



ATHENS STATE UNIVERSITY

300 North Beaty Street, Athens, AL 35611

Bid Number: 112022

Opening Date/Time: June 28, 2022, 2:00 p.m.

Opening Location: Founders Hall, Room 109

May 26, 2022

Introduction / Objectives

Athens State University seeks vendor proposals for the development and successful delivery of a cloud-based modern institutional data ecosystem. This ecosystem will serve as the platform for the development and delivery of the data analytics and institutional intelligence required for informed decision making based on identified higher education and institutional performance indicators.

The platform should support multiple individual raw institutional data sources that are loaded into a centralized repository designed to store, process, and secure large amounts of structured, semi-structured, and unstructured data. Institutional data sources include student, financial, human resources, advancement information systems, CRMs, LMS and desktop applications data sources along with third-party externally source data. Additionally, the platform must include a managed data warehouse to store structured, filtered data sets derived from any of the supported data sources described here.

The platform should provide specific views and relationships of the data as needed for reporting and analysis. The data should be presented in both traditional reports and visual representations through dashboard interfaces that supports dynamic interactions with the data. Ideally, the system will allow the building of scenarios by manipulating key data point values to determine the impact on enrollments, revenues, costs, and resource requirements of the university.

General Information

Athens State University Background

Athens State University is a public institution that offers exclusively upper-division and graduate coursework. The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees. The institution was founded in 1822 as Athens Female Academy. For many years it was affiliated with the Methodist Church but became affiliated with the state of Alabama in 1975 as an upper-division institution to serve the graduates of state junior, community, and technical colleges/institutes. In 2012, Athens State University began a new governance structure, having an independent Board of Trustees and no longer under the oversight of the Alabama State Board of Education.

As the only institution in the state of Alabama offering exclusively upper-division degree programs and services, Athens State University continues to enjoy an important and unique position within the community. Enrollment for fall 2021 is approximately 2,794 students, consisting primarily of non-traditional students with an average age of 30 years, many of which take multiple courses while maintaining full-time jobs. Athens State does not have on-campus housing, so all students are either commuter or online students.

We are dedicated to providing academic excellence in instruction through our 81 full-time professors and 100 adjunct professors and to providing quality customer service to our students in every department. Athens State University offers over 38 majors, as well as 6 online graduate programs. Athens State began offering online degree programs in 2006. Currently, over 80% of students are taking only online or blended classes, and over 93% of students are taking at least some classes online.

Detailed Vendor and Platform Requirements

The vendor must deliver expertise in mapping the institutional ERP system data to standardized data names and descriptions commonly used in higher education that empower users to easily understand how the source of the data and how it should be used to derive information and understanding.

The system should include options to manage institutional data sets by archiving data snapshots for specific reporting requirements while also providing access to live data sets through integrated and purposefully organized data structures.

The system should provide representations of various institutional data elements in both aggregated and non-aggregated reports and visualizations.

The system should be a core resource in data governance through a centrally available data dictionary that hold data element definitions, source, formats, and context specificity for all data brought into the data ecosystem. This core data governance resource must support data management tools and processes required preserve the integrity of all data elements.

The system should be scalable and responsive to new challenges for the university through the vendor's evolving knowledge and experience of higher education.

The solution must be straightforward to the extent that it allows for staff to understand the meanings of all data elements in the warehouse, how they were derived from the transactional data, and whether any modifications are needed to reflect their institution's policies and practices.

The solution must describe all documentation provided such as data dictionaries, documentations of the mapping code, impact analysis, etc., that would assist both functional and technical users in this regard.

The key deliverables of the solution in summary are:

- 1) A multi-sourced data lake
- 2) A structured data dictionary that supports data governance
- 3) A data warehouse
- 4) Data reporting/visualizations of real-time and warehoused data
- 5) Predictive analytics and data models to support informed decision making relative to higher education institutional management
- 6) Vendor implementation plan
- 7) Ongoing vendor support/training/services

In addition to responding to the specifications in Appendix A, vendor proposals should include the following:

An executive summary of how the proposed solution supports higher education-specific business processes and use cases. The executive summary must address each of the key deliverables.

1. A high-level overview of system features and functionality.

2. A diagram of the system architecture indicating how the system will work with the existing institutional information systems and the computing and network infrastructure of the university.
3. A list of current customers that use the proposed solution including institutions that closely meet the client institution profile in the size and program offerings.
4. References from three current customers who have implemented the system within the past three years. Formal letters of introduction between the university and references are required.
5. A narrative on the history and experience of the vendor in higher education data management and business process expertise. Include any vendor/system reviews provided by recognized third-party higher education service consultants.
6. The annual cost for the products and services for a period of 1, 3, and 5 years. Include in the explanation a breakdown of the system implementation and annual subscription costs and additional consulting services/resources required to deliver system functions beyond the core implementation. Outline service level agreements relating to platform availability, technical support, issue resolution, etc. Include information about tiered levels of support if available and the cost for each tier. Example Tier I support, 24 hours a day, 7 days a week; Tier II, 8 hours per business day only. **Use the cost form located at Appendix E.**
7. A narrative describing how legal regulations applicable to data access, transmission, or storage are met by the vendor.
8. A list all operating systems and browsers with which the solution is compatible.
9. An explanation of how the scaling of the size and function of the system can be accomplished.
10. An overview of the technical implementation process detailing the client information technology requirements during both the implementation phase and daily management of the resources.
11. An overview of end-user implementation tasks, training, and management.
12. A description of the implementation process including the project steps, major milestones, vendor implementation team qualifications, project updates cycle, client-side project implementation staff requirement including and the timeline for implementation.
13. An overview of prior experience with sourcing data from Admission Pros, Banner, Anthology, EAB Navigate, Blackboard Learn, Blackboard Ultra, Canvas, Salesforce, Verity, and Zendesk including whether the vendor has existing data models and mappings specifically developed for higher education institutions, addressing the specific systems listed.
14. Describe any plans and timelines for the development and delivery of mappings to additional systems.
15. Provide a mechanism to enable the data warehouse to be automatically reloaded or updated on a scheduled basis. Describe the parameters for this process as well as the ability to modify scheduled processes or initiate on demand pulls.
16. Describe ability to incorporate external data sources in the platform, including US Census, US Bureau of Labor Statistics, National Student Clearinghouse, IPEDS, and other relevant sources. Please enumerate any such external data included in the proposed solution.
17. Describe standard process to make data from all sources present within the platform generally available for rapid use through desktop applications such as Excel, Power BI, Python, R, and SAS.
18. Describe standard implementation strategy and methodology (including company's personnel roles and responsibilities), and general timeline(s) to implement (a) Student Core Data and External Data Source, (b) Financials Core Data, and (c) Human Resources Core Data.
19. Describe how Tableau, Microsoft Power BI, and other commercially available data management/visualization systems can be incorporated in the proposed solution and how it can be leveraged to support data visualization, analysis, reporting, and/or other functions. Describe any limitations or specifications that may affect cost to over the term of the agreement.
20. Does the proposed system offer any unique features/functions not offered by other similar systems?

Participating proposers shall make all investigations at their own cost, to thoroughly inform themselves regarding the scope of services referenced in the proposal document. No plea of ignorance by those responding to the proposal or by the successful company, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the company to make the necessary examinations and investigations, or failure to fulfill the requirements of the contract documents, will be accepted as a basis for varying the requirements of the proposal document or to the contract, including compensation, with the successful company.

SOLE POINT OF CONTACT

The University's sole point of contact for all matters relating to this bid is:

Mike McCoy, Vice President for Financial Affairs

300 North Beaty Street

Athens, AL 35611

256-216-3303

mike.mccoy@athens.edu copy to barbara.ferguson@athens.edu

Proposal Format and Content

- Submit one (1) printed copy and four (2) USB flash drives with copies of your proposal. Each copy shall contain the original manual signature of the authorized person signing the proposal. Failure to include original signed copies may be grounds for rejection of your proposal without further evaluation.
- Proposals are to be mailed to the above address in a sealed envelope which bears the above bid number and opening date on the outside of the envelope.
- All information and required submittals requested shall be included in your written response. Responses shall not refer the university to electronic media such as websites, CDs, disks, or tapes to obtain the required information or submittals. Proposal copies on the USB flash drives must be duplicates of the printed proposal and not contain additional information.
- Information submitted that is not requested by the university may be considered to be supplemental, not subject to evaluation.

Before a purchase order will be issued, the awarded vendor will be required to submit to Athens State University the following documents, completed and properly executed:

- State of Alabama Vendor Disclosure – required from the awarded vendor
- Athens State University Vendor Form W-9 – enclosed in Appendix D
- Alabama Immigration Law Certificate of Compliance – required from awarded vendor
- E-Verify Memorandum of Understanding – submit with the bid compliance form in Appendix C

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE

Appendix A: Specifications for bid #112022

Indicate which of the following system features/functions are included in the proposed system. If not included, explain whether the feature/function will be added.

- 1) Provides Data load, data manipulation, and file editing utilities within the system
- 2) Resource backup/redundancy and other measures in place to ensure high availability of the system.
- 3) Privacy and security of data in transit and at rest (including compliance with industry-based privacy, financial, and security regulations and standards (e.g. FERPA and HIPAA),
- 4) User access/authentication (including multifactor authentication)
(please specify the MFA solution used
- 5) Section 508 and WCAG 2.1 AA compliant. Please provide a recent accessibility audit report.
- 6) Provides data integration technology through a pre-built enterprise data warehouse with the ability to ingest data from numerous source systems.
- 7) Supports automated data and metadata loads directly into the system through a direct load of data such as Excel spreadsheets or SQL queries.
- 8) Can integrate with existing subscriber systems through SQL or other such data mining and access. List all existing system integrations for your solution, and your approach for first-time integration with any system new to you.
- 9) Provides pre-built data models organized by module that allow the institution to mine and visualize institutional data. Describe the approach to be used to construct and maintain the data models for each within the data warehouse. Describe how these data models have been previously validated and support business intelligence, analytics, and reporting. Describe how these data models have been optimized to support cross-functional analysis across the functional data domains in student, human resources, and finance).
- 10) Includes a tool and processes that can provide customizable mappings that allow data from any source systems to be extracted, transformed and loaded into the relational dimensional data warehouse. Describe the tool by specifying the types of data sources it can use, as well as the types of sources that are currently being used by the higher education institutions that have already implemented the proposed solution. Describe the knowledge, skills and any specialized training required to modify the delivered mappings and create new ones.
- 11) The tool must handle nulls and other extract, transform or load operational complexities ensuring the ability to optimize data analysis and metadata navigation as well as providing support to data cleansing efforts.
- 12) Provides updated mappings in a timely fashion for all current and future releases of subscriber's systems as needed to reflect data structure changes in those systems. Describe how this requirement is met, including specification of which versions currently have mappings available and the average lag time anticipated between the general availability of a new release and the availability of such mappings.
- 13) Allows for data import from standardized tests (i.e. GRE, TOEFL, etc.), spreadsheets, databases, electronic portfolio systems, and student management systems.
- 14) Ability to analyze new data sources. Identify and recommend new data sources that will maximize analytic output. List and describe these sources: integration of public datasets to provide deep contextual analysis capabilities with on-campus data as well as identifying strategic opportunities for data analytics impact.
- 15) Ability to permanently retain snapshots of data as of specified dates, such as each term's census date and end-of-term date, close of fiscal or calendar year, etc., and to retain snapshots of daily data for at least 30 days. Describe how the system handles these requirements.
- 16) Provides a mechanism to allow archiving of selected snapshots to secondary storage to address concerns regarding disk space and performance impacts. Describe any such mechanisms provided the system or other strategies to address those concerns.

- 17) Centralizes and processes incoming and outgoing data from multiple sources, both internal and external.
- 18) Ability to align with multiple data dictionaries. Detail which ones your solution has utilized in the past.
- 19) Allows visual content sharing via public links and public-facing website pages.
- 20) Provides secured internal sharing of reports and dashboards. Please describe how this is achieved.
- 21) Allows resources to be organized for custom projects.
- 22) Allows for customization of colors or importing of images to give pages a branding look that aligns with subscriber's brand.
- 23) Provides a reporting tool that is feature rich and extensible, using a simple intuitive web-based interface. Specify the reporting tool included and provide an overview of its features that describes how the requirements included herein are met.
- 24) Allows users to browse through all dimension and fact tables to which they have access, to drill down to atomic data, and roll up to summary data. Describe how the proposed solution accomplishes this.
- 25) Provides the ability for users to create both ad-hoc and one-time reports. Describe how the proposed tool meets this requirement.
- 26) Provides the ability to create charts, graphs, and dashboards. Describe how the tool does this, providing screen shots of sample charts, graphs, and dashboards.
- 27) Provides the ability to generate accreditation reports with accreditation templates.
- 28) Provides cost of delivery reporting at multiple levels (e.g., course, program, school), incorporating demographic data.
- 29) Provides benchmark data to evaluate cost of delivery reports at multiple levels (g., course, program, school).
- 30) Provides insight into the Key Performance Indicators (KPI's) indicating success along the subscriber's strategic goals and corresponding performance actions, as well as key KPI's. Describe the number and range of sample KPIs offered in your library. How does your solution incorporate industry and role-based best practice KPIs?
- 31) Provides a mechanism for comparing the subscriber's KPI performance against industry standard benchmark data.
- 32) Provides a library of pre-defined reports that address many of the standard higher education reporting needs. These reports should address common reporting needs in areas such as: admissions, yields, student retention, graduation rates, class and faculty loads, grade distributions, course demand, and so forth. Provide a list of the pre-defined reports that are included in the proposed solution.
- 33) Provides pre-defined reports that make it easy for a user running the report to adjust the parameters (for example the population to be examined, the term(s) or year(s) for which the report is run, et cetera). Describe how the reporting solution meets this requirement.
- 34) Provides a library for storing developed custom reports. Describe how custom reports are stored and presented.
- 35) Provides reports to end users (both internal and external) on an on-demand and/or scheduled basis i.e. date/time, event-based.
- 36) Provides web-based and exportable reports.
- 37) Allows for data to be downloaded and exported into pdf, html, .csv and .xlsx formats.
- 38) Allows real-time reporting for transactional data.
- 39) Allows high level view and ability to drill down all the way to student level data.
- 40) Provides longitudinal reporting on outcomes and measures.
- 41) Provides tools for annual assessment reports that present outcomes, measures, and results in a reflection ready format.
- 42) Provides API tool flexibility that allows integrated processing of data from multiple systems.
- 43) Allows for the disaggregation of data around key metrics.
- 44) Describe your solution's AI/ML capabilities.

- 45) Describe how your solution offers advanced analytical functions such as time series analysis, clustering, classification, affinity analysis, and attribute importance.
- 46) Describe how your solution offers other machine learning capabilities.
- 47) Describe how your solution allows advanced users to integrate to external statistical tools such as R, SPSS, Matlab.
- 48) Provides snapshots (such as for state aid days).
- 49) Allows customized and automatic workflows.
- 50) Provides real-time visualizations for interactive charts and dashboards.
- 51) Provides flexible and robust online analytical processing (OLAP) tools.
- 52) Allows data visualizations for IPEDS.
- 53) Provides usage analytics.
- 54) Provides embedded analytics through a BI tool with advanced visualization features or allow seamless integration with multiple BI tools.
- 55) Please describe how your customers have used your solution in the area of Admissions.

Confirm and briefly discuss the ability of the proposed solution to answer the following questions. Include in the discussion the timeline required to deliver all or part of the resources to provide these answers.

- 56) Who is likely to apply to the institution after initial prospecting?
- 57) Who is likely to enroll in each degree program?
- 58) What strategies (marketing or financial aid) would increase yield?
- 59) Are there any sub-population of students for financial aid offering to maximize revenue?
- 60) What is the average need-based grant or scholarship?
- 61) On average, what is the percentage of need that was met of students who were awarded any need-based aid?
- 62) Number of students who applied for financial aid and their need was fully met?
- 63) What impact would there be if we provided additional aid by program for financial aid leveraging?
- 64) What is the student yield based on the level of scholarship provided?
- 65) What combination of financial aid (need and non-need based) would increase the yield rate?
- 66) What impact on enrollment would there be if we focused our marketing efforts in certain regions for in or out of state enrollment?
- 67) What is the net revenue gained by the incoming class and how does it compare to previous years?
- 68) Please describe how your customers have used your solution to better understand and optimize enrollment and course taking patterns.

Confirm and briefly discuss the ability of the proposed solution to answer the following questions:

- 69) How does the change in tuition/fees affect total enrollment?
- 70) Who is likely to enroll in a given course?
- 71) What are the student course-taking patterns?
- 72) What classes/courses are likely to fill up or need additional sections?
- 73) Which courses have high dropout rates?
- 74) Who is likely to change a major? How does it affect graduation rates?
- 75) What courses tend to fill up quickly and why?
- 76) What is the average course load per FTE student by program?
- 77) How many students by status do we have at any given time?
- 78) Provides data for enrollment modeling by year and status (tracking retention as well) and generates comparison to budget.
- 79) Please describe how your customers have used your solution to improve retention and graduation rates.

Confirm and briefly discuss the ability of the proposed solution to answer the following questions:

- 80) Who is likely to return (first to second year and second to third year)?
- 81) Who is likely to graduate in four or six years?
- 82) Does incrementally lowering admissions requirements negatively impact overall retention?
- 83) What financial aid will be vacated by those students not returning to the university?
- 84) What commitments will need to be extended?
- 85) What are the differences in graduation rates for first time freshman and transfer students by academic program?
- 86) What student characteristics are most closely associated with student success?
- 87) How do institutional diversity and inclusion efforts impact student success?
- 88) How do institutional programs and services impact student success?
Please describe how your customers have used your solution to better understand and optimize enrollment and instructional costs and revenues.

Confirm and briefly discuss the ability of the proposed solution to answer the following questions:

- 89) What are our instructional costs per student credit hour by program/department and level?
- 90) What is the average amount spent to enroll each student?
- 91) What are the total instructional costs per FTE student by level, course, degree, program, department, school, and college?
- 92) What are the revenues generated by each student enrolled by course, degree, program, department, school, and college?
- 93) Are we at optimal faculty load levels this term? This year?
- 94) Please describe how your customers have used your solution to improve ROI, productivity and cash management.

Confirm and briefly discuss the ability of the proposed solution to answer the following questions:

- 95) Which degree programs are growing in enrollment and degrees awarded while contributing to revenue?
- 96) What is our current cash on hand?
- 97) At any given point, what is our cash collection compared to budget?
- 98) At any given point, what is our cash collection compared to last year?
- 99) What impact would there be if we had different rate structures (by school/college or by program)?
- 100) How will we enable broader fluency with institutional data to inform decisions and actions?
- 101) The web-based interface used by the system must not require additional software beyond that of a web browser to be installed on an individual workstation. Describe how the proposed tool meets this requirement.
- 102) Provides the same look and feel for the user interface, metadata schematics and query engine throughout the solution.

Appendix B: Qualification Statement

QUALIFICATION STATEMENT

I certify that I have read all the instructions and specifications of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for bidder. I agree to abide by all conditions of this bid request.

Please type or print in black ink.

Name of Company

Authorized Signature

Address

Printed/typed Name

City State Zip Code

Title

Telephone

Fax

Email

Federal Tax Number

Minority Information

If this business is minority owned please qualify below: (Example – small, female owned business)

Appendix C: State of Alabama Bid Compliance Form

ATHENS STATE UNIVERSITY – COMPLIANCE WITH SECTION 31-13-9 OF THE CODE OF ALABAMA

Section 31-13-9 of the *Code of Alabama*, as amended (see Alabama Act No. 2012-491) (the “Act”) is applicable to all contracts entered into with Athens State University via a competitive bidding process.

Be advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees, the Act requires that the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

Be further advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees within the State of Alabama, the Act requires that the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

Information about "E-verify" can be found at web address: <https://e-verify.uscis.gov/enroll> and the program is operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

Be further advised that the Act requires that any subcontractor, on a project paid for by a contract that is competitively bid and awarded by Athens State University, shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and shall also enroll in the E-Verify program prior to performing any work on the project. During the performance of the contract, the subcontractor shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. A business entity or employer who has been awarded a contract with Athens State University through a competitive bidding process should maintain records of such compliance in case verification is required by Athens State University or a law enforcement agency.

Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, termination of employees, and possibly suspension or revocation of business licenses and permits in accordance with the Act, among other things.

All bidders must complete the following information and return this form with their bid information.

1. Are you a business entity or employer that employs one or more employees within the State of Alabama?

No

Yes, and I have enclosed documentation along with this form establishing that I am enrolled in the E-Verify program. If you answered “Yes,” then you must provide such documentation with this form. A copy of your E-Verify Memorandum of Understanding is acceptable documentation.

2. Pursuant to the Act and by operation of law, the following provision shall be incorporated into any contract that is awarded by Athens State University as a result of this competitive bid process, regardless of whether or not the same is expressly set forth in the written documents relating to such contract:

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

I represent and affirm that my response to #1 above is true and correct, that I fully agree and accept the statement in #2 above, and that Athens State University may fully rely on the same. I also acknowledge that I have received notice of and reviewed all of the information contained in this document.

If Bidder is a Business Entity

Name of Bidding Party: _____

Signature: _____

Printed Name of Signatory: _____

Its: _____ (Position)

Date: _____

If Bidder is an Individual

Name of Individual: _____

Signature: _____

Date: _____

Appendix D: Athens State University Vendor Information Form

Complete the form on the next page.

Athens State University Vendor Form

Part I Taxpayer Information

Name (as shown on your income tax return)	Exemptions (if any)	
	Exempt payee code	N/A
Doing Business As (if different from above)	Exemption from FATCA reporting code	N/A

Address	
City, State, ZIP Code	

Check only one appropriate box for federal tax classification

<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/Estate
<input type="checkbox"/> LLC Single Member	<input type="checkbox"/> LLC C Corporation	<input type="checkbox"/> LLC S Corporation	<input type="checkbox"/> LLC Partnership	<input type="checkbox"/> Government
<input type="checkbox"/> Other				

Taxpayer Identification Number									
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Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me);
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person; and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature _____ Date _____

Part II Vendor Information

Check appropriate business type (if any)

<input type="checkbox"/> Woman-Owned	<input type="checkbox"/> Minority-Owned	<input type="checkbox"/> Veteran-Owned	<input type="checkbox"/> Disadvantaged-Owned
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Check appropriate Alabama Retirement System Status (if any)

<input type="checkbox"/> I am currently an active employee in the ERS or TRS	<input type="checkbox"/> I am currently a retired employee in the ERS or TRS
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Contact Person _____ **Email Address** _____

Phone Number _____ **Fax Number** _____

Purchase Order Address _____ **Remittance Address** _____

I have read, certify, and agree to the following:

- Neither I nor a direct family member has a conflict of interest with Athens State University.
- Purchase order must be received prior to purchasing materials or providing service or payment will not be made.
- Purchase order number must be referenced on invoice sent to Athens State University.
- I understand payment terms are Net 30 days (unless otherwise agreed upon or negotiated).
- I have reviewed the Vendor Disclosure Act of 2001-955 requiring disclosure statement for proposals, bids, and contracts in excess of \$5,000. I understand all required documents must be submitted before payment can be made.

Signature _____ Date _____

Appendix E: Cost Form Bid #112022 Vendor Name _____

Instructions: Complete the form below with a summary of all anticipated costs. Include any third-party software which is necessary and include explanatory comments as appropriate. In partnering with the right company, Athens State University is prepared to offer a one-year contract, with the option to renew for four (4) one-year terms.

Based on a 3 Year Renewal Cycle

Describe in detail 1 st year costs for:	Price	Comments
Implementation fee (if applicable)	\$	
Annual license for a minimum of 15 users	\$	
Cost per additional user license	\$	
Support/Consulting (if priced separately)	\$	
Training (if priced separately)	\$	
Other Costs (describe in detail)	\$	
Total 1 st year cost	\$	

Based on a 3-year Renewal

2nd, 3rd year costs

Annual fee for a minimum of 15 users	\$	
Cost per additional user license		
Support/Consulting (if priced separately)	\$	
Training (If priced separately)		
Other Costs (include comments)	\$	
Total	\$	

Based on a 5-year Renewal Cycle

2nd, 3rd, 4th, 5th year costs

Annual fee for a minimum of 15 users	\$	
Cost per additional user license	\$	
Support/Consulting (if priced separately)	\$	
Training (If priced separately)	\$	
Other Costs (include comments)	\$	
Total	\$	