

PROPOSAL APPENDIX FORMS

This document indicates the proposal requirements for the RFP which shall be submitted by the deadline set for submission of proposals. Offeror shall complete the appropriate proposal requirements, sign all appropriate forms, and attach (upload) the completed Appendices to their HlePRO online RFP submission.

APPENDIX CHECKLIST

THE FOLLOWING APPENDIXES IN THIS TABLE MUST BE COMPLETED AS PART OF THE RFP AND SHALL BE UPLOADED WITH THE OFFERORS HlePRO SUBMISSION.

APPENDIX DESCRIPTION	APPENDIX
Proposal Letter	Appendix A
Business Classification Certification Statement	Appendix B
Price Narrative and Cost Proposal	Appendix C
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Requirements Compliance Matrix	Appendix G

The University is not responsible for any issues with the uploading of the Appendices into HlePRO

**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 Hawaii'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)

Hawaii General Excise Tax License No.

City, State, Zip Code

Location of Offeror's Plant

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

State of Incorporation: ☐ Hawaii ☐ Other:

Is Corporate Seal Available In Hawaii: ☐ 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 Hawaii: ☐ 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: _____

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

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.

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

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.