Request for Proposals

Mississippi Valley State University

MVSU #7244 / 14000 Hwy 82-W
Itta Bena MS 38941-1400

THIS IS NOT AN ORDER

Web Address: www.mvsu.edu/purchasing/

Phone No: (662) 254-3319 Fax (662) 254-3314

Proposal Title:

Banking Services/General Operating

Requesting Department:

Business and Finance
Machelle Stockstill

Term – End of Month

Bids/Proposals – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

☐ This bid/proposal will be awarded on a line by line basis

☑ This bid/proposal will be awarded on a all or none basis

However, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Date: 12/02/2020

Proposals No. VSRP# 1000691

Number of Pages 12

Change Order:

Mississippi Valley State University is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

Bid/Proposal opening {Date and Time}

January 27, 2021 @2:00pm

Mississippi Valley State University

Carla T. Williams

By: Carla T. Williams/ Director of Purchasing

Email: ctwilliams@mvsu.edu

NOTE: If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
		Banking Services General Operating Account		
		Please show Bid/Proposals No. on outside of Envelope		

☐ If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.

We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within _____days from receipt of the order.

Company Quoting

Terms:

Date:

Phone/Fax:

Official Signature:

Mississippi Valley State University

Request for Proposal

Campus Card System: Identification, Event Management, Commerce, Access Control, Payment

Due August 3, 2021

Mississippi Valley State University Request for Proposal
Campus Card System: Identification, Event Management, Commerce Access Control, Payment

CONTENTS

Mississippi Valley State University Request for Proposal
Campus Card System: Printing, Reporting and Payment Processing
June 24, 2021

OVERVIEW

The purpose of the Request for Proposal (RFP) is to solicit proposal for a campus card system that integrates, identification, event management, commerce, access control and payments.

Mississippi Valley State University is under the jurisdiction of Mississippi Board of Trustees of State Institution of Higher Learning. In accordance with the Board policies and bylaws, RFP's must be used to obtain depository contracts for all institutions under the broad jurisdiction.

This Request for Proposal, hereinafter referred to as "RFP," provides interested firms with the information required to prepare and submit to the University sealed proposals for a comprehensive turnkey Campus Card System: Identification, Event Management, Commerce, Access Control, Payment Solution, with supporting operating system, application software, hardware (if necessary), training and support needed to meet the University's functional requirements.

This RFP shall result in a single source award. The selected vendor will be responsible for supplying hardware (if necessary) and system software, which meets the technical requirements of Mississippi Valley State University's offices of Business and Finance, Information Technology Food Service, Academic and Student Affairs. Also optional services and products that might benefit the University will be considered.

The software / equipment proposed must be based on an existing "off the shelf" software product, which, if required, can be modified by the vendor to meet the University's requirements.

The Contract Administrator will coordinate all activities associated with this RFP and will be the official contact point with vendors.

Any discussion of the evaluation and selection process related to this RFP is limited to information, which will assist vendors in developing an acceptable proposal. It will be the objective of the staff coordinating this activity to provide fair and equal information and assistance to all vendors. All references to bids/bidders and proposals/offers or proposers are interchangeable for the purpose of this document.

Mississippi Valley State University intends to replace its current campus card system with a single integrated software solution shared with all departments of Mississippi Valley State University. The purpose of this Request for Proposal is to request proposals from qualified software vendors that provide University/government software packages.

BACKGROUND

Mississippi Valley State University, as a Carnegie Classified Master's University, provides comprehensive undergraduate programs in education, the arts and sciences, and professional studies. The University is driven by its commitment to excellence in teaching, learning, service, and research—a commitment resulting in a learner-centered environment that prepares critical thinkers, exceptional communicators, and service-oriented, engaged, and productive citizens. MVSU is fundamentally committed to positively impacting the quality of life and creating extraordinary educational opportunities for the Mississippi Delta and beyond.

Mississippi Valley State University is a residential institution with approximately 2,300 student equivalents. The university has approximately 720 employees (part-time and full-time combined) on their payrolls which are paid bi-weekly and monthly.

RFP DEFINITIONS

Application shall mean a group of software programs (e.g. module) that is used to execute and administer a particular accounting function, such as Accounts Payable or Payroll.

Contractor shall mean the company proposing the solution and the one who will agree to be the single responsible party for assuring the success of this project.

Core user shall mean someone who uses the system on a daily basis to perform the functions required by his/her position.

University shall mean Mississippi Valley State University

Documentation shall include all written material needed to operate the hardware, software, and operating system.

Incidental user shall mean someone who uses the applications infrequently, generally less than 10 hours per month. This includes browsing, as well as, update functions.

Maintenance shall mean the necessary software and/or documentation changes to the financial software system required to correct known defects and maintain the operational quality of the system, as well as, upgrades and new system features. It includes the provision of telephone technical support from 7:00 a.m. Central Time to 8:00 p.m. Central Time, Monday through Friday excluding holidays. A response from the supporting contractor will be required within a specific amount of time.

On site shall mean any buildings which house any University departments.

Product shall mean all software or hardware defined in the "Deliverables" section of this RFP.

System shall mean all software, hardware other collateral defined in the "Deliverables" section of this RFP.

Upgrades shall mean any changes to functionality not included in the system at the time of the system's acceptance.

User's Manual shall mean a written guide or guides, on-line and/or hard copy, describing the use and operation of the purchased software.

Warranty shall mean the period during which problems will be resolved and maintenance will be provided without additional cost beyond the purchase price. The warranty period shall not begin until installation has been completed and accepted by the University according to the Terms of Acceptance as set forth in this RFP. The warranty period may have different beginning dates for each major software module.

KEY VENDOR QUALIFIERS

Only those vendors who can answer the following five questions with a "Yes" response will receive serious consideration. If vendor is unable to answer each question in this fashion, significant thought should be given as to whether you want to complete the Application
   1. Does your company specialize in public sector software?
   2. Has your company installed your software system in three or more government entities that have more than 300 employees?
   3. Has your company been in business for more than 5 years?
   4. Have you installed your software system in a government entity with five or more remote locations?
   5. Is your software Windows/Unix based?

TERMS AND CONDITIONS

Mississippi Valley State University requests qualified vendors to enter into a contract to provide Data Management: Printing, Reporting and Payment Processing services for a period of five (3) consecutive years. The contract will begin on or about August 1, 2021 and ending December 31, 2023. MVSU reserves the right to terminate a contract at any time with ninety's day written notices.

A. Issuing Office

The RFP is issued for Mississippi Valley State University - Information Technology**.   All proposals regarding this RFP must be addressed to:**

Mailing Address

Mrs. Carla T. Williams
Mississippi Valley State University
Purchasing Department
14000 Hwy. 82 West #7244
Itta Bena, MS. 38941
662-254-3319

Physical Address

Mrs. Carla T. Williams
Mississippi Valley State University
Office of Purchasing
W.W. Sutton Administration Building
Suite 155 – Room 160
14000 Hwy. 82 West
Itta Bena, MS. 38941
662-254-3319

B. Contract Administrator

Following the signing of the contract, all communications concerning the contract must be directed to:

Dr. LaShon Brooks
Mississippi Valley State University
Office of the President
14000 Hwy. 82 West
Itta Bena, MS. 38941
662-254-3425
lfbrooks@mvsu.edu

Inquiries
All questions concerning the RFP must be directed to:
Carmela F. Staten
Mississippi Valley State University
Information Technology
MVSU 7245
14000 Hwy. 82 West
Itta Bena, MS. 38941
662-254-3649
carmela@mvsu.edu

C. Cost Liability

Mississippi Valley State University assumes no responsibility of liability for costs incurred by the consultant prior to the signing of this agreement. Total liability of MVSU is limited to the terms and conditions of this agreement.

D. Proposals

To be considered, each firm must submit a complete response to this RFP *(plus five photocopies)*, using the format provided. No other distribution of proposals is to be made by the submitter. An official authorized to bind the submitter to its provisions must sign the proposal in ink. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least 6 months from the due date for proposals to this RFP.

Response documents should be sent in the following manner:

Document 1: The primary document should be a complete proposal that includes the company name, address, etc. This response will be held by the purchasing office and not viewed by the review committee.

Documents 2-10: These documents should be complete proposals that are exact copies of the primary document excluding identifiable company information. They should not contain any reference to the company name, address, etc. These documents will be viewed and held by the review committee.

The register that is prepared, containing information on the proposals received and other associated information, shall not be disclosed until after award of the contract.

The identity of competing offerors and associated information derived from their RFP responses shall not be disclosed to any competing RFP respondent prior to award of the contract. After award of a contract, bid information received from all vendors who responded to the RFP shall be considered public information and shall be made available for public review from any concerned citizen.

E.   Type of Contract

Mississippi Valley State University reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any formality or technical defects if, in the contract Administrator's judgment, the best interest of will be so served.

The selected vendor will be required to have all hardware and software installed and in full operation within a maximum period of three months of the effective date of the contract. This will include all program modifications, data conversion, software and hardware installation, system documentation, and user training that is necessary for system implementation.

F.   Term of Contract

The contract period for the successful firm will be from date of award (estimated to be August 1, 2021) through December 30, 2023. The Board of the Institutions of Higher Learning may renew the contract for 2023 for completion of project, as required, and upon approval and appropriation of necessary funds in fiscal year 2022; and shall be subject to renewal of terms of Contract.

G.   Non-Collusion Affidavit

The form for a non-collusion affidavit and MVSU Master Contract is attached hereto and must be completed and executed in full. The same individual who executes the Bid Form on the same date and the same approximate time on which the Bid Form is executed must execute this affidavit. The non- collusion affidavit must be attached to and returned with the Bid Form when the Bid is submitted. MVSU shall not consider any Bid that does not include a properly executed non-collusion affidavit.

H.   Compliance with Laws and Regulations

It shall be a condition of all Proposals submitted, that the contractors will fully and completely comply with all applicable Federal, State and Municipal laws and University regulations, resolutions, laws and orders.

I.   Assignment of Purchase Order or Contract

All services pursuant to the agreement referenced herein shall be the responsibility of the Contractor, and shall be performed by the Contractor and such subcontractors as are named in the proposal. The University reserves the right to approve such subcontractors. Contractor assumes responsibility for performance of all subcontractors, whether or not authorized. This shall include, without limitation, guarantees that software prepared by subcontractors will be fully compatible with other software as specified, and with the hardware noted in the proposal. In the event the University should consent to subcontracting, each and all of the provisions of this Agreement and any amendment thereto shall extend to and be binding upon and inure to the benefit of the successors or administrators of the respective parties.

J. Indemnification and Liability

The Contractor shall defend, indemnify and hold harmless the IHL Board, the Department, and MVSU, including their officers, commissioners, employees, and agents from all liability, claims, losses, costs, expenses, judgments, or damages, including reasonable attorneys' fees, arising out of any negligent or intentional act or omission on the part of Contractor, or any officers, employee, subcontractor, assignee or agent of Contractor.

K. Inclusion of Vendor Response to RFP

The University will require the Contractor(s) selected to include the contents of the response required by the RFP and all representations, warranties and commitments in the proposal and related correspondence as contractual obligations when developing final written contracts for vendor conversion assistance services, equipment and software.

L. Payment

The Contractor will agree to a single fixed price contract to cover hardware (if necessary), software development, unit and system testing, walkthroughs, training, user acceptance testing, communications charges, travel and consulting expenses until warranty expiration.

No increase above said bid price will be allowed to the Contractor during the term of the contract unless and except as provided by the specifications. Payment under the contract will be made in the manner provided by law for payment of claims against the University.

M. Royalties and Patents

The Contractor hereby guarantees that is has full legal right of materials, supplies, equipment, machinery, articles, software or things involved in the contract. The contract price shall without exception, include compensation for all royalties and costs arising from patents, trademarks and copyrights that are, in any way, involved in the contract. It shall be the responsibility of the Contractor to pay for all such royalties and costs. The Contractor shall hold and save the University, its officers, agents, servants and employees, harmless from liability of any kind or nature, including reasonable attorney's fees, for or on account of the use of any copyrighted or u n - copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract. During the pendency of any claim against Contractor or University with respect to Contractor's ownership and/or authority, University may withhold payment of any sums otherwise required to be paid hereunder.

N. Warranties

The Contractor, by entering into a contract with the University, warrants and represents that all materials, equipment and service delivered to the University pursuant to the contract conforms to all of the specifications contained or referred to herein. The Contractor further guarantees to replace all materials, equipment, software, or service, which may be rejected by the University due to defective materials or workmanship for a minimum of one-year following final acceptance.

Failure or neglect of the University to require compliance with any term or condition of the contract or specifications shall not be deemed a waiver of such term or condition. In the event of any breach of Contractor's warranties and/or covenants contained in the contract, or if, for any other reason, except only the fault of the University, the hardware, software or other services does not operate in accordance with the specifications provided in this contract and Contractor has not adjusted, or cannot adjust the same within fifteen (15) days after notice to Contractor, University shall have the right at its option to cancel this contract and to receive the return of all sums theretofore paid to the Contractor in addition to such other damages to which University may be legally entitled.

O. Required System Revisions

Any required system development, revision or conversion effort will be performed in accordance with predetermined and uniformly applied work plans, which require the periodic review and approval of the University. In the event that the Contractor is notified of specific deficiencies, which prevent acceptance of work completed, required changes will be determined in accordance with the following guidelines:

The University shall bear all costs of modifications necessitated by University revision of system requirements, as requested by the University in writing, but only to the extent such costs represent additional Contractor effort, as determined by the University.

The Contractor alone shall bear all costs of modifications necessitated by Contractor's failure to satisfy requirements defined in the proposal.

P. Non-Exclusiveness of Remedies

Any right or remedy on behalf of the University provided for in any part of these specifications, including, but not limited to any guaranty or warranty or any remedy for contractor's nonperformance, shall be in addition to and not a limitation of any right or remedy otherwise available by law, equity, or statute.

Q. Default for Insolvency

The University may terminate this Agreement for default in the event of the occurrence of any of the following:

The insolvency of Contractor: Contractor shall be deemed to be insolvent if it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition for bankruptcy has been filed, and whether or not insolvent within the meaning of the Federal Bankruptcy Law;

The filing of a voluntary petition to have Contractor declared bankrupt; The appointment of a Receiver or Trustee for Contractor; The execution by Contractor of a general assignment for the benefit of creditors.

The rights and remedies of University provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

R. Default for Nonperformance

University may, by written Notice of Default to Contractor, terminate the whole or any part of this Agreement in any of the following circumstances:

If Contractor fails to perform installation of the software or equipment and perform the services within the time specified in the contract or any authorized extension thereof; or

If Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of fifteen (30) days (or such longer period as University may authorize in writing) after receipt of notice from University specifying such failure.

In the event University terminates this Agreement in whole or in part as provided above, University may procure, upon such terms and in such manner as University may deem appropriate, services similar to those so terminated, and Contractor shall be liable to University for any excess costs for such similar goods or services. Contractor shall continue the performance of this Agreement to the extent not terminated under the provisions for this Section.

The rights and remedies of University provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

S. Procedures upon Termination for Insolvency or Non-appropriation of Funds

After receipt of a Notice of Termination for insolvency or non-appropriation of funds, and except as otherwise directed by the University, Contractor shall:

Stop work under this Agreement on the date and to the extent specified in the Notice of Termination;

Transfer title and deliver to University all completed work and work in process; and

Complete performance of such part of the work as shall not have been terminated by the Notice of Termination.

After receipt of a Notice of Termination for Insolvency or Non-appropriation of Funds, Contractor shall submit to University, in the form and with any certifications as may be prescribed by University, its termination claims and invoice. Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination. Upon failure of Contractor to submit its termination claim and invoice within the time allowed, University may determine on the basis of information available to University, the amount, if any, due to Contractor in respect to the termination and such determination shall be final. When such determination is made, University shall pay Contractor the amount so determined. Subject to the provisions of this section, University and Contractor shall negotiate an equitable amount to be paid Contractor by reason of the total or partial termination of work pursuant to this clause, which amount may

include a reasonable allowance for profit on work done but shall not include an allowance on work terminated. University shall pay the agreed amount; provided that such amount shall not exceed the total funding obligated under this Agreement as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not terminated.

T. Acceptance Test

The successful Contractor shall participate with appropriate University staff in building a test database. The system must achieve a level of effectiveness, which will be further defined with the successful vendor. The University reserves the right to test the product selected for a period of ninety (90) days prior to acceptance to determine the product functions effectively. If problems are encountered during the acceptance period, it is not required that the 90-day period expire in order for a new acceptance to begin. Accepted will be defined as all hardware and software specified in the contract being installed and operational; all staff trained and capable of functioning in a production environment. Failure by the Contractor to provide a system that performs as stated in their RFP response will result in rejection by the University.

U. Fixes, Upgrade and Future Software Options

Fixes: After the University's acceptance of the software, Contractor shall correct any and all errors in the software regardless of whether the error is brought to the attention of the Contractor by another user of the software or by the University, or by any other person.

Upgrades and Enhancements: For a period of not less than twelve (12) months after the University's acceptance of the software, Contractor shall provide to the University, at no additional cost, any changed or enhanced versions of the software within thirty days after the changed or enhanced versions are made available to customers.

Future Software Options and Replacement Software: Contractor grants the University the options, for any software for which the University has paid a one-time purchase or license fee to acquire any software options or replacement software which the Contractor shall make available after the acceptance date at the lesser of (a) Contractor's published purchase price for the software options or replacement software, or (b) the difference between Contractor's published purchase price for the replacement software or software options and the current or most recent purchaser license fee for the software or software options previously acquired by the University under this agreement. This provision shall remain in effect for the duration of the lifetime of the software.

V. Project Schedule

A project schedule specifying significant benchmark events and project completion date will be required as part of the contract. This plan will be jointly developed by the University and Contractor, but will require Contractor delivery deadlines. There will be failure to perform penalties that might affect contract negotiations.

W. Documentation and Operation Manuals

The Contractor shall provide, at no additional charge, operating manuals, which describe in detail the software capabilities, its operation, installation procedures, error messages with identification of probable causes, software modification procedures, and techniques, and program interfaces. Contractor agrees the University may make such additional copies of documentation supplied

pursuant to this section as needed for use by University employees. Contractor also agrees that the University may use such documentation to create process-based user manuals for use by University employees, and may post the documentation and user m a n u a l s on the University's password protected Intranet web site for access by district employees.

X. Maintenance

Contractor agrees to make available maintenance services to meet the University's on-going performance requirement for as long as the University utilizes the software. Such services shall be available at the prices contained in Contractor's response to the University's solicitation document.

GENERAL PROPOSAL INFORMATION AND REQUIREMENTS

This Section contains information needed by vendor management and staff involved in contracts. Included are proposal process timeline, proposal format and required submittals. This information is provided to assist the management of proposal preparation efforts by localizing a list of deliverables and major milestones.

IMPORTANT

The University will be using the Competitive Sealed Proposal methodology for procurement of the goods and services in this RFP. Discussions and demos may be conducted with offers who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions. The purpose of any such discussions will be to promote understanding of the University requirements and officer's proposal and facilitate arriving at a contract.

PROPOSAL PREPARATION AND SUBMISSION

Proposal must be submitted on the enclosed pricing form. Proposal received on any other forms will not be accepted. Proposal must be received in the Office of Purchasing no later than 2:00 p.m. on July 23, 2021. Any proposal received after the time or specified date will not be considered.

The proposal must give the full name and business address and must be signed by an individual authorized to bind the bank.

The proposal must be submitted in a sealed envelope or packet clearly marked "Data Management: Printing, Reporting and Payment Processing" to the following address:

Mailing Address
Mrs. Carla T. Williams
Mississippi Valley State University
Purchasing Department
14000 Hwy. 82 West #7244
Itta Bena, MS. 38941
662-254-3319

Physical Address
Mrs. Carla T. Williams

Mississippi Valley State University
Office of Purchasing
W.W. Sutton Administration Building
Suite 155 – Room 160
14000 Hwy. 82 West
Itta Bena, MS. 38941
662-254-3319

SCHEDULE OF PROPOSAL SUBMISSION

Activity	Submission Date
1. First Date of Advertisement	July 13, 2021
2. Second Date of Advertisement	July 20, 2021
3. Deadline for Submitting Written Inquiries	July 16, 2021
4. Inquires Addressed	July 22, 2021
5. Proposal Due to the Office of Purchasing	August 3, 2021

A. Evaluation of Proposals

A committee will evaluate all proposals received. Evaluations will be based on the criteria outline in the proposal in a manner it deems appropriate. All proposals will be evaluated on the same criteria. The following will be considered when examining the proposals:

   (a) Adherence to specific needs listed in the Description and Scope of Services Requested, this includes but is not limited to:

   i. Fees for services
   ii. Training and Support provided and relative fees
   iii. Compatibility with Ellucian Banner
   iv. Desktop and remote capability

B. Vendor Familiarization

It is the responsibility of the vendor to be completely familiar with all the contractual conditions, features, capabilities and requirements set forth in this document.

C. Proposal Preparation

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the University's objectives.

The following information must accompany your proposal:

- Compliance with all items required on the Response Checklist (form included in this RFP package).

- Description of your firm including size of firm, past three years financial statements, office location, number and nature of the professional staff to be assigned to the University; staff experience and training, including a brief resume for each key person listed.

- List any formal business relationships, software licensing agreements, partnering agreements.

- Describe specific experience (including the number of years) you have been providing IT solutions.

  o Describe a equivalent solution which your firm has recently installed, specifically how it is similar and/or dissimilar to that which the University is requiring. Include the implementation time frame and some idea as to the magnitude of the referenced project.

  o Provide the number of different applications and/or modules integrated with contractor's solution by the site referenced.

- Provide a list of references, preferably Universities or governments, where your firm provided similar services, or that is currently using a configuration similar to the University proposal. Provide names and phone numbers of contact persons for each referenced site with whom the University could discuss your involvement. (NOTE: Site visits without the contractor may be requested.)

- Complete list of all contractors' clients in the governmental sectors (identify which) who are currently using the proposed system or currently in the process of implementing the proposed system.

- Describe your future product plans and philosophy, i.e. how do you plan to move current products/clients into the future.

- List level and type of support your firm will require of University staff.

- Complete list of any subcontractors or partners who will be involved in this project. Include the following information for each of those companies: describe specific experience and number of years they have been providing financial system governmental-fund accounting solutions.

- Fee schedule: List cash price of proposal, broken out into base, module(s) as applicable; and implementation, training and maintenance including overhead expenses. List any cash discounts.

D. Rejection of Proposals

A proposal may be rejected for the following reasons:

- If the vendor fails to satisfy the University that such vendor is properly qualified to carry out the obligations of the agreement.

- Proposals, which contain conflicting, false, or misleading statements or which provide references, which contradict or do not support an attribute or condition contended by the vendor.

- If proposal includes any omissions, additions, unrequested, conditional proposals, irregularities or prices that are obviously in error.

- A proposal containing an alteration or erasure of any price contained in the proposal which is used in determining the lowest responsible proposal shall be rejected, unless the alteration or erasure is crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the proposal.

- Failure to timely submit.

- The University may waive any informalities or minor defects or reject any and/or all proposals or parts of proposals in its complete discretion.

E. Addenda

The University may modify these documents prior to the date fixed for submission of proposals by issuance of one or more addenda. Addenda will be numbered consecutively.

F. Identification of Offer

Vendors shall show brand name, trademark, catalog number, model, etc., as applicable, on the proposal covering their proposed products.

G. Specifications

Any deviation from specifications/qualifications must be clearly indicated by vendor, otherwise it will be considered that their proposal is in strict compliance and they will be held responsible therefore.

H. Prices of Proposals

For each item proposed a unit price and a total for the quantity must be stated. In case of error in the extension, the unit price prevails. No more than one unit price may be quoted on any one item. All prices shall be F.O.B. destination delivered to the University. Price reductions shall be granted whenever they become effective. Vendors shall note on the proposal sheet if the proposal is all or nothing. The University reserves the right to purchase proposed items using state contract or elsewhere.

I. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn prior to the time set for the opening of proposals by submitting a written request for its withdrawal to Dr. LaShon Brooks, Contract Administrator at the address given above. Vendor may submit the same, a new, or a modified proposal prior to the proposal opening time. After the time set for the opening of proposals no proposal may be modified or withdrawn.

J. Disposition of Proposals

All materials submitted in response to these proposal documents will become the property of the University and will become public record. Any proprietary information must be clearly identified.

Such records are available at the University Administration office during normal business hours. The University will not accept responsibility for confidentiality of any information submitted with a proposal.

K. Demonstration of Ability

The University may make such investigation as it deems necessary to determine the ability of the vendor to perform the services or supply the equipment and/or software specified in these documents, and the vendor shall furnish to the University all such information and data for this purpose as the University may request. The University reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor fails to satisfy the University that such vendor is properly qualified to carry out the obligations of the agreement. The vendor must be prepared to demonstrate that software, professional services and/or equipment shall be provide in conformance with proposal specifications, on request by the University, after the opening of the proposals.

L. Descriptive Literature

The University is not responsible for locating or securing any information, which is not identified in the proposal and reasonably available. Accordingly, to insure that sufficient information is available, the vendor must furnish as a part of his proposal, all descriptive material necessary for the University to (i) determine whether the product offered meets the requirements of the specifications and (ii) establish exactly what the vendor proposes to furnish and what the University would be binding itself to lease, purchase or license by making an award.

M. Sole Interest

By submitting a proposal, the vendor certifies that it is the only party interested in its proposal and that its proposal is made and submitted without fraud or collusion with any other person, firm, or corporation whatsoever. This provision is not intended to preclude contractual arrangements between vendors proposed packaged hardware, maintenance, and software systems/components.

N. Questions

Deadline to Submit Additional Written Questions

Questions regarding the RFP, or the services requested in it, should be mailed or emailed to the following address no later than 3:00 p.m. on July 9, 2021.

Please mail all inquiries to:
Carmela Staten
Mississippi Valley State University
Information Technology
Inquires Request (RFP)
MVSU 7245
14000 Hwy. 82 West
Itta Bena, MS. 38941
662-254-3649
carmela@mvsu.edu or lfbrooks@mvsu.edu

The subject line of the email should read "Q&A Data Management: Printing, Reporting and Payment Processing." All questions should be received by MVSU no later than 3:00 p.m. EST on July 9, 2021 and will be answered by July 14, 2021. Questions received after the July 9, 2021 deadline will not be answered.

All questions will become a form of written addendum to the specifications, which will be mailed to all potential bidders. All addenda issued shall become part of the RFP. Failure of the respondent to receive such addendum or clarification shall not release the respondent from any obligation of the proposal as submitted.

A public log will be kept of the names of all organizations that submitted proposals. The contents of any proposal shall not be disclosed to competing organizations prior to contract award.

No contact shall be permitted with unauthorized University personnel. Information obtained from an unauthorized officer, agent, or employee of the University or any other person shall not affect the risks or obligations assumed by the contractor or relieve him from fulfilling any of the conditions of the contract for the purpose of this project. If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in these proposals documents, they shall immediately notify the Contract Administrator of such error and request modification or clarification of the document.

O. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be distributed in the form of an RFP Addendum and posted on the mvsu.edu website by on July 14, 2021.

P. EVALUATION PROCESS OVERVIEW

Proposals will be evaluated using a two-phase process:

Phase One – Review of the RFP Response

The review will be performed by University staff. The RFP is intended to be used as a guide and check-off list for the users. This core team will rate each proposal relative to a set of needs. The phase one goal will be to reduce the number of proposals to 3 or less and invite the finalists to participate in Phase Two.

Phase Two – System Presentation

The University will develop a list of scenarios that it will provide to each of the vendors to incorporate into the demonstration. The purpose of the scenarios is to look at how each system does its job. This set of evaluators may also visit existing reference sites of proposed systems. This step may require follow-up visits for confirmation of functionality. This phase would culminate in the contract negotiations and award.

Vendor Proposal Analysis (VPA)

A VPA will be used to evaluate each vendor response. Each phase will comprise approximately 50% of the final total score; a vendor must be one of the finalists to be considered for award.

Phase One – Review of the RFP Response

Each section of the proposal is assigned a percentage of relative importance. The total of the percentages will equal 100%. The maximum total points for each section cannot exceed the pre-assigned percentage. The percentage assigned to each section is as follows:

10%   Vendor Qualification
50%   Application Features
10%   General Application Information
10%   System Technical Information
10%   Implementation/Training/Support Plan
10%   Proposed Investment

V.   Each proposal will be given a rating for each section in the proposal. The final rating will be determined by how well the features/questions are addressed.

Phase Two – System Demonstration

Each system will be given a score based on how well the system meets the needs of the University.

5%   Solution Overview Demonstration
25%   ERP Integration Demonstration
20%   Equipment Demonstration
10%   Technology Demonstration
10%   Document Distribution Demonstration
5%   Overall Functionality
15%   References
10%   Price

Mississippi Valley State University reserves the right to waive any defect, irregularity, or informality, and to reject any or all proposals or any parts thereof, and select the proposal deem to be in the best interest of Mississippi Valley State University.

DESCRIPTION AND SCOPE OF SERVICES REQUESTED

GENERAL

In order to increase the depth and breadth of its campus card solution Mississippi Valley State University (MVSU) is in need of a comprehensive "One Card" campus card solution with all requisite tools, materials, software and accessories. The One Card system must provide seamless integration with existing software/hardware used for various functions or provide a reasonable replacement.

KEY BENEFITS

1. Unlimited number of users, user types, database types, and database connections;
2. Easy to use application allows quick access to data, minimizing IT workload;
3. Timely and informed data-driven decisions in areas such as Student, Finance, Academics, Institutional Research, Human Resources, etc.,
4. Unlimited and free on-line interactive training.
5. Cross platform functionality
6. Language options
7. Secure and scalable applications
8. Central management dashboards
9. Self-service options

FEATURES

The Campus Card Solution must allow MVSU to go beyond typical, id card production, basic meal authorization, point of sale features and comprise the following capabilities:

1. Operate a "one-card campus" where our constituents only need one card, their official University ID, for all functions. These functions include, but are not limited to:
   a. identification,
   b. vending,
   c. point of sale,
   d. meal authorization,
   e. printing/copying,
   f. attendance tracking,
   g. event access,
   h. access control
   (However, MVSU will entertain separating some functions if it best serves the University)
2. Provides a simple, expedient process for campus card production.
3. Meets all needs outlined below for use.
4. Reduces institutional expenses.
5. Provides audit trails for all transactions.
6. Includes a user-friendly means for reporting.
7. Allows use of mobile credentials vi IOS and Android devices.
8. Provides web and mobile device access for user account management.
9. Offers a management console that allows permissions to be segmented by user to allow for distribution of responsibilities based on need.
10. Seamless Integration with Ellucian Banner.

11. Standard static reporting with report customization and delivery.
12. Dynamic reporting with report customization and delivery.

ONE CARD CAPABILITY

SYSTEM USER INTERFACE

1. Allow system operators to add, change, and delete cardholders and cardholder information individually and by group (i.e. multiple updates) as necessary.
2. Support multiple and various configurations of board and event verification plans.
3. Include the option of creating multiple customer-defined fields.
4. Allow the ability to design plans from the host or remote workstations via simple menu choices and without special programming.
5. Allow quick views for cardholder history.
6. Support the ability to add, delete, and change a cardholder's access/account/plan.
7. Provide detailed guidelines which walk an administrator through the process of creating or configuring system functions.

INTERFACE AND INTEGRATION

1. System must allow for seamless transfer of data to and from the ERP – Ellucian Banner, with little to no end-user/programmer intervention.
2. Software must be compatible with Miicros and Oracle POS systems.

DATABASE ADMINISTRATIVE FUNCTIONALITY

1. Include an option for web-based administrative access to the system without the requirement of installing administrative software on a client machine, which:
2. Allow the retrieval of automatically generated and stored reports.
3. Includes the ability to generate ad-hoc reports.
4. Allow user look up.
5. Allow the user to assign, edit and delete cardholder access.
6. Display emergency messages.

TASK/TOOL SCHEDULING:

1. System has tools or tasks that, once designed/configured, can be scheduled to automatically update cardholder accounts and access.
2. The ability to set up daily, weekly, and monthly schedules, as well as special schedules for end of semester operations.
3. The ability to perform these operations without operator intervention.

TIME PERIOD DEFINITION

1. Allow authorized operators to define time periods and names for accounting and reporting purposes.
2. Have the ability to define time periods to reflect the specific operating schedules of various facilities across campus.

REPORTING FEATURES

1. Generate reports and print them to the host or any remote workstation via screen, printer, or file.
2. Produce a full variety of reports for tracking and analyzing demographics of campus card operations.
3. Support a comprehensive set of pre-designed reports.
4. Design customized standard report queues to be run at regular intervals (daily, weekly, monthly, and on user-specified occasions) without operator intervention.
5. Generate all reports at any time without interrupting the online operation of the campus card system.
6. Provide complete real-time information.
7. Allow queries from any combination of cardholder information and transactions.
8. Allow card photos to be used in reports.
9. Allow use of a third party, industry standard report generator to generate customized reports.

REPORTING OPTIONS

1. Declining balance, charge, and cash reports.
2. Plan Reports.
3. Activity (privilege) reports.
4. Management reports.
5. Maintenance reports.
6. Membership reports.
7. Historical reports.
8. Custom reporting should allow the option to include customer-defined fields.

CARDHOLDER ACCOUNT MANAGEMENT

1. Capable of expanding to support an unlimited cardholder database.
2. Support unlimited number of cardholder plans, accounts and privileges/access rights.
3. Support the following types of accounts: board plans (multiple use), bonus board plans, declining/stored value, bonus declining dollars, board plans with discretionary declining dollars.
4. The ability to track cardholder accounts by ID.

5. Allow cardholder account balances to go negative (customer-controlled parameter) if uploaded logged transactions exceed amount in account.
6. Ability to use a shadow account for enrichment purposes to track real money separately from incentive money.
7. Ability to track all cardholder accounts and to regulate transfers and rollovers from one account into another.
8. Support a variety of privilege types including: yes/no, credit/debit, single/multi-use, attendance, check cashing, check-in/out.
9. Support the ability to link user-defined groups of privileges to specific plans, to assign privileges to cardholders in any combination by individual or group, to "chain" activities so that cashiers or checkers do not need to know beforehand to which plan or activity to group a card. Group or role-based assignments.
10. Support the ability to assign, suspend, revoke, and reactivate any privilege or package of privileges.
11. Ability to authorize users to review up-to-the-minute cardholder biographical, account, and transaction histories from any authorized workstation.
12. Cardholders should also be able to review their own up-to-the-minute account information through the web interface or from any administrative workstation using their ID card.

PRODUCTION SYSTEM

1. Industry standard components.
2. Support a single multi-tech card (magstripe, barcode & contactless).
3. Support Windows, Red Hat Linux or is platform agnostic.
4. Support entries of cardholder information and digitized images.
5. System can expand to accommodate as many cardholders as necessary.
6. Software comes with complete detailed documentation.
7. Software comes with extensive online help.
8. Multiple user security levels.
9. High energy ABA Track II & chip encoding is accomplished automatically as part of the card production process.
10. Support a direct interface to the campus card system.
11. Recognized industry-standard hardware.
12. Recognized industry-standard software.
13. Support production of contactless technology.
14. Scheduled backup of open database.
15. Copy of all hardware and software manuals.
16. No refurbished equipment, new only.
17. 24/7/365 phone support.
18. Remote administration services.

POINT OF SALE (POS) VALUE ADDED RESELLERS (VAR)

If your company is a VAR for a hospitality POS terminal manufacturer, please respond to the following:

1. Your company is an accredited VAR for the proposed manufacturer.
2. Elaborate on features your company adds to the proposed hardware beyond integration with the proposed transaction processing system.
3. Your company employs technicians specializing in the proposed POS terminal hardware.
4. Your company employs technicians specializing in the proposed POS terminal software.
5. Your company performs the installation and training of the proposed POS terminals.
6. Your company's help desk is connected to the POS manufacturer's help desk so that your company can dispatch hardware-related cases directly to the manufacturer on behalf of the client.
7. Provide a listing of all colleges/universities where your company has successfully performed installations within the last 5 years with the proposed POS hardware.

MOBILE & WEB RETAIL

1. Campus card-based mobile option for retail purchases.
2. Campus card-based web-based option for retail purchases.
3. Mobile service allows for off-campus transactions.
4. Web-based service allows for off-campus transactions.
5. Product fully integrates with industry leading card system platforms.
6. Mobile payment types can be limited to a specific stored value account.
7. Does not require additional hardware/software to support the mobile/web option.

EVENT & ACTIVITY MANAGEMENT TERMINAL(S)

1. Use industry-standard non-proprietary equipment.
2. Compact and light for easy relocation.
3. Highly visible multiple line displays capable of clearly indicating the result of an attempted transaction and alerting the operator of an off-line condition or other special event.
4. Support direct TCP/IP communications without additional wiring or communications device.
5. Provide privilege verification in activity locations (we should be able to assign a default activity to individual card readers so that only a card swipe/tap is required).
6. Function as a cash register with the addition of an integrated electronic cash drawer in small retail locations.
7. Provide an integral (not attached) receipt printer to accommodate a sales slip that includes both the sale amount and updated cardholder account balance.
8. Upon operator inquiry, display cardholder's account/event plan number, card status, activity group, date card was last used, and balances in multiple accounts.
9. Allow operators to report lost cards from the card reader to the system host.
10. Allow managers to define authorized operators so that no transactions can be run unless an authorized operator has signed in.

11. Provide levels of access capable of separating door operation administration from other functional access.
12. In the event that communications with the host are lost, the card reader should be able to automatically log transactions in an off-line state. It should be able to upload logged transaction information to the host when communications are restored.
13. Provide error messages and diagnostic routines to help system operators troubleshoot problems with or without the assistance of supplier technical support.
14. User programmable from the host, or another card reader, as well as using its own keypad.
15. Restrict functions to authorized operators and management.
16. Footprint should be small enough to be supported on a depot return basis.
17. Describe the proposed card reader in detail. Include terminal specifications.

VENDING & COPY/PRINT TERMINALS SHOULD MEET THE FOLLOWING:

1. Use industry-standard non-proprietary equipment.
2. Readers must communicate with host system directly over TCP/IP networking without the requirement of intermediate controllers or terminal servers.
3. Allow for additional print capacity to be added 24/7/7 via the web with immediate account credit transactions.
4. Allow for a pre-approved number of page prints with additional pages added upon depletion of pre-approved amount.
5. Tracking and reporting of page counts per user.

LAUNDRY TERMINALS SHOULD MEET THE FOLLOWING:

1. Use industry-standard non-proprietary equipment.
2. Readers must communicate with host system directly over TCP/IP networking without the requirement of intermediate controllers or terminal servers.
3. Readers must support multiple laundry units (please include number per reader).

ONLINE LAUNDRY RESERVATION:

1. Is web-based and provides patrons the ability to view machine availability, reserve machines, receive notification when machines become available, receive notification when machine cycle is complete.
2. Notification methods include email, phone, text message.

SELF SERVICE CARD VALUE CENTER/KIOSK:

1. Supplier supplied machine allows cardholders the ability to deposit cash or credit/debit deposits onto the campus ID card.
2. The machine supports an optional card-dispensing option for visitors.
3. Machine operates 24 hours a day, 7 days a week.

EQUIPMENT INVENTORY SYSTEM SHOULD:

1. Provide a method to track and maintain a list of inventory items available for cardholder checkout.
2. Perform equipment checkout from any user workstation (PC running system web-based administration software), web client, or attended card reader.
3. Support standard equipment reporting through the user interface without requiring additional supplier-required programming.
4. Ability to report which items are checked-out by which patron and when they were checked-out.
5. Ability to charge for checked-out item.
6. Access Control
7. Allow door access via the presented credential. System requirements:
8. Allow for programming of flexible unlocked time zones and the ability for easy immediate lockdown.
9. Integration to other devices such as automatic openers, fire hold opens and local audible alarms.
10. Provide logging of all transactions and door states and allow for automated reporting.
11. Certain alarms and conditions must be able to be reported back to designated personnel via text, email and directly to our central police dispatch system.
12. The System must allow for significant ease and flexibility in assigning user access. (we want an easy process where staff responsible for space can assign/revoke their own access)
13. Must allow for multiple conditions, by groups and individuals such as day and time restrictions to locations with programmable start and end dates/times.
14. System must allow for specific door permissions to easily be set with start and end dates and times by individual.
15. The System must integrate with video surveillance either within the product or through integrations with other systems. (Video Insight is currently used for that purpose).
16. We are interested in both hard-wired (always online) solutions for exterior doors and critical spaces as well as self-contained offline (Wi-Fi or other) lockset devices for low use areas. Please also include solutions for large door volume areas such as residence halls. Please expand on equipment offered and integrations with products provided by other vendors.

ATTENDANCE TRACKING

1. Attendance tracking for events, classes and meetings - both permanent, wired devices as well as portable/handheld units.
2. The system must easily provide a log of attendees with date/time stamps.
3. Classroom attendance. We are interested in wired and wireless devices located inside classrooms as well as portable/handheld units.
4. Data available for daily upload to Banner.

LIBRARY CIRCULATION

1. For library services/materials acquisition - Integrate with our ILS, Sirsidynix Symphony (or easily implemented replacement) so only one presentation of a credential is needed.

COPY/PRINT

1. Cards are presented to readers integrated with copy machines to pay for copies charging the expense to their stored value account.

DEPOSIT STATIONS

Devices located at key locations that allow for account management of their primary stored value account. Balances can be viewed and deposits made with cash or debit/credit cards. Devices must meet all regulations for card use such as PCI, provide detailed audits of all transactions and provide excellent security for cash.

BOOKSTORE

Bookstore (currently operated by Follett)

1. Accept payment from primary stored value account via their point of sale terminals through an interface
2. Real time transactions
3. Balance check option available through their terminals.

ID SERVICE COUNTER

1. Terminals that allow for balance check and deposits to primary stored value account
2. Point of sale terminal for sales or replacement cards and ID-related items.
3. Tenders accepted are cash, check and credit/debit cards.
4. Provide sales reports and audit logs.

LAUNDRY

Stored value account can be used to pay for laundry in campus residence halls. We currently have 47 separate laundry rooms with one central reader in each. Those readers connect to a total of 147 separate Maytag and Speed Queen Appliances. Laundry readers must display the machine state and only allow purchases to be complete when a machine is not in use.

MEAL AUTHORIZATION

1. Terminals/machines/readers to validate and deduct meals from unlimited or block-controlled meal plans.
2. Available with credential present and biometric options.

3. Responders must present in detail how your system accommodates meal plans including
   3.1 All you can eat
   3.2 Meal equivalence deduction in retail location
   3.3 Meals per week offerings
4. Explain how they are configured and programmed, how devices at the locations verify and deduct meals used, and examples of reports available. Present all mobile ordering options available. Please include how students and staff can access their meal and account balances and activity via the web and mobile app.

RETAIL FOOD SERVICE

We require our food service provider to accept cash, credit/debit cards, and our stored value accounts. Integration is also required for brand specific tender such as Chick-Fila

STORED VALUE ACCEPTANCE

Card readers in place to accept payment from our primary stored value account for goods and services provided.

STUDENT HEALTH CENTER VERIFICATION

Card reader in place to validate permissions for and track usage of our Student Health Services.

TICKET AUTHORIZATION

Card readers used for ticket issuance for athletic and performance events by validating the student or employee has an available ticket in their account for that event then deducting it. Systems must incorporate hard-wired devices in the box offices and ticket locations as well as mobile/handheld units that communicate via Wi-Fi or cellular.

PAY FOR PRINT

University ID Cards presented at release stations integrated with printers to pay for per-page black and white and color printing. We are interested in both permanent release stations where the credential is presented as well as options for print payment via mobile and online.

VENDING

The primary stored value account can be used to pay for purchased from beverage and snack vending machines. Interested in using readers that accept both our stored value account and debit/credit cards for payment.

CARDS AND PRODUCTION

Must provide a solution for:

1. Physical Card production
2. Virtual access devices (allows for mobile credentials vi IOS and Android devices)
3. Capability for end-user upload of ID image.

The Campus Card Office currently produces official University ID Cards, and a variety of other cards and badges using IDWorks and Datacard.   Responders should include detailed card production processes and equipment options and possibly of integration with existing equipment.

Existing Equipment:

- Current Camera: HD 108P Logitech
- ID Card Printers: HDI Fargo / DTC4500
- Software: Dabae Record HD Graphics Assure ID
- Cards: IClass

ADDITIONAL SYSTEM APPLICATIONS

Please indicate and provide a brief explanation if your system does the following:

1. Integrates with University student information system (Ellucian Banner) in Real-time.
2. Supports online photo submission.
3. Supports complete functionality Ellucian mobile application.
4. Integrates with University student information system (Ellucian Banner) with batch upload.
5. Integrates with University Bookstore (Follett).
6. Provides a solution for Campus Post Office.
7. Integrates with Thompson Hospitality (food service provider).
8. Provides a solution for tracking classroom attendance.
9. Integrates with Housing Management (Adirondack).
10. Provides a solution for Summer Groups & Camps (Contactless wristband for access & board).
11. Integrates with Library Circulation system
12. Provides a solution for payroll deduction.
13. Provides a solution for Recreation Center.
14. Provides solutions for remote retail locations.
15. Provides solution for Event Ticketing (specifically athletic event ticketing solutions).
16. Provides solution for Print Management.
17. Provides solution for Student Elections.
18. Supports Off-Campus Merchant Program.
19. Integrates with Time Management.
20. Fully supports mobile readers.
21. Provide solution for use of card system to purchase transportation tickets

22. Provide solution for clocking-in/out at time clocks throughout campus. The current payroll system is Time Clocks Plus.

INSTALLATION

Service Provider will remotely install the Payment Processing, **Document Enhancement & Distribution Solution** and Data Reporting Solution (the Solution) for Banner against a test environment at a site specified by Licensee prior to the on-site customizable training session. As part of the training session, the provider will work with Licensee technical staff to jointly configure the solution for Banner. MVSU will require a test environment, a development environment, and a production environment. The provider consultants will work with Licensee to make sure your staff has the skills necessary to install and configure the Solution for Banner against the additional environments. The installation process requires database administration skills, as well as additional knowledge of supporting Oracle products (Oracle Warehouse Builder, APEX).

TRAINING

Prior to delivering the training, the provider will work with the University to identify the appropriate stakeholders and team members for training. These stakeholders typically include staff from the institution's IT and functional administrative departments or those staff members identified as part of the product implementation or reporting team. All training must be provided on-site or an acceptable alternative. The University requests training for select groups. Sample training agendas are provided below.

ADMINISTRATIVE/TECHNICAL TRAINING

System administrators will receive configuration and security training, designed to provide product administrators with an understanding of how they should approach installation, configuration, setting up users security set-up, data connections and troubleshooting.

The training is available at no cost to Licensee.

FUNCTIONAL TRAINING

Functional training, including unlimited on-line and interactive live training, webinars, downloadable recorded training, written and downloadable documentation, context-based help, and on-site training.

Functional training is designed to provide functional area expertise in the product as it relates to their responsibilities and needs. This training covers basic use, product navigation, and tips and tricks. The training can be customized to specific audience and needs.

ONGOING TRAINING

Additional training is available at no additional cost