



**UNIVERSITY OF CENTRAL ARKANSAS
PROCUREMENT OFFICE
REQUEST FOR PROPOSAL**

SOLICITATION INFORMATION			
Bid Number:	RFP #UCA-26-021	Solicitation Issued:	9/3/2025
Description:	Academic Management System		

SUBMISSION DEADLINE FOR RESPONSE	
Bid Submission Deadline:	September 30, 2025, by 4:00 p.m. CST
Bid Opening Date and Time:	October 1, 2025, at 9:00 a.m. CST
Deliver proposal submissions for this Request for Proposal to the University of Central Arkansas (UCA) on or before the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of Prospective Contractors to submit proposals at the designated location on or before the bid opening date and time. Proposals received after the designated bid opening date and time may be considered late and may be returned to the Prospective Contractor without further review. It is not necessary to return "no bids" to UCA.	

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	University of Central Arkansas ATTN: Meghan Cowan 201 Donaghey Avenue Wingo Hall 113 Conway, AR 72035 Delivery providers, USPS, UPS, and FedEx deliver mail to UCA on a schedule determined by each individual provider. Prospective Vendors assume all risk for timely, properly submitted deliveries.
Proposal's Outer Packaging:	Seal outer packaging and properly mark with the following information. If outer packaging of proposal submission is not properly marked, the package may be opened for bid identification purposes. • Bid number • Date and time of bid opening • Prospective Contractor's name and return address

UNIVERSITY OF CENTRAL ARKANSAS			
University's Buyer:	Meghan Cowan	Buyer's Direct Phone Number:	501-450-5013
Email Address:	meghanp@uca.edu	Procurement's Main Number:	501-450-3173
Contract Administrator	Dr. Kurt Boniecki	Phone Number:	501-450-5804
		Email address:	kurtb@uca.edu

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

1.1 PURPOSE

The University is seeking proposals from qualified vendors to provide a web-based Academic Management System (AMS) that includes platforms for managing class scheduling, curriculum development, and our online catalog. The system must include the software solution, full implementation and integration with our SIS, and ongoing technical support. The AMS must offer a comprehensive, accessible, user-friendly, online application that meets the needs of the University without engaging third-party vendor services that require additional costs for implementation and/or ongoing functionality. A more complete description of the AMS solution and services sought is provided later in this RFP.

1.2 CURRENT ENVIRONMENT

The University does not currently have an AMS but relies on outdated processes managed by the Office of the Registrar and the Office of the Provost. The Office of the Registrar is accountable for ensuring that class schedules are finalized by established deadlines, but the overall process is currently decentralized, with individual departments managing their own processes with no central system to help them proactively identify and plan for course demand, resulting in a fragmented approach that leads to staggered submissions, an increased risk of errors, and schedules that are not fully responsive to student needs. Currently, the Office of the Provost manages the curriculum change process using paper-based forms and manual signatures without a systematic method for distributing and monitoring proposals through the review process, resulting in incomplete or lost proposals, delays in the review process, and approved changes that unknowingly impact the curriculum of other departments. Curriculum changes are then manually updated in the undergraduate and graduate catalogs by the Office of the Provost using WordPress, which is limited in its ability to create engaging online content, and which requires a significant workload that could otherwise be automated. The University currently uses Ellucian Banner as its enterprise resource planning (ERP) system to store student and class information, but it does not currently use Ellucian Ethos to interface third-party systems with Banner. The University currently uses Blackboard Learn for its learning management system (LMS) but will be migrating to a new system in the coming year. The University also relies on Ellucian Degree Works for degree planning and audits, Accruent EMS for room reservations, and Watermark's Taskstream for program assessment and review.

1.2.1 SYSTEM REQUIREMENTS/CAPABILITIES

The Academic Management System (AMS) solution should offer an accessible, intuitive user interface designed to enhance user engagement and minimize the learning curve for system users and administrators. The system must be a fully web-based application, accessible from any major browser (Chrome, Edge, Firefox, Safari) without requiring a desktop installation. To ensure a smooth transition, the vendor should provide a structured implementation plan tailored to UCA's specific needs, including onsite and online training sessions, documentation, and dedicated support. Additionally, the vendor must provide an interface (preferably non-Ethos) to handle the secure and efficient bidirectional transfer of data between the AMS system and our existing Banner ERP system, or other future ERP systems (e.g., Workday or Peoplesoft) to which the University might migrate. The course scheduling component must interface with Accruent EMS to ensure real-time access to the room reservation system.

1.2.2 SYSTEM MAINTENANCE AND SUPPORT

The proposal shall also describe how the proposed solution, or the awarded contractor, will provide the following requirements. If the requirements are not to be met by the solution or the contractor, the proposals should explain the proposer's solution to meet the perceived need.

- i. Describe all levels of support that will be provided throughout the contract term.
 - ii. Provide on-going support and service, including technical support 24 hours per day, 7 days per week, and any needed system upgrades, fixes, data recovery assistance, and enhancements to the items installed.
 - iii. Describe the product maintenance and software support plan.
 - iv. Identify and explain the process through which institution is notified when new functionality is provided or other enhancements are made to the proposed solution.
 - v. Provide institution with enhancements and updates to the proposed solution as they are made generally available.
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- vi. Discuss the responsibility and/or process for initial system setup versus ongoing administration of day-to-day operations. Vendor should include as part of the description a discussion of the administrative functions that will be performed by institution as opposed to the Vendor.

1.2.3 VOLUNTARY PRODUCT ACCESSIBILITY TEMPLATE

Provide your VPAT (Voluntary Product Accessibility Template) for accessibility or your WCAG 2.2 Conformance Statement. Include specific information regarding the accessibility of platform, keyboard navigation, and screen reader accessibility.

1.2.4 TECHNICAL REQUIREMENTS

- a) Implementation Plan/Timeline
Provide a detailed implementation plan that includes a timeline with dates of initiation and completion. Include all requirements, if any, for university resources that must be used for each step of implementation. Explicitly detail the bidirectional data integration and validation plan between the existing Banner ERP platform and the new AMS platforms.
- b) Detailed Work Plan
Provide a detailed work plan that should include all tasks, clear deliverables, target dates for each task, and any on-site visits required to perform the services, if required.
- c) Maintenance/Support Agreement
Provide maintenance and support agreement that must include, but not limited to, any upgrades, updates, enhancements, new releases, etc., to the product released during the term of the contract. Must detail what is contained in the maintenance/support agreement, to include descriptions of service level offerings and licensing considerations as well as what if any downtime is needed for maintenance and upgrades.
- d) Training Plan
Provide a training plan, including any initial and ongoing technical training on the proper use of the software solution and on any upgrades, updates, enhancements, and new releases during the term of the contract. Training must be sufficient to enable technical individuals designated by UCA to fully understand, test, validate, use tools for, and operate and instruct others as to the features, functions, capabilities, and maintenance of the software. Clarify training provided onsite and/or virtually for users that is included in the proposal and is not an extra cost.
- e) Quality Assurance Plan
Submit a Quality Assurance Plan that supports all core responsibilities of the RFP describing how the respondent will ensure the quality of services being provided, how it will identify inappropriate service, how it will correct identified problems, and how it will respond to issues of service and quality.
- f) Additional Functionality Services
Additional enhancements that may benefit the application., i.e., any specifications for future expansion, or for features or capabilities that will likely be needed by the university at some time in the future may be submitted. Products under development to meet these future needs should be referenced with anticipated release dates.

The “base solution” must describe/identify/include all products/services to fulfill the scope of this RFP. However, there may be additional products/services/ enhancements/add-ons that have not been requested in the scope of the RFP but will be required for respondent’s product or service to fulfill the scope of the RFP. If so, the respondent must identify and describe these additional products/services in their technical proposal as the “base solution.” Any additional products/ services/ enhancements/add-on components that are not required to fulfill the scope of the RFP, these products/services must be identified and described in your technical proposal as well as your cost proposal documents and labeled in each proposal so that the university can easily and clearly identify what is included in your technical base solution and what is included in your cost base solution. This information will aid in the evaluation process along with providing a complete understanding of your offer contents.

1.3 **TYPE OF CONTRACT**

- A. As a result of this RFP, UCA intends to award a contract to a single vendor.
- B. The anticipated starting date for any resulting contract is January 1, 2026. By submitting a signed proposal in response to the RFP, the Prospective Contractor represents and warrants that it will honor its proposal as being held open as irrevocable for this period.
- C. The initial term of a resulting contract shall be for four (4) years. Upon mutual agreement by the Awarded Contractor and UCA, the contract may be renewed by UCA for up to three (3) additional years or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years or a total aggregate contract term allowable by Arkansas law.

1.4 **ISSUING UNIVERSITY**

UCA's Procurement Office, is the issuing office, and the sole point of contact throughout this solicitation. All questions, comments, submissions, or other contact during the solicitation schedule period. shall be directed to the university buyer ONLY, as listed on page one (1) of this solicitation.

1.5 **BID OPENING LOCATION**

Proposals will be opened at the following location:

University of Central Arkansas
Procurement Office
201 Donaghey Avenue
Wingo Hall 113
Conway, AR 72035

1.6 **ACCEPTANCE OF REQUIREMENTS**

A Prospective Contractor **must** unconditionally accept all Requirements in the Requirements Section(s) of this RFP to be considered a responsive Prospective Contractor.

A Prospective Contractor's proposal shall be disqualified if a Prospective Contractor takes exceptions to any Requirements in the Requirements Section(s) of this RFP.

1.7 **DEFINITION OF TERMS**

- A. The University has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
 - B. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.
 - C. "Prospective Contractor" means a person who submits a proposal in response to this solicitation.
 - D. "Contractor" means a person who sells or contracts to sell commodities and/or services.
 - E. The terms "Request for Proposal", "RFP," "Bid Solicitation," and "Solicitation" are used synonymously in this document.
 - F. "Responsive proposal" means a proposal submitted in response to this solicitation that conforms in all material respects to this RFP.
 - G. "Proposal Submission Requirement" means a task a Contractor **must** complete when submitting a proposal response. These requirements will be distinguished by using the term "shall" or "must" in the requirement.
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- H. "Requirement" means a specification that a Contractor's product and/or service **must** perform during the term of the contract. These specifications will be distinguished by using the term "**shall**" or "**must**" in the requirement.

1.8 **RESPONSE DOCUMENTS**

A. Original Technical Proposal Packet

1. The following items are Proposal Submission Requirements and **must** be submitted in the original *Technical Proposal Packet*.
 - a. Original signed *Proposal Signature Page*.
 - b. One (1) original hard copy of the proposal response which includes:
 - i. Technical Proposal response to Section 1.2 - 1.2.4 and the Information for Requirements and Evaluation sections. Proposal response **must** be in the English language. Proposal **shall not** exceed 100 pages.
 - ii. Response to the *Official Bid Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents
 - The *Official Bid Price Sheet*, including the hard copy and electronic copy, **must** be separately sealed from the *Technical Proposal Packet* and should be clearly marked as "Pricing". A Prospective Contractor **shall not** include any pricing in the hard copies or electronic copies of their *Technical Proposal Packet*.
 - iii. Response to the *Deliverables* sheet.
 - c. One (1) electronic copy of the Technical Proposal Packet, on flash drive. Electronic copies must clearly identify the company name and project. Do not send electronic copies via email or fax.
 - d. One (1) redacted (marked "REDACTED") copy the original *Technical Proposal Packet*, on flash drive. Do not send electronic copies via email or fax.
2. The following items should be submitted in the original *Technical Proposal Packet*.
 - a. EO 98-04 Disclosure Form. (See *Standard Terms and Conditions*, #27. *Disclosure*)
 - b. Copy of Prospective Contractor's *Equal Opportunity Policy*. (See *Equal Opportunity Policy* 1.21)
 - c. *Voluntary Product Accessibility Template* (VPAT). (See *Technology Access* 1.2.3)
 - d. *Combined Certifications for Contracting with the State of Arkansas*

DO NOT include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

1.9 **ORGANIZATION OF RESPONSE DOCUMENTS**

- A. It is strongly recommended that Prospective Contractors adhere to the following format and suggestions when preparing their Technical Proposal response.
- B. The original *Technical Proposal Packet* and all copies should be arranged in the following order.
 - *Proposal Signature Page*
 - *Sandbox username, password, hyperlink*
 - *Deliverables sheet*
 - *E.O. 98-04 – Contract Grant and Disclosure Form*

- *Equal Opportunity Policy*
- *Voluntary Product Accessibility Template (VPAT)*
- *Combined Certifications for Contracting with the State of Arkansas*

1.10 **CLARIFICATION OF BID SOLICITATION**

- A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email **by 4:00 p.m., Central Time on or before September 9, 2025**, to the UCA Buyer as shown on page one (1) of this *Bid Solicitation*.
1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 2. Prospective Contractors' written questions will be consolidated and responded to by the University. The University's consolidated written response shall be posted the university website at www.uca.edu/procurement on **September 16, 2025 at 4:00 p.m.** If Prospective Contractor questions are unclear or non-substantive in nature, the University may request clarification of a question(s) or reserves the right not to respond to that question(s).
- B. The Prospective Contractor should notify the UCA Buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive proposal. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.
- C. Prospective Contractors may contact the University's buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by UCA shall not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by UCA.
- E. Prospective Contractors entering into a contract with UCA **shall** comply with all the terms and conditions contained herein as well as Arkansas State law.

1.11 **PROPOSAL SIGNATURE PAGE**

- A. An official authorized to bind the Prospective Contractor(s) to a resultant contract **must** sign the *Proposal Signature Page* included in the *Technical Proposal Packet*.
- B. Prospective Contractor's signature on this page signifies Prospective Contractor's agreement to and compliance with all requirements of this RFP, and that any exception that conflicts with a requirement or Proposal Submission Requirement of this *Bid Solicitation* shall cause the Prospective Contractor's proposal to be disqualified.

1.12 **SUBCONTRACTORS**

Subcontractors shall not be included for this solicitation.

1.13 **PRICING**

- A. Prospective Contractor(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not included by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost.
- B. To allow time to evaluate proposals, prices **must** be valid for 90 days following the bid opening.
- C. The *Official Bid Price Sheet*, including the hard copy and electronic copy, **must** be separately sealed from the *Technical Proposal Packet* and should be clearly marked as "Pricing". DO NOT submit any ancillary information not related to actual pricing on the Official Bid Price sheet or in the sealed pricing package.

1.14 PRIME CONTRACTOR RESPONSIBILITY

- A. Multiple vendor collaborative submissions shall not be accepted. A single Prospective Contractor **must** be identified as the prime Contractor.
- B. The prime Contractor **shall** be responsible for the contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the University and the State of Arkansas for the performance thereof.

1.15 INDEPENDENT PRICE DETERMINATION

- A. By submission of this proposal, the Prospective Contractor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - The prices in the proposal have been arrived at independently, without collusion.
 - No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion warrants consideration of this proposal by the Office of the Attorney General. All Prospective Contractors shall understand that this paragraph may be used as a basis for litigation.

1.16 PROPRIETARY INFORMATION

- A. Submission documents pertaining to this *Bid Solicitation* become the property of the University and the State of Arkansas and are subject to the Arkansas Freedom of Information Act (FOIA).
- B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.
- C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.
- D. By so redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.
- E. Under no circumstances shall pricing information be designated as confidential.
- F. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Technical Proposal Packet*. Do not submit documents via email or fax.
- G. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- H. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- I. The redacted copy will be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the Prospective Contractor.
- J. If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA).
- K. If the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.

- L. The University has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.17 CAUTION TO PROSPECTIVE CONTRACTORS

- A. Prior to any contract award, address all communication concerning this *Bid Solicitation* through the UCA buyer.
- B. Do not alter any language in any solicitation document provided by UCA or the State of Arkansas.
- C. Do not alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation become part of the resultant contract.
- E. UCA has the right to award or not award a contract, if it is in the best interest of UCA to do so.
- F. As requested, provide clarification regarding Prospective Contractor's proposal response to UCA buyer.
- G. Qualifications and proposed services **must** meet or exceed the required specifications as set forth in this *Bid Solicitation*.
- H. Prospective Contractors may submit multiple proposals. Each submitted proposal must be submitted separately and must follow the requirements contained within this solicitation.

1.18 REQUIREMENT OF ADDENDUM

- A. Only an addendum written and authorized by UCA will modify this *Bid Solicitation*.
- B. An addendum created within three (3) calendar days prior to the bid opening may extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. UCA shall distribute addendum to appropriate Prospective Contractor(s).

1.19 AWARD PROCESS

A. Successful Contractor Selection

The Grand Total Score for each Prospective Contractor, which is the sum of the Technical Score and Cost Score, shall be used to determine the ranking of proposals. The University may move forward to negotiations with those responsible Prospective Contractors determined, based on the ranking of the proposals, to be reasonably susceptible of being selected for award.

B. Negotiations

1. If the University so chooses, negotiations may be conducted with the highest ranking Prospective Contractor(s). Negotiations are conducted at the sole discretion of the University.
2. If negotiations fail to result in a contract, the University may begin the negotiation process with the next highest ranking Prospective Contractor. The negotiation process may be repeated until the anticipated successful Contractor has been determined, or until such time the University decides not to move forward with an award.

C. Anticipation to Award

1. Once the anticipated successful Contractor has been determined, the anticipated award period shall begin.
 2. Winning vendor shall be notified by the University. Non-awarded Prospective Contractors shall **NOT** be notified of award. Prospective Contractors may inquire to the buyer listed on page 1 of this solicitation.
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3. UCA may waive the policy of Anticipation to Award when it is in the best interest of the University.

D. Issuance of Contract

1. Any resultant contract of this *Bid Solicitation* is subject to State of Arkansas's approval processes which may include Legislative review.
2. UCA's University Procurement Official will be responsible for the solicitation and award of any resulting contract.

1.20 EQUAL OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, UCA is required to have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. The submission of an *EO Policy* is a one-time Requirement. Contractors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.
- C. Prospective Contractors who are not required by law to have an *EO Policy* **must** submit a written statement to that effect.

1.21 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services **shall** certify with UCA and OSP that they do not employ or contract with illegal immigrants.
- B. By signing and submitting a response to this *Bid Solicitation*, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

1.22 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Proposal Signature Page, a Prospective Contractor agrees and certifies that they do not, and shall not, for the duration of the contract, boycott Israel.

1.23 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is "responsible". Proposals submitted by Prospective Contractors determined to be non-responsible will be disqualified.

1.24 TECHNOLOGY ACCESS

- A. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Prospective Contractor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory Requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and

operating ICSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

- B. Accordingly, the Prospective Contractor expressly represents and warrants to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:
1. Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means.
 2. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use.
 3. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.
 4. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means.
 5. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact.
 6. Integrating into networks used to share communications among employees, program participants, and the public.
 7. Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.
- C. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If the University purchases a product that does not best meet the standards, the University must provide written documentation supporting the selection of a different product, including any required reasonable accommodations.
- D. For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired **shall** be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.
- E. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

1.25 PUBLICITY

- A. Do not discuss the solicitation nor your proposal response, nor issue statements or comments, nor provide interviews to any public media during the solicitation and award process.
- B. Failure to comply with this Requirement may be cause for a Prospective Contractor's proposal to be disqualified.

1.26 RESERVATION

UCA will not pay any costs incurred in the preparation or submission of a proposal.

SECTION 2 – INFORMATION FOR REQUIREMENTS

2.1 INTRODUCTION

The University of Central Arkansas (herein known as “UCA”, “University”, and/or “State”) is inviting qualified vendors (herein known as “Vendor” and/or “Prospective Contractor”) to submit bids to provide a comprehensive Academic Management System (AMS), including the software solution, implementation, maintenance and technical support. A more complete description of the AMS solution and services sought is provided in this RFP. AMS system must be a web-based system. The AMS will need to include a class scheduling platform designed to enhance the accuracy and effectiveness of the class scheduling process and optimize course planning for students, a catalog management platform designed to streamline the publication of an accurate and engaging online academic catalog, and a curriculum management platform designed to efficiently manage the workflow of curriculum proposals from inception through multiple levels of review and approval. All three platforms must be able to interact with each other and the top student information systems used in higher education (e.g., Banner, Workday, Peoplesoft) through bidirectional data integration and validation. The system must be customizable to meet existing needs and processes with a high-level of vendor support for institutional change and future needs.

2.2 SUBMISSION REQUIREMENTS

Prospective Contractors must submit the following items to be received by the date and time listed on page 1 of this solicitation.

- A. **Technical Submission** – Prospective Contractor(s) **must** submit a technical proposal outlining how the academic management system will meet or exceed the requirements outlined in this RFP.
- B. **Cost Submission** – Prospective Contractor(s) **shall** include all pricing on the Official Bid Price Sheet(s) only. If any cost is not included by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost.
- C. **Deliverables Submission** – A list of deliverables based on Official Price Sheet. Price Sheet and Deliverables List must match.

SECTION 3 – CRITERIA FOR SELECTION

3.1 TECHNICAL PROPOSAL SCORE

- A. UCA will review each *Technical Proposal* to verify submission Requirements have been met. *Technical Proposals* that do not meet submission *Requirements* will be disqualified and will not be evaluated.
- B. A University-appointed Evaluation Committee will evaluate and score qualifying Technical Proposals. Evaluation will be based on Prospective Contractor’s response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
 - 1. Members of the Evaluation Committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal. Individual scoring for each Evaluation Criteria will be based on the following Scoring Description.

Quality Rating	Quality of Response	Description	Confidence in Proposed Approach
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5	Excellent	When considered in relation to the RFP evaluation factor, the proposal squarely meets the requirement and exhibits outstanding knowledge, creativity, ability or other exceptional characteristics. Extremely good.	Very High
4	Good	When considered in relation to the RFP evaluation factor, the proposal squarely meets the requirement and is better than merely acceptable.	High
3	Acceptable	When considered in relation to the RFP evaluation factor, the proposal is of acceptable quality.	Moderate
2	Marginal	When considered in relation to the RFP evaluation factor, the proposal's acceptability is doubtful.	Low
1	Poor	When considered in relation to the RFP evaluation factor, the proposal is inferior.	Very Low
0	Unacceptable	When considered in relation to the RFP evaluation factor, the proposal clearly does not meet the requirement, either because it was left blank or because the proposal is unresponsive.	No Confidence

2. After initial individual evaluations are complete, the Evaluation Committee members will meet to discuss their individual ratings. At this consensus scoring meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
3. After committee members have had an opportunity to discuss their individual scores with the committee, the individual committee members will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
4. The final individual scores of the evaluators will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score for each proposal.
5. Other agencies, consultants, and experts may also examine documents at the discretion of the University.

C. The *Information for Evaluation* section has been divided into sub-sections.

1. In each sub-section, items/questions have each been assigned a maximum point value. The total point value for each sub-section is reflected in the table below as the Maximum Raw Score Possible.
2. The university has assigned Weighted Percentages to each sub-section according to its significance.

Information for Evaluation Sub-Sections	Max raw points	Sub-Section's weight	Max weighted score possible
Class Scheduling Management			
Reporting and Analytics: The system must provide on-demand, visual reports and tools to analyze historical and current data, including enrollment trends, waitlist data, course demand changes, and section availability. It should include features like distribution maps, frequency calculations, heat maps across weekly schedules, and forecasting tools to anticipate demand. It should provide users with real-time reporting capabilities independent of central IT support. The system must also generate	5	2	10

detailed change reports for transparency before terms are published to the SIS.			
• User Interface and Customization: The interface needs to be user-friendly and visually informative. Users should be able to filter data by campus, modality, department, course level, and course attributes (like degree requirements) to empower schedulers, approvers, and administrators to make data-driven decisions. The platform must integrate with Accruent EMS to enable schedulers to view and book available spaces in real time. The platform needs to support configurable forms to tailor field visibility and user roles. The user interface should consolidate multiple functions into a single, intuitive form to simplify data entry and minimize training.	5	2	10
• Operational Efficiency: The software should help optimize resource allocation by analyzing class size, fill rates, and student interest. It must allow real-time adjustments to course sections based on demand forecasts and enable the university to identify under-enrolled courses or areas needing new course development.	5	2	10
• Policy-Driven Workflow: The system must enforce institutional policies, such as approved scheduling grids and pre-defined meeting patterns, using automatic validations. It also needs a workflow engine for exception management and an audit table to log all edits for transparency. This system should automate approval routing, track statuses, and include real-time validations and alerts to ensure compliance.	5	2	10
• Decentralized Control: The system needs to support decentralized scheduling, enabling individual departments to manage their own schedules. The Registrar's Office will maintain oversight through automated workflows and real-time approvals. A key feature is the ability to "roll forward" schedules from previous terms to reduce redundant data entry and support long-term planning.	5	2	10
• Degree Planning Integration: The system should leverage student audits and Student Educational Plans (SEPs) from Degree Works to provide real-time, daily-updated insights into course demand based on student degree requirements. This anonymized data should be available to departments from the planning stage through registration.	5	2	10
• Error and Conflict Detection: The software must provide immediate, rule-based feedback when users enter incorrect data. Error messages should clearly explain which rule was violated and how to correct the entry. A flexible rules engine must also allow for custom permissions and access levels based on user roles to improve both usability and data integrity. The system should automatically flag and prevent conflicts related to time, room availability, and instructor assignments.	5	2	10
Curriculum Management			
• Customizable Forms: The system must provide customizable curriculum change forms that can be configured to the university's policies and procedures as well as state requirements. The form builder should be intuitive and easy to use and allow for conditional logic to direct form users through the curriculum change process based on their responses. Forms should ensure accuracy and consistency by pre-populating information drawn from Banner.	5	2	10
• Customizable Workflows: The system must allow administrators to create and manage complex, dynamic, multi-step workflows that direct proposals through the correct approval	5	2	10

process. Workflows should include automatic notifications to the next approver and the ability for committee members to view, comment, and vote on proposals. The system should allow for custom permissions and access to manage workflows at various approver levels, including the assignment of committee members. Approvals includes an authentication mechanism that verifies the identity of the approver and ensures the integrity of the approval process.			
• Reporting and Tracking: The system should provide a dashboard with real-time reporting on the status of proposals, including version control and audit trails. The system should be able to report every change made to a course or program over a defined period of time, including who made it and when. Approved proposals should be maintained in a central archive that is searchable.	5	2	10
• Impact Analysis: When a change is proposed for a course (e.g., a prerequisite is changed or removed), the system should automatically show the downstream effects on other courses and programs that rely on it and send automatic notifications to impacted departments.	5	2	10
• Degree Planning Integration: The system should facilitate the entry of curriculum changes directly to Degree Works to reduce the need for manual scribing.	5	2	10
Catalog Management			
• Student-Centric Design: The published catalog must be visually appealing, mobile-friendly, accessible, and easy to search, filter, and navigate. Students should be able to quickly find program and course information with minimal navigation.	5	2	10
• Streamlined Publication: The published catalog must ensure accuracy by drawing curriculum information from the SIS and curriculum management system with minimal to no manual entry. The system should automatically generate an index and table of contents for easy navigation.	5	2	10
• Customization and Marketing: The catalog's design should be customizable to match the university's branding and website. Administrators should be able to edit catalog pages using an intuitive "WYSIWYG" interface and have the ability add advanced content such as rich media, interactive tables, tabs, navigation menus, pop-ups, toggles, etc. The system should ensure search engine optimization (SEO) of catalog content.	5	2	10
• Version Control and Archiving: The system must maintain a complete history of all changes made to the catalog as well as an archive of past catalogs. It must also be able to generate a printable PDF of each catalog page as well as the entire catalog.	5	2	10
Usability and Technical Features			
• Accessibility and Usability: The AMS must have an easy-to-learn, intuitive, web-based interface for all platforms, and meet current web accessibility standards (WCAG Level 2.2 AA).	5	2	10
• Seamless Integration: The three components of the AMS (class scheduling, curriculum, and catalog) should seamlessly integrate with each other and with Banner to increase efficiency and accuracy. A dedicated non-Ethos interface is preferred to ensure bidirectional synchronization with Banner, or other potential ERPs. The system must automatically detect and help resolve discrepancies between curriculum data and Banner's configuration or scheduling rules. This includes a web service for	5	4	20

change detection and a validation mechanism for reviewing and approving updates before they are committed to Banner. The AMS components should have the ability to integrate with other relevant university systems, such as the university's LMS, Ellucian Degree Works, Accruent EMS, and Watermark Taskstream.			
• Security and Role-Based Permissions: The AMS must be accessed using a single sign-on protocol through the university's secure web portal. Different users (faculty, staff, administrators) need different levels of access depending on their responsibilities. The system must have granular, role-based permissions to ensure that users can only view, edit, and approve what they are authorized to.	5	2	10
Vendor Experience			
• Vendor and Product History: The vendor must have an established record of providing a high-quality AMS to higher education institutions. The vendor should have extensive experience and expertise integrating their systems with Banner and other ERPs, especially with Banner's scheduling data model. The AMS and its components should have reached market maturity through years of active use and a demonstrated history of successful deployment and innovative development.	5	4	20
• Market Penetration and Success: The vendor should have a substantial number of higher-education clients representing a significant share of the market, and be able to provide evidence of positive customer growth and retention rates, as well as positive customer case studies and references from institutions similar in size and scope to UCA.	5	4	20
Vendor Support			
• Implementation: The vendor must provide a reasonable implementation timeline for each AMS component and a clearly defined team to lead and support all aspects of the implementation. The vendor should provide a quality assurance review process to ensure the successful implementation of each component.	5	2	10
• Training: The vendor must provide live onsite and/or virtual training for administrators, technical staff, and end-users. The AMS system should also include on-demand training and asynchronous online instruction (e.g., quick guides, videos, etc.) for reference and the on-boarding of new users.	5	2	10
• Customer Support: The vendor must provide ongoing support throughout the term of the contract, including 24/7 customer service, community forums, and regular updates to the system to correct errors, bugs, and security issues at no additional cost. The vendor should be able to demonstrate a low average response and resolution time to requests and technical issues.	5	2	10
• Scalability: The system should be customizable and scalable to adapt to changing university systems (e.g., ERP, LMS, etc.), policies, and procedures. We seek a collaborative partnership with a vendor that will support innovation and functional improvements to the AMS to stay current with advancements in technology and institutional needs.	5	2	10

- D. Proposal's weighted scores for sub-sections will be added to determine the Total Technical Score for the Proposal.

3.2 **COST SCORE**

- A. When pricing is opened for scoring, the maximum amount of cost points will be given to the proposal with the lowest four-year grand total as shown on the Official Bid Price Sheet. (See *Grand Total Score* for maximum points possible for cost score.)
- B. The amount of cost points given to the remaining proposals will be allocated by using the following formula:

$$(A/B) * C = D$$

A = Lowest Total Cost

B = Second (third, fourth, etc.) Lowest Total Cost

C = Maximum Points for Lowest Total Cost

D = Total Cost Points Received

3.3 **GRAND TOTAL SCORE**

The Technical Score and Cost Score will be added together to determine the Grand Total Score for the proposal. The Prospective Contractor's proposal with the highest Grand Total Score will be selected as the apparent successful Contractor. (See *Award Process*.)

	<u>Maximum Points Possible</u>
<u>Technical Proposal</u>	<u>280</u>
<u>Cost</u>	<u>120</u>
<u>Maximum Possible Grand Total Score</u>	<u>400</u>

PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

- A. Prospective Contractor **must** agree to all evaluation processes and procedures as defined in this solicitation.
- B. The submission of a *Technical Proposal Packet* signifies the Prospective Contractor's understanding and agreement that subjective judgments will be made during the evaluation and scoring of the Technical Proposals.

3.4 **SOLICITATION SCHEDULE**

The following schedule shall be used in this solicitation:

Event	Date
Release of Solicitation	September 3, 2025
Clarification/Questions Submission Deadline	September 9, 2025
Clarification/Questions Response*	September 16, 2025
Proposal Submission Deadline	September 30, 2025 by 4:00 p.m. CST
Bid Opening Date	October 1, 2025 at 9:00 a.m. CST
Review of Submitted Proposals*	October 10, 2025
Finalist Interviewed via Zoom	October 20-24
Company selected, Anticipated Award Letter Issued	October 27, 2025
UCA BOT Review (if applicable) *	December 5, 2025
ALC Review*	December 16, 2025
Contract Award*	January 1, 2026

*Dates are approximate and subject to change.

SECTION 4 – GENERAL CONTRACTUAL ITEMS

4.1 **PAYMENT AND INVOICE PROVISIONS**

A. Forward invoices to:

University of Central Arkansas
ATTN: Accounts Payable
201 Donaghey Avenue
McCastlain Hall Basement
Conway AR 72035

B. Payment will be made in accordance with applicable UCA accounting procedures upon acceptance of goods and services by the University.

C. Do not invoice UCA in advance of delivery and acceptance of any goods or services.

D. Payment will be made only after the Contractor has successfully satisfied the University as to the reliability and effectiveness of the goods or services purchased as a whole.

E. The Contractor should invoice the University by an itemized list of charges. The University's Purchase Order Number and/or the Contract Number should be referenced on each invoice.

F. Other sections of this *Bid Solicitation* may contain additional Requirements for invoicing.

G. Selected Contractor **must** be registered to receive payment and future *Bid Solicitation* notifications. Prospective Contractors may register on-line at <https://www.ark.org/contractor/index.html>.

4.2 **GENERAL INFORMATION**

A. The University will not:

1. Lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by the State Procurement Official upon a 30 day written notice to the Contractor/lessor in the event funds are not appropriated.
 2. Contract with another party to indemnify and defend that party for any liability and damages.
 3. Pay damages, legal expenses or other costs and expenses of any other party.
 4. Continue a contract once any equipment has been repossessed.
 5. Agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
 6. Enter a contract which grants to another party any remedies other than the following:
 - a. The right to possession.
 - b. The right to accrued payments.
 - c. The right to expenses of deinstallation.
 - d. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - e. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- B. Any litigation involving the State **must** take place in Faulkner County, Arkansas.
- C. The laws of the State of Arkansas govern this contract.
- D. A contract is not effective prior to award being made by a State Procurement Official.
- E. In a contract with another party, the State will accept the risk of loss of the equipment or software and pay for any destruction, loss, or damage of the equipment or software while the State has such risk, when:
1. The extent of liability for such risk is based upon the purchase price of the equipment or software at the time of any loss, and
 2. The contract has required the State to carry insurance for such risk.

4.3 **PERFORMANCE STANDARDS**

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided that a Contractor **must** meet in order to avoid assessment of damages.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration. Performance Standards identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.
- C. The University has the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.

- G. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.
- H. Should any compensation be owed to the State University due to the assessment of damages, Contractor **shall** follow the direction of the State University regarding the required compensation process.

4.4 CONDITIONS OF CONTRACT

- A. Observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. Indemnify and save harmless the University and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the Contractor.

4.5 STATEMENT OF LIABILITY

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of Contractor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The Contractor will retain total liability for equipment, software and technical and business or operations literature. The State will not at any time be responsible for or accept liability for any Contractor-owned items.
- B. The Contractor's liability for damages to the State will be limited to the value of the Contract or \$500,000, whichever is higher. The foregoing limitation of liability will not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The Contractor and the State will not be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability will not apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **must not** be construed or deemed as the State's waiver of its right of sovereign immunity. The Contractor agrees that any claims against the State, whether sounding in tort or in contract, will be brought before the Arkansas Claims Commission as provided by Arkansas law and governed accordingly.

4.6 RECORD RETENTION

- A. Maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, grant access to State or Federal Government entities or any of their duly authorized representatives.
- B. Make financial and accounting records available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional Requirements regarding record retention.

4.7 CONFIDENTIALITY

- A. The Contractor, Contractor's subsidiaries, and Contractor's employees will be bound to all laws and to all Requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of during the course of providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State has the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality Requirements.

4.8 **CONTRACT INTERPRETATION**

Should the University and Contractor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached, the determination of the State of Arkansas is final and controlling.

4.9 **CANCELLATION**

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause when the Contractor fails to perform its obligations under it by giving the Contractor written notice of such cancellation at least thirty (30) days prior to the date of proposed cancellation. In any written notice of cancellation for cause, the State will advise the Contractor in writing of the reasons why the State is considering cancelling the contract and provide the Contractor with an opportunity to avoid cancellation for cause by curing any deficiencies identified in the notice of cancellation for cause prior to the date of proposed cancellation. To the extent permitted by law and at the discretion of the parties, the parties may agree to minor amendments to the contract and avoid the cancellation for cause upon mutual agreement.
- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation sixty (60) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

4.10 **SEVERABILITY**

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the University and the Contractor will be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it will not be affected by such declaration or finding and **must** be fully performed.

SECTION 5 – STANDARD TERMS AND CONDITIONS

- **Do not provide responses to items in this section.**

1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
2. **ACCEPTANCE AND REJECTION:** The State **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the State.
3. **BID SUBMISSION:** Original Proposal Packets **must** be submitted to the University of Central Arkansas on or before the date and time specified for bid opening. The Proposal Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be disqualified. The person signing the bid should show title or authority to bind his firm in a contract. Multiple proposals **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. Unless otherwise specified, the bid **must** be firm for acceptance for thirty days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.

5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only, and are not guaranteed. Contractor **must** bid unit price on the estimated quantity and unit of measure specified. The State may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering University.
6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The State **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the State may require the Contractor to supply additional descriptive material. The Contractor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
7. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Bid Solicitation*. The Contractor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Contractor **shall** further guarantee that if the items furnished hereunder are to be installed by the Contractor, such items **shall** function properly when installed. The Contractor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Contractor's obligations under this paragraph **shall** survive for a period of one year from the date of delivery, unless otherwise specified herein.
8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to the State. Each sample should be marked with the Contractor's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Contractor's expense. After reasonable examination, all demonstrators will be returned at Contractor's expense.
9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and Requirements of the specifications, the cost of the sample used and the reasonable cost of the testing **shall** be borne by the Contractor.
10. **AMENDMENTS:** Contractor's proposals cannot be altered or amended after the bid opening except as permitted by regulation.
11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
12. **AWARD:** Term Contract: A contract award will be issued to the successful Contractor. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering University. Firm Contract: A written State purchase order authorizing shipment will be furnished to the successful Contractor.
13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering University's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. The Office of State Procurement or University **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, the University may buy elsewhere and any additional cost **shall** be borne by the Contractor.
14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of UCA. Delivery **shall** be made during University work hours only 8:00 a.m. to 4:30 p.m. Central Time, unless prior approval for other delivery has been obtained from the University. Packing memoranda **shall** be enclosed with each shipment.
15. **STORAGE:** The ordering University is responsible for storage if the Contractor delivers within the time required and the University cannot accept delivery.
16. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering University after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize UCA to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting Contractor. The Contractor **must** give written notice to UCA and ordering University of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the Contractors list or suspension of eligibility for award.
17. **VARIATION IN QUANTITY:** The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the University's purchase order.
18. **INVOICING:** The Contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the *Bid Solicitation*, (2) delivery and acceptance of the commodities and (3) proper and legal processing of the invoice by all necessary State agencies. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
19. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the Contractor hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall** remain property of the University, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be

returned at the Contractor's expense to the F.O.B. point provided by UCA or by OSP. Contractor **shall** properly identify items being returned.

- 20. PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
- 21. ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
- 22. CLAIMS:** Any claims the Contractor may assert under this Agreement **shall** be brought before the Arkansas State Claims Commission ("Commission"), which **shall** have exclusive jurisdiction over any and all claims that the Contractor may have arising from or in connection with this Agreement. Unless the Contractor's obligations to perform are terminated by the State, the Contractor **shall** continue to provide the Services under this Agreement even in the event that the Contractor has a claim pending before the Commission.
- 23. CANCELLATION:** In the event, the State no longer needs the commodities or services specified for any reason, (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), the State **shall** have the right to cancel the contract or purchase order by giving the Contractor written notice of such cancellation thirty (30) days prior to the date of cancellation.
- Any delivered but unpaid for goods will be returned in normal condition to the Contractor by the State. If the State is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims. If upon cancellation the Contractor has provided services which the State has accepted, the Contractor may file a claim. **NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF THE STATE'S RIGHT TO SOVEREIGN IMMUNITY.**
- 24. DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977, relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.
- 25. CONTINGENT FEE:** The Contractor guarantees that he has not retained a person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Contractor for the purpose of securing business.
- 26. ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Proposal Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
- 27. DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any Contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to the University.

UCA RIDER

Any contract or agreement to which the University of Central Arkansas is a party shall be deemed to have the following provisions incorporated by reference:

(1) ***"Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall not be responsible or liable for any type of special or consequential damage to the other party, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature."***

(2) ***"Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall never indemnify or hold another party harmless from any damages, liability, claims, demands, causes of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by UCA, or its employees or agents, in the performance of this agreement, UCA agrees that:***

(a) it will cooperate with the other party to this agreement in the defense of any action or claim brought against the other party seeking damages or relief;

(b) it will, in good faith, cooperate with the other party to this agreement should such other party present any claims or causes of action of the foregoing nature against UCA to the Arkansas State Claims Commission;

(c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.

UCA reserves the right, however, to assert in good faith any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum.

Nothing herein shall be interpreted or construed to waive the sovereign immunity of UCA."

(3) "The University of Central Arkansas does not have any form of general liability insurance. It does have liability insurance coverage on vehicles, as well as certain professional liability coverage for clinical programs (and students assigned through those programs). Please contact the university department with responsibility for the program involved or the Office of General Counsel, if you have questions concerning insurance coverage."

PROPOSAL SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:				
Address:				
City:		State:		Zip Code:
Business Designation:	☐ Individual ☐ Sole Proprietorship ☐ Public Service Corp ☐ Partnership ☐ Corporation ☐ Nonprofit			
Minority and Women-Owned Designation*:	☐ Not Applicable ☐ American Indian ☐ Asian American ☐ Service Disabled Veteran ☐ African American ☐ Hispanic American ☐ Pacific Islander American ☐ Women-Owned			
AR Certification #:		* See Minority and Women-Owned Business Policy		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION				
Provide contact information to be used for bid solicitation related matters.				
Contact Person:		Title:		
Phone:		Alternate Phone:		
Email:				
CONFIRMATION OF REDACTED COPY				
☐ YES, a redacted copy of submission documents is enclosed. ☐ NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>				
ILLEGAL IMMIGRANT CONFIRMATION				
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.				
ISRAEL BOYCOTT RESTRICTION CONFIRMATION				
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. ☐ Prospective Contractor does not and will not boycott Israel.				

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* **will cause the Prospective Contractor's proposal to be disqualified.**

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

OFFICIAL BID PRICE SHEET

Prospective Contractors must complete the official bid price sheet. Any cost not included by the successful Contractor but is subsequently incurred in order to achieve successful operation, the Contractor **shall** bear this additional cost.

	YEAR 1 COST (\$)	YEAR 2 COST (\$)	YEAR 3 COST (\$)	YEAR 4 COST (\$)
Annual License				
Annual Hosting SSL Service				
Annual Support Cost				
Availability of support: ☐ 24-7 ☐ Standard Business Hours ☐ Other _____				
Implementation Cost				
Other Costs (list below):				
TOTAL ANNUAL COST:	\$	\$	\$	

FOUR YEAR GRAND TOTAL (Sum of Year 1, 2, 3 and 4 Annual Total Cost):	\$
---	----

Company Name: _____

DELIVERABLES

Prospective Contractors must complete a list of included deliverables based on the official bid price sheet.

[illegible]

EO POLICY

ATTENTION CONTRACTORS

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although contractors are encouraged to have a viable equal opportunity policy, a written response stating the contractor does not have such an EO Policy will be considered that contractor's response and will be acceptable in complying with the requirements of Act 2157.

Submitting the EO Policy is a one-time requirement. The UCA Procurement Department will maintain a file of policies or written responses received from bidders.

Effective August 2005, this is a mandatory requirement when submitting an offer as described above.

Should you have any questions regarding this requirement, please contact my office by calling (501) 450-3173.

Sincerely,

Cassandra McCuien-Smith, CPPO CPPB
Director of Procurement

To be completed by business or person submitting response: (check appropriate box)

_____ EO Policy Attached

_____ EO Policy previously submitted to UCA Procurement Office

_____ EO Policy is not available from business/person (must provide a written response)

Company Name Or Individual: _____

Title: _____ Date: _____

Signature: _____

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.

A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.

2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.

No state agency may contract for services with a Contractor who employs or contracts with an illegal immigrant. The Contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.

3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.

A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.

4. **Scrutinized Company Restriction:** Required with bid or proposal submission.

A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

- ☐ Boycott Israel.
- ☐ Knowingly employ or contract with illegal immigrants.
- ☐ Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- ☐ Knowingly employ a Scrutinized Company as a subcontractor.

Contract Number: _____ Description: Academic Management Software _____

Agency Name: University of Central Arkansas

Vendor Number: _____ Vendor Name: _____

Vendor Signature

Date

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

☐ Goods?

☐ Services?

☐ Both?

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	☐	☐					
Constitutional Officer	☐	☐					
State Board or Commission Member	☐	☐					
State Employee	☐	☐					

☐ None of the above applies

FOR A VENDOR (BUSINESS)*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly	☐	☐						
Constitutional Officer	☐	☐						
State Board or Commission Member	☐	☐						
State Employee	☐	☐						

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature_____ Title_____ Date_____

Vendor Contact Person_____ Title_____ Phone No._____

Agency use only

Agency Number_____ Agency Name_____ Agency Contact Person_____ Agency Phone No._____ Contract or Grant No. _____