features

1. Budgeting and Forecasting

- a. Deliver a budgeting platform with built-in workflows to support request and approval processes, task assignments, and notifications. The workflow should be configurable and include the ability to lock out changes based on workflow, time line, and permissions.
- b. Utilize existing chart of accounts and trees from the University's system to build bottom-up models, plans and budgets. Able to synchronize with financial and personnel structural data from KFS and PeopleSoft.
- c. Forecast future years of financial performance based on previous actual results and current/working budgets.
- d. Provide role-based security to ensure appropriate access to budget data and functionality.
- e. Enable the automation of budgeting processes, reducing reliance on manual spreadsheets.
- f. Ability to integrate budget automation, workflow, short- and long-range financial planning, and financial reporting in one solution.
- g. Enable forecasts based on actual trends and/or user defined assumptions.
- h. Ability to create assumption sheets/guidelines to develop multi-year forecasts. These assumptions may or may not be based on prior or current assumptions.
- i. Provide performance to ensure iterative "what if" analysis results are quickly accessible even when scenarios are performed on large data sets.
- j. Provide user-friendly input functionality for department budget specialists, deans, division/department chairs, campus budget offices, vice chancellors, chancellors, and systemwide management.
- k. Facilitate collaboration across departments, enabling decentralized budget entry with centralized oversight.
- l. Operating and capital budgeting capabilities.
- m. Line-item detail and account-level tracking. Account structures and coding structures currently supported under KFS should be directly supported without the requirement for translation nor transformation.

- n. Multiple fund types, means of financing, and sources of funds for units and for individual positions.
- o. Ability to create and manage multiple budget versions (original, revised, forecasted).
- p. Ability to adjust assumptions and variables system-wide and within an institution. Support for fringe benefit rates and indirect cost elements.
- q. Scenario modeling and multi-year forecasting (minimum six (6) years).
- r. Ability to import actual expenditure data from KFS. Integration with historical actuals for trend and variance analysis.
- s. Create and manage budgets at multiple organizational levels (campus, school, department, program, etc.) with the ability to “roll up” or aggregate budgets up the organizational structure, including to the campus and systemwide level. Conversely, also be able to drill down from any aggregate level to the lowest (budgeted) organizational level.
- t. Support for capacity and workload budgetary measures that Banner or other data sources may be provided that may be useful to support budget construction and implementation.
- u. Support transfers between various organizational units, including workflow approvals for the providing and receiving entities.

2. Reporting and Analytics

- a. Integrate financial, general ledger, and human resources data for a comprehensive view of institutional finances from KFS and PeopleSoft. To the extent possible and practical, this should also include integration with data systems and sources related to extramural research efforts supported by the Research Corporation of the University of Hawai'i (RCUH).
- b. Capable of developing a full range of financial reports, including statement of activities, balance sheet, and statement of cash flows. Reports should be configurable by UH users without significant, if any, support by the vendor.
- c. Provide a delivery system for reports and the ability to “push” reports to specified users on a scheduled or as-needed basis.
- d. Support real-time or near real-time data refreshes to improve decision-making.
- e. Reporting capabilities for budget-to-actuals, summaries, and variance analysis.
- f. Ability to easily drill down through reports to source data.
- g. Workflow management capabilities.
- h. Provide dashboards and visualizations that promote transparency and accessibility of financial data.

- i. Ability to generate reports by fund, organization, and account hierarchy.
- j. Enable end-user visibility to budget status, expenditure activity, and other, user defined “dashboard” metrics.
- k. Streamline financial reporting to reduce manual data compilation and support compliance requirements.
- l. Budget to actual variance reports using KFS as the source for actuals.

3. Strategic Financial Planning

- a. Provide tools for multi-scenario financial modeling and develop mid- and long-term financial plans that are stress tested to align plans with strategic priorities.
- b. Provide capability to track multiple “what-if” scenarios with reports available to compare differences, including parameter differences.
- c. Enable the creation of driver-based models for revenue and expense forecasting.
- d. Support GAAP-based financial statement development.
- e. Calculate and display the Composite Financial Index (CFI) to assess financial health.
- f. Deliver executive-level dashboards to communicate long-term financial plans and key performance indicators.
- g. Model effects of changing internal assumptions, and mix and match assumptions and initiatives to compare different scenarios.
- h. Ability to manage multiple scenarios and conduct “what if” analysis

4. Tuition Revenue Planning

- a. Align tuition and fee data to create accurate tuition and revenue projections.
- b. Model the financial impact of variables such as enrollment changes, tuition rates, discount rates, and the introduction of new programs.
- c. Enable scenario analysis to understand the sensitivity of revenue to multiple factors.
- d. Provide dashboards to communicate projections to stakeholders.

5. Labor Planning

- a. Integrate with the University’s human resources and position control data in Oracle PeopleSoft to support detailed salary and benefit planning.

- b. Incorporate assumptions for future rates and other drivers into labor cost forecasting.
- c. Support integration of labor costs into the broader budget and forecast models.

C. Technical / Integration Requirements

The proposed solution must support integration with the University's current enterprise environment, including Kuali Financial System (KFS) and Oracle PeopleSoft, through standard APIs, flat-file exchange, middleware, batch import/export, or other commercially reasonable integration methods. Prebuilt native integration is preferred but not required. Offerors shall describe their proposed integration approach, required middleware or third-party tools, implementation assumptions, data dependencies, timing, and any additional costs.

1. Support secure data transfer protocols and comply with all applicable data privacy regulations.
2. Provide data integration with external sources or sub-models (e.g. general ledger, payroll system, Excel, Ethos).
3. Ensure system scalability and performance to support growth in users and data volume.
4. Cloud-based solution (SaaS).
5. Accessible from mobile devices, to the extent that system capabilities are functional given the limitations of mobile device display size.
6. Accessible from Microsoft Windows, Linux, and Mac OS X end user environments.
7. System performance suitable for quarterly and year-end closing procedures.
8. Configurable data transformation and validation processes.
9. Secure user authentication and data encryption.
10. Web-based access with secure authentication and role-based permissions. Access levels should be sufficiently granular to define and authorize access consistent with the responsibilities of the individual end user.
11. SOC 2 Type II compliance for any SaaS or hosted solution.
12. Support for single sign-on (SSO) using the University's ID management system. The system shall not require the creation and use of independent sign-on credentials. The system should obtain the appropriate role@campus data from the University's ID management system and enforce security policies that will segregate data by campus and role.
13. Exportable data formats (Excel, PDF, CSV).
14. Support for importing and exporting data via Excel and CSV for select use cases.

15. Browser- and device-agnostic web interface.

16. Audit trails to record users' and administrators' activities and be protected from tampering and deletion of both the application and database layer.

D. Implementation, Training, and Post-Implementation Support Requirements

1. Provide a detailed implementation plan, including timelines, key milestones, and resource requirements. The plan should be based on a three-year agreement.
2. Provide an implementation delivery model that includes whether implementation services are provided directly by the software vendor or through third-party partners.
3. Description of how accountability, knowledge transfer, and long-term success will be supported through implementation and post-go-live support.
4. Description of user training for finance, department-level, and executive users.
5. Provide comprehensive system documentation for administrators and end users.
6. List data feeds required from University data systems.
7. Proposed project staffing and University resource requirements.
8. Overview of change management and user adoption strategy.
9. Description of availability of backup, redundant, and disaster recovery/business continuity plans and facilities.
10. Description of ongoing technical support services, and regular software updates to maintain functionality and security.
11. Description of operational exit provisions available to the University at termination or end of the contract term, including assurances for data export and archive.

E. Deliverables

1. Fully implemented financial reporting and planning solutions integrated with Quali Financial System, and Oracle PeopleSoft System.
2. Documentation of workflows, configurations, and integration points.
3. User training materials and sessions.
4. Post-implementation support plan.

2.6 REFERENCES

- A. Offeror shall provide THREE (3) references from higher education institutions comparable to the University in overall student headcount and workforce, and have benefited from

financial budgeting, planning and management software solutions provided by the vendor. The various funding streams available to UH should also be considered: state general funds, tuition revenue, auxiliary operations, and extramurally funded research activities. The Offeror is highly encouraged to select references whose institutions utilize Kuali Financial System (KFS) and Oracle PeopleSoft as their financial and human resources management systems. The Offeror shall provide the name of the institution, address, contact persons and positions, phone numbers, email address, and full-time equivalent of the institution.

The University may at its sole discretion contact the references to determine the Offeror's expertise and knowledge in providing a comprehensive, cloud-based financial budgeting, planning, management software solution for public systems of higher education institutions of similar size.

SECTION 3 PROPOSAL REQUIREMENTS

3.1 INTRODUCTION

This section indicates the proposal requirements for this RFP which shall be submitted by the deadline set for submission of proposals. Fulfillment of all proposal requirements listed is mandatory for consideration of proposals.

The Proposal shall include the following subsections.

Appendix	Purpose
A	Proposal Letter
B	Business Classification
C	Price Narrative and Cost Proposal
D	Technical Proposal
E	Minimum Qualifications & Experience
F	Qualifications/References
G	Requirements Compliance Matrix

Offeror's proposal should include each of the appendices and shall be placed in the order provided in sections 3.2 through 3.8 below.

3.2 PROPOSAL LETTER (Appendix A)

The Proposal Letter shown in Appendix A shall be signed by an individual authorized to legally bind the Offeror, dated, and be affixed with the corporate seal (if a corporate seal is available). If said individual is not the corporate president, evidence shall be submitted showing the individual's authority to bind the corporation. The fully executed proposal letter shall be submitted along with the proposal.

3.3 BUSINESS CLASSIFICATION (Appendix B)

Offerors shall complete and submit the Business Classification Certification Statement document with the proposal.

3.4 PRICE NARRATIVE AND COST PROPOSAL (Appendix C)

Offerors shall submit Appendix C (Price Narrative and Cost Proposal) which shall provide a detailed explanation of pricing assumptions, cost drivers, escalation rates, optional services, and pricing dependencies.

3.5 TECHNICAL PROPOSAL (Appendix D)

The Offeror shall provide details on how their solution meets the proposal requirements of the University as referred to in Section 2.5, and shall also address specific requirements as follows:

A. Proposed Solution Summary

Describe how the Offeror will address all of the requirements by outlining the functionality of the system, including but not limited to:

1. Basic system design and operation.
2. Description of how high-level administrators, budget office, colleges, and departments interact with the system to conduct annual budgeting, multi-year planning, scenario planning, analytics and reporting.
3. Estimate the University resources and skill level necessary to maintain the system.
4. Provide how departmental users will interact with the system to access and use reports and/or dashboards.

B. Implementation

Describe the implementation process and support, including, but not limited to:

1. Description of Offeror's implementation process, including work breakdown structure with a timeline and milestones.
2. List typical policy and procedure decisions needed by the University to complete implementation.
3. List data feeds required from University data systems.
4. Identify key Contractor and University staff required for the implementation and their relevant qualifications and experience.
5. Describe how you will staff the implementation using partners or internal resources.
6. Estimated schedule for completion of implementation from contract award and notice to proceed.
7. Estimate University resources and skill level needed to maintain the system.
8. Identify who is responsible for post implementation support, and how this is determined.
9. Describe whether features can be upgraded, and types of upgrades released.
10. Describe whether platform features can be upgraded with new features and describe the types of upgrades released.
11. Note any intention to use a subcontractor for system implementation.

C. Architecture and Integration

Describe in detail how the University's data will flow through the application, and the key advantages of your technical application architecture.

D. IT Security and Risk Management

1. Describe approach to system security.
2. Describe how security incident responses are handled.
3. Describe approach to disaster recovery.
4. Describe audit capabilities of the system.
5. Describe approach to data encryption.
6. Confirm proper handling of protected and regulated classes of data per University of Hawai'i Data Governance policies, e.g., employee data, Protected Health Information (PHI).
7. Confirm the system is PCI compliant.
8. Describe approach to secure single sign-on.
9. Describe how updates and upgrades are managed.

E. Training

Describe training required for University staff (both finance and non-finance) in order to effectively administer, use, and support the system, including, but not limited to:

1. Training for the project implementation team. Specify where and when the training will be provided during the implementation process.
2. Initial or required training for system administrators, database administrators, "power users", and end users.
3. Describe proposed training plan, and provide estimates of how long it typically takes users in the various roles to become comfortable with your product based on previous implementations for other higher education clients.
4. Note any intention to use a subcontractor for system integration or training.

F. Support and Maintenance

Provide a detailed description of the nature and levels of support channels available during and after the implementation, including, but not limited to:

1. Options for telephone, email, and online support.
2. Response times for each channel.
3. Support escalation path for unresolved or emergency issues.
4. Delivery method and frequency of future upgrades/product enhancements.

5. Services for adding data elements and corresponding reports.
6. Specify nature, costs, and conditions of any post-implementation support.

G. License and Maintenance Agreements

Append sample license and maintenance agreements/contracts to the proposal for all components and recommended solution.

3.6 MINIMUM QUALIFICATIONS (Appendix E)

The Offeror Minimum Qualifications shown in Appendix E and referred to in Section 2.4 shall be submitted together with all of the required supporting documentation to establish that all minimum qualifications have been met.

3.7 EXPERIENCE & QUALIFICATIONS (Appendix F)

Offeror shall provide organizational information relevant to the University's decision-making process to support Offeror's ability to deliver a comprehensive cloud-based financial budgeting, planning and management software solution designed specifically for higher education institutions.

Offeror shall provide THREE (3) references from higher education institutions comparable to the University in student headcount and workforce, and have benefited from a comprehensive cloud-based financial budgeting, planning and management software solutions provided by the vendor. The various funding streams available to UH should also be considered: state general funds, tuition revenue, auxiliary operations, and extramurally funded research activities. The Offeror is highly encouraged to select references whose institutions utilize Kuali Financial System (KFS) and Oracle PeopleSoft as their financial and human resources management systems. The Offeror shall provide the name of the institution, address, contact persons and positions, phone numbers, email address, and full-time equivalent of the institution.

The University may at its sole discretion contact the references to determine the Offeror's expertise and knowledge in providing a comprehensive, cloud-based financial budgeting, planning and management software solution for higher education institutions of similar size.

3.8. REQUIREMENTS COMPLIANCE MATRIX (Appendix G)

Offerors shall complete the Requirements Compliance Matrix (Appendix H) to clearly indicate the extent to which the proposed solution meets each requirement specified in this RFP. For each requirement, Offerors must identify whether they comply ("Yes" or "No"), provide a concise description of how the requirement is met, and reference the specific section(s) of their proposal supporting the response.

The Compliance Matrix will be used by the evaluation committee to validate technical responsiveness, ensure consistency across proposals, and support a fair and transparent evaluation process. Failure to complete the matrix in its entirety, provide sufficient detail, or accurately represent compliance may result in a lower evaluation score or the proposal being deemed non-responsive.

SOLUTION DEMONSTRATION

At the University's option, up to FOUR (4) of the Offerors, based on highest initial proposal evaluation score, shall be invited to provide an in-person demonstration to the evaluation committee, to demonstrate each Offeror's proposed system, and demonstrate how its solution provides the best available option for the University. Offerors may, at its option, include one or more remote participants in the demonstration although Offerors shall ensure that any key customer relationship and service delivery leads are available in-person. Each offeror demonstration shall be allowed up to a half-day, subject to the schedule of the University's evaluation committee. Additional time may be allotted for questions and answers if the University's evaluation committee deems it to be in the University's best interest.

SECTION 4

CRITERIA TO EVALUATE PROPOSALS

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. A contract will be awarded to the responsible Offeror whose written proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors set forth in this RFP.

Proposals will be examined for quality of recommendations to determine the effectiveness of the proposal in meeting University requirements for a comprehensive financial budgeting, planning and management software system, including but not limited to the proposals responsiveness to all specifications, quality of the Offerors products or services, ability to perform the services, and general responsibility as evidenced by past performance. Price and discounts, although a factor, will not be the sole determining factor in award of the contract.

4.1 REVIEW OF MINIMUM REQUIREMENTS

In order to be considered for evaluation, a submitted proposal must be complete and meet all required components.

The purpose of this phase is to determine whether an Offeror's proposal is sufficiently responsive to the RFP to permit a complete evaluation. Each proposal will be reviewed for responsiveness. Failure to meet the minimum requirements will be grounds for deeming the proposal nonresponsive to the RFP and rejection of the proposal. Only those proposals meeting the minimum requirements will be considered for evaluation.

A. MINIMUM REQUIREMENTS FOR THE PROPOSAL

- Appendix A, Proposal Letter
- Appendix B, Business Classification
- Appendix C, Price Narrative and Cost Proposal
- Appendix D, Technical Proposal
- Appendix E, Minimum Qualifications & Experience
- Appendix F, Qualifications/References
- Appendix G, Requirements Compliance Matrix

4.2 EVALUATION PROCESS

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. A contract will be awarded to a responsive, responsible Offeror whose proposals are determined in writing to be the most advantageous to the University taking into consideration the evaluation factors set forth in this RFP.

A committee will conduct an evaluation of all proposals which meet the minimum requirements and will collectively score each proposal submitted.

An initial evaluation of all proposals received shall be conducted based on the criteria set forth below in Section 4.2.1, Initial Evaluation. Each individual on the evaluation committee will provide scores for each Offeror not to exceed the maximum number of points allowed for the

initial evaluation. The University will select the top FOUR (4) Offerors receiving the highest total score for the initial evaluation.

The top FOUR (4) Offerors as determined by the initial evaluation shall be required to give a live presentation of their proposal to the evaluation committee. The University shall contact the top three offerors of the initial evaluation to schedule a date and time for the web-based presentations.

The final evaluation shall be based on the criteria set forth below in Section 4.2.2, Final Evaluation. Each individual on the evaluation committee will provide scores for each Offeror not to exceed the maximum number of points allowed for the final evaluation. The score of the evaluation committee will be totaled for each Offeror).

The University reserves the right to bypass the initial evaluation and move straight into the final evaluation in the event that only three proposals or less are received.

4.2.1 INITIAL EVALUATION CRITERIA AND POINT ALLOCATION:

Proposals will be initially evaluated based on a total of 100 points as follows:

A) Technical Solution and Approach – 30 points

Evaluation will be based on the Offeror's demonstrated ability to meet the functional and technical requirements of the RFP:

- Alignment with budgeting, forecasting, and financial planning requirements (10 points)
- System architecture, scalability, and configurability (5 points)
- Integration capability with enterprise systems (e.g., KFS, PeopleSoft, or equivalent) (5 points)
- Data management, reporting, and analytics functionality (5 points)
- Implementation methodology, including timeline, milestones, and risk mitigation (5 points)

B) Experience and Qualifications – 20 points

Evaluation will be based on:

- Experience implementing similar systems in higher education and/or public sector environments (5 points)
- Strategic commitment to higher education (5 points)
- Qualifications and experience of proposed key personnel (5 points)
- Demonstrated success with comparable project size, scope, and complexity (5 points)

C) Project Management and Support – 15 points

Evaluation will be based on:

- Project governance structure and communication approach (5 points)
- Staffing plan and resource availability (5 points)
- Ongoing support model, including help desk, training, and maintenance (5 points)

D) Data Security and Compliance – 10 points

Evaluation will be based on:

- Compliance with industry security standards (e.g., SOC 2, ISO 27001) (4 points)
- Data protection, privacy controls, and access management (3 points)
- Disaster recovery and business continuity capabilities (3 points)

E) Cost Proposal – 15 points

Cost proposals will be evaluated using the Total Evaluated Cost identified in Appendix C.

The University reserves the right to:

Adjust evaluated cost for completeness
Reject incomplete or unclear pricing
Require clarification

Formula:

Points will be awarded using the following formula:

$$(\text{Lowest Responsive Cost} \div \text{Offeror Cost}) \times 15 = \text{Score}$$

$$(\text{Lowest Responsive and Responsible Total Evaluated Cost} \div \text{Offeror's Total Evaluated Cost}) \times 15 = \text{Cost Score}$$

The Offeror with the lowest responsive and responsible Total Evaluated Cost will receive the full fifteen (15) points.

Example:

Offeror A Total Cost: \$10,000 (Lowest Cost)
Score: $(10,000 \div 10,000) \times 15 = 15.00$ points

Offeror B Total Cost: \$15,000
Score: $(10,000 \div 15,000) \times 15 = 10.00$ points

Offeror C Total Cost: \$25,000
Score: $(10,000 \div 25,000) \times 15 = 6.00$ points

F) Past Performance and References – 10 points

Evaluation will be based on:

- Quality and relevance of references for similar projects (5 points)
- Demonstrated record of successful implementation and customer satisfaction (5 points)

Total Possible Points for Initial Evaluation: 100

4.2.2 DEMONSTRATION AND FINAL EVALUATION:

The University's evaluation committee will select the top FOUR (4) Offerors receiving the highest total score for the initial evaluation. If fewer than FOUR (4) Offeror proposals are acceptable, then the University may, at its option, proceed with fewer than FOUR (4) Offeror proposals through the remainder of the evaluation process.

Those Offerors selected shall be required to provide a live demonstration of their proposal to the evaluation committee, as set forth in Section 3.10. Up to 20 points may be awarded in addition to the initial evaluation to determine an Offeror's final score.

A) Initial Evaluation Score – Maximum 100 points

B) Solution Demonstration (20 Points)

Evaluation will be based on:

- Ease of use by end users and administrators (5 points)
- Responsiveness (5 points)
- Other factors as may be determined by the evaluation committee (10 points)

4.3 AWARD OF CONTRACT

Award of the contract, if awarded, shall be made to the Offeror receiving the highest total score after the final evaluation. The University reserves the right to bypass the initial evaluation and move straight into the final evaluation in the event that only three or fewer acceptable proposals are received.

SECTION 5 SPECIAL PROVISIONS

5.1 SCOPE

Providing a comprehensive financial budgeting, planning and management software solution for the University of Hawai'i, shall be in accordance with the terms and conditions of RFP No. 27-6284 and the General Provisions dated September, 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement Management, University of Hawai'i, 1400 Lower Campus Road, Room 15, Honolulu, Hawai'i 96822 or the General Provisions may be viewed at: <https://www.hawaii.edu/procurement/vendor-info/terms-and-conditions/general-provisions-for-goods-and-services/>

5.2 REFERENCES

The University reserves the right to contact the references named in Appendix F, REFERENCES, and to reject a proposal submitted by any Offeror whose performance on other projects has been unsatisfactory.

5.3 TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Belinda Johnson, Director, University of Hawaii Budget Office, University of Hawai'i System, Email: Belinda.johnson@hawaii.edu

5.4 OPENING OF PROPOSALS

Proposals will be opened at the date and time specified in Section 1, Subsection 1.4, SCHEDULE OF KEY DATES, or as amended, at the proposal submittal office. The proposal opening will not be open to the public. Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties.

5.5 CANCELLATION OF RFP

The University reserves the right to cancel the RFP when in the University's opinion, such cancellation is in the best interest of the University.

5.6 BEST AND FINAL OFFERS

The University reserves the right to conduct discussions and request Best and Final Offers (BAFOs) in accordance with applicable procurement regulations. All Offerors in the competitive range shall be treated fairly and equally.

The University may request clarifications for the purpose of resolving minor ambiguities. Clarifications shall not be used to materially alter proposals.

5.7 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

5.8 CONFIDENTIAL INFORMATION

Offeror shall request in writing nondisclosure of designated trade secrets or other proprietary data to be confidential. The data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

5.9 TERM

a. Implementation

The contract shall commence on the date designated in the Notice to Proceed with implementation and satisfactory operation of the system to be completed within TWELVE (12) to EIGHTEEN (18) consecutive months from the date designated in the Notice to Proceed.

b. Annual Software and Maintenance

The initial term of the software and maintenance portion of the contract shall be for a period of THREE (3) years. It is the University's preference that the software and maintenance term commence upon the successful implementation and acceptance of the system by the University. The prices shall remain firm for the initial term in accordance with the prices provided in the Contractor's cost proposal. Thereafter, the contract may be renewed for two additional one-year periods, upon mutual agreement in writing, subject to the terms and conditions of the contract. The contract prices shall remain firm for the renewal periods in accordance with the prices provided in the Contractor's cost proposal.

The University reserves the right to terminate the contract at any time, after the first year, upon THIRTY (30) days' written notice.

5.10 LITIGATION

To the best of its knowledge, the Contractor, its officers, directors, stockholders, agents, or employees are not subject to, or threatened by, any litigation or administrative proceeding before any court or administrative body that would have a material adverse effect on the Contractor's ability to perform under this contract.

5.11 CONTRACTOR AS EMPLOYER

The Contractor shall comply with all applicable Federal and State laws governing employment and shall require all subcontractors to comply with such laws.

- A. All services offered shall be in conformance with the parameters of the Contract. Any work which extends beyond the scope of this RFP must be approved by the University.
- B. The Contractor, its officers, directors, stockholders, agents, employees, and subcontractors, shall not act or be considered as employees of University nor be entitled to any benefits or privileges accorded to public employees. The status of the Contractor with respect to the Contract shall be one of an independent contractor.
- C. The Contractor shall remove persons from work relating to the Contract, if they are incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable or if their

continued employment is contrary to the best interest of the University and its employees.

- D. The Contractor shall inform the University of changes in its key personnel or those of a subcontractor involved in the administration of the Contract.
- E. Contractor shall not subcontract material portions of the work without prior written approval. Subcontractors identified in the proposal are deemed approved unless otherwise specified.

5.12 INSURANCE

Contractor shall, and shall ensure that all Contractor Agents shall, during the entire term of the contract, at no cost to University, procure and maintain, or cause to be procured and maintained, the following insurance described below, issued by an insurance company or companies authorized to do business in the State of Hawai'i with at least an A – VII Financial Rating according to the current edition of Best's Key Rating Guide:

Required Insurance Coverage.

Commercial General Liability Insurance. Commercial general liability insurance written on occurrence basis covering claims with respect to injuries or damages to persons or property sustained as a result of the activities of the Contractor and/or the Contractor Agents within, on, or about the Premises and/or the University Campus, with limits not less than the following:

Bodily Injury and Property Damage Combined Single Limit	
\$1,000,000.00 Each occurrence	
\$2,000,000.00 General Aggregate per policy year	
\$2,000,000.00 Products and Completed Operations Aggregate per policy year	

Personal/Advertising Injury – Each occurrence	\$1,000,000.00
Medical Expenses -- Any one person	\$5,000.00
Damage to Rented Premises – Each occurrence	\$250,000.00

Personal/Advertising Injury coverage shall include coverage for mental injury, sexual harassment, sexual molestation or misconduct, invasion of privacy, and wrongful detention.

Such limits may be achieved through the use of umbrella/excess liability insurance sufficient to meet the requirements of this section 5.12 (Insurance) covering the Contractor's conduct of the services on or within the Premises and/or the University Campus and all of the activities and operations of the Contractor and the Contractor Agents in connection therewith.

Automobile Insurance. Automobile Liability Insurance to include coverage for any owned, non-owned, leased, or hired automobiles with limits of not less than the following:

Bodily Injury – Per Person	\$1,000,000.00
Bodily Injury – Per Accident	\$1,000,000.00
Property Damage – Each Accident	\$1,000,000.00
Basic No-Fault Insurance	As required by Hawai'i law

In the event there is a change in Hawai'i law regarding financial responsibility and insurance requirements of automobile owners or users which make this requirement obsolete, University shall have the right to impose a new requirement consistent with the then Applicable Laws.

Workers' Compensation Insurance. Workers' Compensation insurance with respect to work by employees of the Contractor and the Contractor Agents on or about the Premises and/or the University Campus, with coverage, amounts, and limits as required by law.

Employers Liability Insurance: Employers Liability Insurance with limits not less than:

Bodily Injury – Each Accident	\$1,000,000.00
Bodily Injury by Disease – Policy Limit	\$1,000,000.00
Bodily Injury by Disease – Each Employee	\$1,000,000.00

The Contractor shall ensure that the Contractor Agents (if any) obtain workers compensation and employer's liability insurance with the limits described herein to cover the work performed.

Pollution Liability Insurance. If required by University in the event Hazardous Materials (as defined herein) are or may be involved or used, Pollution Liability insurance coverage with a combined single limit coverage of at least \$1,000,000 per occurrence which shall cover environmental liabilities, including, without limitation, claims for bodily injury, property damage, environmental damage, and remediation costs resulting from pollution conditions caused by the Contractor or the Contractor Agents and/or the conduct of the services.

Common provisions. Each insurance policy that Contractor and/or any of the Contractor Agents are obligated to obtain under the Contract shall be subject to the following:

Notice of changes. Contractor will be required to notify University of any cancellation, limitation in scope, material change, or non-renewal of any insurance coverage right away (but no later than five (5) business days of receiving notice from the insurer).

University insurance not primary. Insurance obtained by Contractor and/or any Contractor Agents pursuant to this contract will be primary and any University insurance will apply only in excess of and not contribute with such insurance obtained by Contractor and/or any Contractor Agents.

Name University as an additional insured. University shall be named as an additional insured on all insurance coverage that Contractor and/or any Contractor Agent is required to obtain under the Contract except for workers compensation and employers' liability insurance.

Waiver of subrogation. All insurance obtained by Contractor will contain a waiver of subrogation endorsement in favor of University.

University not required to pay premiums. Contractor and Contractor Agents will be responsible for paying all costs associated with obtaining the required insurance coverage described in the contract, including all premiums. University will not be responsible for paying any such costs.

Acceptable deductibles. The terms and amounts of any deductibles for the required insurance coverage under the contract must be reasonable and acceptable to University based upon the type of insurance involved and the conduct of the services.

Deposit insurance certificates. Contractor will timely deposit and keep on deposit with University, certificates of insurance necessary to satisfy University that the insurance requirements of the contract have been and continue to be satisfied during the term of the contract.

University may cure failure to obtain/maintain insurance. If Contractor fails to provide and maintain the insurance required by the contract after written notice to comply from University, University may, but shall not be required to, procure such insurance at the sole cost and expense of Contractor, who shall be obligated to immediately reimburse University for the cost thereof plus ten percent (10%) to cover University's administrative overhead.

Lapse in insurance constitutes a breach. Any lapse in, or failure by Contractor or any Contractor Agents to procure and maintain the insurance coverage required under the contract, at any time during and throughout the term of the contract, shall be a breach of the contract and University may terminate the rights of Contractor and all Contractor Agents to conduct the services.

Insurance shall not limit Contractor liability. Obtaining the required insurance coverage will not be construed to limit Contractor's liability hereunder or to fulfill Contractor's indemnification, defense, and hold harmless obligations under the contract. Notwithstanding the required insurance coverage, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from acts or omissions of Contractor and/or the Contractor Agents.

University may adjust insurance requirements. Insurance requirements may be adjusted by the University based on the nature of the services being provided. University may, upon reasonable notice and reasonable grounds, increase or change the form, type, coverage, or coverage limits of the insurance required hereunder, in which event Contractor shall, and shall cause the Contractor Agents to, obtain insurance, as modified. University's requirements shall be reasonable and shall be designed to provide protection against the kind and extent of risks that exist at the time a change in insurance is required. Contractor shall satisfy all University risk management requirements that are in effect as of the Effective Date and as may be amended from time to time. The University reserves the right to request certificates of insurance prior to contract execution.

5.13 NEGOTIATIONS

If the University finds that it would be in the University's best interest to reduce or expand the scope of work, the successful Offeror may be required to enter into negotiation sessions for Contract terms prior to entering into a formal contract.

5.14 CONFLICTS

This RFP, together with the successful Offeror's Proposal, shall become part of the terms and conditions of the resulting Contract, provided that in the event of any conflict between the terms of this RFP and the Proposal, this RFP shall control.

5.15 NOTICE TO PROCEED

The University will issue a Notice to Proceed, which may be in the form of the Contract, specifying the Contract's commencement date. Any work performed by the successful Offer prior to receipt of a fully executed copy of the Contract shall be at the successful Offeror's own risk and expense. The University is not and will not be liable for any work, Contract costs, expenses, loss of profits or damages whatsoever incurred by the successful Offeror prior to the Contract commencement date.

5.16 PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to University of Hawaii, University Budget Office, Administrative Services Building 1-101, Honolulu, HI 96822.

5.17 DATA OWNERSHIP AND SECURITY

All University data remains the sole property of the University. Contractor shall comply with all applicable federal and state data privacy laws.

Contractor shall:

- Use data only for contract performance
- Not sell, analyze, or reuse data
- Not disclose data without written authorization

Contractor shall maintain:

- Industry-standard security program
- Encryption and access controls
- Subcontractor flow-down protections

Data Breach

- Notify within 24 hours
- Fully cooperate with investigation and remediation

End of Contract

- Return all data in usable format OR
- Certify destruction

**APPENDIX A
PROPOSAL LETTER
UNIVERSITY OF HAWAII**

We propose to provide a comprehensive financial budgeting, planning and management software solution named in the Request for Proposals (RFP) No. 27-6284.

It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read the University of Hawai'i's specifications described in the RFP and that this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications.

We agree, if awarded the contract, to deliver goods or services which meet or exceed the specifications.

Respectfully submitted,

Legal Name of Offeror

Date

Authorized Signature (original)

Title

Street Address

Telephone No.

City, State, Zip Code

Fax No.

Social Security OR Federal Tax Payer ID No.

Email

Remittance Address (if different from street address)

Hawai'i General Excise Tax License No.

City, State, Zip Code

Location of Offeror's Plant

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation* ☐ Joint Venture

State of Incorporation: ☐ Hawai'i ☐ Other:

Is Corporate Seal Available In Hawai'i: ☐ Yes** ☐ No

* Attach to this page evidence of authority of the above officer to submit an offer on behalf of the corporation, giving also, the names and addresses of the other officers.

** If yes, affix corporate seal

Is Corporate Seal Available In Hawai'i: ☐ Yes** ☐ No

APPENDIX B

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

CONTRACTORS: Please complete the information below. Terms used are taken from the U.S. Small Business Administration (SBA) Rules and Regulations (<https://www.sba.gov/>) and the U.S. Code of Federal Regulations (CFR). The term “controlled” refers to the management and daily operation of the business concern.

The company identified below (check all that apply):

1. _____
_____ **IS NOT a small business concern** as defined in the regulations
(If you checked here, **STOP. GO TO CERTIFICATION BELOW.**)

_____ **IS a small business concern**, defined as one that is independently owned and operated, is organized for profit, is not dominant in its field, meets the SBA size standard eligibility (see reverse side of this form for examples of size standards), is registered and has its status represented in the U.S. Government's System for Award Management (SAM) database. See <http://www.sba.gov/content/what-sbas-definition-small-business-concern>.
2. _____ **IS a small disadvantaged business concern** of which at least 51% is unconditionally and directly owned and controlled by one or more socially disadvantaged and economically disadvantaged persons who are U.S. citizens. See 13 CFR 124.105 for exceptions.
3. _____ **IS a women-owned small business concern** of which at least 51% is unconditionally and directly owned and controlled by one or more women who are U.S. citizens. See 13 CFR 127.
4. _____ **IS a HUBZone small business concern** that meets the certification eligibility requirements set by the U.S. SBA. See 13 CFR 126.
5. _____ **IS a veteran-owned small business concern** of which at least at least 51% is unconditionally and directly owned by one or more veterans or service-disabled veterans. See 38 CFR 74.
6. _____ **IS a service-disabled veteran-owned small business concern** of which at least 51% is unconditionally and directly owned by one or more service-disabled veterans. In the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled veterans. The management and daily business operations of which are controlled by one or more service-disabled veterans, or in the case of a veteran with a permanent and severe disability, a spouse or permanent caregiver of such veteran. See 13 CFR 125.11 et al.

CERTIFICATION

I hereby certify the information supplied herein to be true and correct. (Any misrepresentation shall be subject to the provisions stated in item B on the next page.)

Company Name: _____

Signature of Company Officer

Company Address: _____

Print Name: _____

Title: _____

Date: _____

Type of Goods/Services: _____

North American Industry Classification System (NAICS) Code: _____

APPENDIX B (continued)

A. A small business concern is one that is independently owned and operated, is organized for profit, is not dominant in its field, has a place of business in the U.S., and operates primarily within the U.S. or makes a significant contribution to the U.S. economy. Size standard eligibility is based on the average number of employees for the preceding twelve (12) months or on sales volume averaged over a three-year period. See 13 CFR 121.201 for size standards identified by NAICS codes. The size standards for a few industries are shown below and are subject to change at any time.

1. SPECIALTY TRADE CONTRACTORS – “Small” if average annual receipts for preceding three (3) years do not exceed \$15 million.
2. CONSTRUCTION, GENERAL CONTRACTORS – “Small” if average annual receipts for preceding three (3) years do not exceed \$36.5 million.
3. MANUFACTURING – “Small” if 500 employees or less, except for some specific products which will increase the complement of employees to 750 or 1,000.
4. TRANSPORTATION – “Small” if average annual receipts for preceding three (3) years do not exceed the amount shown for specific services.
 - a) \$27.5 million – general freight trucking, local.
5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS – “Small” if 100 employees or less.
6. RETAIL TRADE – “Small” if average annual receipts for preceding three (3) years do not exceed the amount shown for specific products.

\$7.5 million – hardware stores.
7. SERVICES – “Small” if average annual receipts for preceding three (3) years do not exceed the amount shown for specific services:
 - a) \$27.5 million – computer systems design services, custom computer programming services \$20.5 million – security guards and patrol services
 - b) \$18 million – janitorial services
 - c) \$38.5 million – passenger car rental
 - d) \$32.5 million – office machinery and equipment rental & leasing
 - e) \$7.5 million – general automotive repair

Annual receipts of a concern which has been in business for less than three (3) complete fiscal years means the total receipts for the period the concern has been in business divided by the number of weeks in business, multiplied by 52. See 13 CFR 121.104.

B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a small business concern, a qualified HUBZone small business concern, a small business concern owned and controlled by socially and economically disadvantaged individuals, or a small business concern owned and controlled by women in order to obtain a contract to be awarded under the preference programs established pursuant to 15 U.S.C. sections 637(a), 637(d), 638, 644, or 657(a), shall:

1. Be punished by imposition of fine, imprisonment, or both;
2. Be subject to administrative remedies including suspension and debarment; and
3. Be ineligible for participation in a program conducted under the authority of the Small Business Investment Act of 1958.

APPENDIX C PRICE NARRATIVE AND COST PROPOSAL

This appendix is intended to provide additional detail regarding the Offeror's pricing structure and cost assumptions.

The Offeror provides a detailed price narrative for the financial budgeting, planning and management software solution outlined in this RFP. The narrative should be structured to clearly delineate all costs associated with the solution and services, and any additional fees that may accrue over the course of the THREE (3) year contract with optional renewals for a potential FIVE (5) year contract.

All costs shall be itemized and included. The Offeror's cost model/quotation must include all costs (e.g. license fees, service fees, fees for modifications, training, travel costs, installation, and documentation, etc.), and delineate discounts that are being applied to each line item and/or in total. Note any discounts for multiple years of these services based on the University's intent to award a three-year contract. Identify all known costs that will be applied to a potential final contract. In addition:

- C.1 Describe the pricing model (e.g., on-going license and ongoing maintenance; subscription to hosted services, fee rates based on number of users, etc.).
- C.2 Clearly distinguish one-time costs (all-inclusive costs), and recurring costs. Specify a limit for the percentage increase in recurring costs over the life of a three-year contract.
- C.3 If the entire software solution and services cannot be quoted at a fixed price, describe the portions of the services that can be delivered at a fixed price and include a description of all deliverables. Note the item and/or service and the associated cost or rate.
- C.4 All fees listed shall be comprehensive and include all associated costs, such as software, licenses, labor hours, overhead, and applicable fees and taxes. The University will not be responsible for any hidden or unlisted fees.
- C.5 Offerors should provide a clear and transparent breakdown of all costs to enable a comprehensive evaluation of the proposal. All fees shall be submitted on the provided Cost Proposal Form. For evaluation purposes, only the Total Evaluated Cost identified in the Cost Proposal Form shall be used in the cost scoring formula. Cost information provided outside of the Cost Proposal Form may not be considered in the evaluation.

The University reserves the right to reject any proposal that contains incomplete, inconsistent, or unclear cost information.

The University reserves the right to verify the completeness and accuracy of all cost proposals. If discrepancies are identified, the University may:

- (a) Adjust the evaluated cost to reflect the full cost of the proposal; or
- (b) Determine the proposal to be non-responsive.

APPENDIX C COST PROPOSAL FORM

Offerors must complete the following cost table. All costs must be inclusive of all services required under this RFP.

Failure to include all required costs may result in the proposal being deemed non-responsive or result in a lower evaluation score.

All cost proposals shall be based on a **3-year evaluated cost only**, with optional years shown separately but not scored, or for evaluation purposes.

C.5.1 IMPLEMENTATION COSTS (ONE TIME FEE)

Description	One Time Fee
Base Price of System	
Module:	
Module:	
System Implementation	
Configuration and Customization	
Data Migration	
Integration Costs	
Technical Documentation	
Training Costs	
TOTAL C.5.1 IMPLEMENTATION COSTS (INCLUDING ALL APPLICABLE TAXES)	

C.5.2 SOFTWARE / LICENSING COSTS (ANNUAL)

Description	TOTAL
Software Licensing Cost – Year 1	
Software Licensing Cost – Year 2	
Software Licensing Cost – Year 3	
TOTAL C.5.2 SOFTWARE / LICENSING (THREE YEARS, INCLUDING ALL APPLICABLE TAXES)	

C.5.3 SUPPORT AND MAINTENANCE (ANNUAL)

DESCRIPTION	TOTAL
Support and Maintenance – Year 1	
Support and Maintenance – Year 2	
Support and Maintenance – Year 3	
TOTAL C.5.3 SUPPORT AND MAINTENANCE (THREE YEARS, INCLUDING ALL APPLICABLE TAXES)	

C.5.4 TOTAL EVALUATED COST

DESCRIPTION	TOTAL
TOTAL C.5.1 IMPLEMENTATION COSTS	
TOTAL C.5.2 SOFTWARE / LICENSING (THREE YEARS, INCLUDING ALL APPLICABLE TAXES)	
TOTAL C.5.3 SUPPORT AND MAINTENANCE (THREE YEARS, INCLUDING ALL APPLICABLE TAXES)	
TOTAL C.5.1, C.5.2, C.5.3	

C.5.5 OPTIONAL SERVICES (IF APPLICABLE)

DESCRIPTION	TOTAL
Software Licensing Cost – Year 4 (including all applicable taxes)	
Support and Maintenance – Year 4 (including all applicable taxes)	
Software Licensing Cost – Year 5 (including all applicable taxes)	
Support and Maintenance – Year 5 (including all applicable taxes)	

Offerors may add additional optional services to this section as provided in its proposals.

APPENDIX D TECHNICAL PROPOSAL FORMAT

Offerors shall organize their Technical Proposal in the following format. Failure to follow this format may result in reduced scoring.

D.1 Technical Solution and Approach

- Describe how the proposed solution meets the functional requirements of the RFP.
- Include system architecture, scalability, and configurability.
- Describe integration capabilities with enterprise systems.

D.2 Implementation Plan

- Provide a detailed implementation timeline.
- Identify key milestones and deliverables.
- Describe risk management approach.

D.3 Data Management and Reporting

- Describe data structure, reporting capabilities, and analytics features.

D.4 System Security

- Describe security architecture, compliance certifications (SOC 2, ISO 27001, etc.).
- Describe data protection and access controls.

D.5 Training

- Describe the training plan for different user roles.
- Describe the time required to do the training plans.
- Describe the format of the training programs.
- Describe the training program available after implementation.

D.6 Support and Maintenance

- Describe the support options available.
- Describe response times and escalation processes.
- Describe the upgrade process and the support available during these processes.

D.7 License and Maintenance Agreements

- Attach a sample license agreement for all components and the recommended solution.

APPENDIX E

MINIMUM QUALIFICATIONS

The Offeror Minimum Qualifications shown in Appendix E and referred to in Section 2.4 shall be submitted together with all of the required documents and information to establish that all minimum qualifications have been met, and address the specific requirements as follows:

- E.1 A minimum of five (5) years of continuous experience in providing financial budgeting, planning and management software solutions for higher education institutions.
- E.2 Demonstrated experience integrating financial planning or budgeting solutions with enterprise resource planning and/or human resources systems in higher education or comparably complex environments. Experience with KFS and/or Oracle PeopleSoft is preferred.
- E.3 Evidence of compliance with secure data transfer protocols, user authentication and data encryption, and applicable data privacy regulations.
- E.4 Examples of ease of use for both financial staff and non-financial budget “end users”.
- E.5 Examples that feature native, interactive data visualization tools (e.g., dashboards with charts, graphs, and heat maps) that allow non-financial end users to interpret department budgets without manual manipulation.

APPENDIX F

EXPERIENCE & QUALIFICATIONS / REFERENCES

Offeror shall provide organizational information relevant to the University's decision-making process to support Offeror's ability to deliver a comprehensive cloud-based financial budgeting, planning and management software solution designed specifically for higher education institutions.

F.1 Key Personnel

Provide:

- Name and role
- Qualifications and certifications
- Relevant experience

F.2 Organizational Capability

Describe the organization's ability to deliver and support the proposed solution

Offeror shall provide THREE (3) references from higher education institutions comparable to the University in size and project scope that have utilized the Offeror's comprehensive cloud-based financial budgeting, planning and management software solution.

The Offeror shall provide the institution name, address, contact person, title, phone number, email address, and institution size.

The University may contact references to evaluate the Offeror's experience, qualifications, and past performance."

F.3 Relevant Project Experience

Provide a minimum of three (3) projects of similar size and scope, including:

- Client name
- Project description
- Contract value
- Implementation timeline
- Outcome

APPENDIX G REQUIREMENTS COMPLIANCE MATRIX

Offerors must indicate compliance with each requirement:

Requirement ID	Requirement Description	Comply (Yes/No)	Description of Compliance	Proposal Reference Page
REQUIREMENT 1	System supports budgeting and forecasting			
REQUIREMENT 2	Integration capability with KFS or equivalent			
REQUIREMENT 3	Integration capability with HR systems (e.g., PeopleSoft)			
REQUIREMENT 4	Configurable workflows and approvals			
REQUIREMENT 5	Reporting and analytics functionality			
REQUIREMENT 6	Data security compliance (SOC 2 / ISO 27001)			
REQUIREMENT 7	Role-based access controls			
REQUIREMENT 8	Disaster recovery and business continuity			
REQUIREMENT 9	Implementation plan with timeline and milestones			
REQUIREMENT 10	Training and user support services			

Failure to complete this matrix may result in reduced scoring.