



# Request for Bids

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

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

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

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

**Bid Title:**

**Date:**

Requester and Requesting Department:

**Bid No.**

Number of Pages

Change Order:

**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.

**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.

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.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University
<i>Billy D. Scott</i>
By: Billy D. Scott Purchasing Agent Email: <a href="mailto:bscott@mvsu.edu">bscott@mvsu.edu</a>

**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
		Bidder has the option of responding to this request via sealed bid or through MAGIC using this guide: MAGIC Supplier Self-Service Reference Guide <a href="http://www.dfa.ms.gov/media/1690/index.pdf">http://www.dfa.ms.gov/media/1690/index.pdf</a>  <b>RFx #31600020200</b>		
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

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.**

Terms:  Date:  Phone/Fax:	<p style="text-align: center;"><b>Company Quoting</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p><b>Official Signature:</b></p>
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# **Mississippi Valley State University**

## **Request for Bid For a Talent Management System**

**RFB DUE DATE/Time: May 3, 2018**

**SUBMIT TO: Mississippi Valley State University  
c/o Mr. Billy Scott  
Purchasing Director  
MVSU 7244  
14000 Highway 82 West  
Itta Bena, MS 38941**

# REQUEST FOR BID

**TITLE: Request for a Talent Management System**

Mississippi Valley State University is seeking bids from suppliers of Applicant Tracking and Performance Management with proven, successful installations in Post-Secondary or similar environments.

**DEADLINE FOR QUESTION SUBMISSION: April 18, 2018**

**QUESTIONS RESPONSE BY: April 25, 2018**

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# 1 SECTION ONE – INTRODUCTION

## 1.1 Institutional Background

Mississippi Valley State University, as a Carnegie Classified Master's University, provides comprehensive undergraduate and graduate 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.

## 1.2 Overview of Participating Departments/Stakeholders

The Office of Human Resources shall administer its policies and programs without regard for race, age, sex, religion, national origin, veteran status, or disability. The university has been, and remains committed to the maintenance of equal opportunity for all people. Affirmative Action shall be taken to ensure that the university does not discriminate in any aspect of employment including advertisement, recruitment, selection, promotion, demotion, transfer, compensation and selection for training. Students are also assured that access to educational opportunities, financial assistance and social and recreational programs will be free from discrimination.

The Information Technology Department services, monitors and maintain the campus data network and servers at Mississippi Valley State University. We also offer service to the students, faculty and staff by focusing on the latest technological advancements to sustain the university's mission to provide support services. We strive to ensure availability and reliability to the entire campus network. New technical innovations are encouraged so that we, as a University, will continue to compete with our fellow institutions of higher learning.

The Office of Procurement and Contracts is committed to providing the best service possible to the university community while expediting the procurement of goods and services; authorizing contracts on any commodity/service being purchased by Mississippi Valley State University; securing competitive quotes and bids to obtain maximum value from the expenditures of university funds; coordinating the procurement of goods and services for academic, administrative, and research departments of the university; ensuring compliance with state laws, state regulations, and university policy; maintaining professionalism by Procurement personnel; maintaining reputable relations with vendors that service the university; developing new sources of supplies and equipment to assure university departments have an adequate number of vendors from which to obtain supplies, equipment, and services; abiding by the National Association of Educational Procurement's code of ethics.

## 1.3 Contact(s) for RFB

<b>Role</b>	<b>Name</b>
Human Resources Director	Elizabeth Hurssey

#### 1.4 RFB Schedule and Deadlines

<b>Date</b>	<b>Event</b>
April 10, 2018	RFB Release
April 18, 2018	Deadline for Written Questions
April 25, 2018	Expected Response Date
May 3, 2018	Bid Due Date
May 15, 2018	Award Date (Estimated)

## **2 SECTION TWO – SCOPE OF THIS REQUEST FOR BID**

### **2.1 Purpose of the RFB**

The purpose of the RFB is to learn how the products you offer will fit the needs and functions identified in this document. It is expected that should a contract be negotiated, the products and services offered would meet or exceed those in your response to this RFB and that the prices would not exceed those in your response.

### **2.2 Scope of Services**

This project is being undertaken to provide recruiting/applicant tracking and performance management functionality. In the broadest terms this includes:

- Posting position ads through various digital channels
- Accepting applications and communicating with applicants
- Evaluating candidates in collaboration with hiring managers
- Assessing the results and effectiveness of these functions
- Supporting compliance with relevant laws and policies
- Administration of Performance Appraisal process

### **2.3 Objectives**

The Human Resources team has been planning improvements to the recruiting function at Mississippi Valley State University with the intent of providing the following benefits:

- Better understand the performance of the recruiting function and gain data-driven insight into what's working
- Utilize this knowledge to improve the process and to better leverage Mississippi Valley State University's investment in recruiting
- Bring more consistency to the recruiting and hiring process, particularly to ensure greater compliance with employment laws
- Allow more efficient use of staff time by facilitating improved collaboration among all staff involved in the hiring process
- Manage employee performance in a manner aligned with institutional strategy.

### **2.4 Background Current System/Process**

Mississippi Valley State University currently uses Ellucian Banner System where there may be a need for integration.



### **3 SECTION THREE – GENERAL INFORMATION**

#### **3.1 Bid Due Date**

The RFB responses shall be due by 2 p.m. on May 3, 2018

#### **3.2 Submission Instructions**

Insert submission method electronic vs. hard copy

The RFB Coordinator reserves the right to extend or postpone that date and time for accepting bids through an addendum.

Please include the phrase “Talent Management Software Procurement” on the cover of the bid and on the transmittal package.

All bids and accompanying documentation become the property of Mississippi Valley State University.

#### **3.3 Questions and Clarifications**

All communications and/or questions in regard to this request must be in writing and must reference the bid number. All written questions will be responded to in writing and provided to all proposers.

Questions are due 2 p.m. on April 18, 2018.

Please refer all inquiries in writing (electronic allowed) to the appropriate contact listed below.

#### **3.4 Point of Contact**

Mrs. Elizabeth Hurssey, Human Resources Director – [ejhurssey@mvsu.edu](mailto:ejhurssey@mvsu.edu) – (662)254.3781

#### **3.5 Failure to Comply**

The Respondent is specifically notified that failure to comply with any part of the RFB may result in rejection of the bid as unacceptable. In addition, Mississippi Valley State University, in its sole discretion, reserves the right to accept or reject any response that:

- Is incomplete, obscure, irregular, or unrealistic;
- Has obscure, irregular or non-authorized erasures or corrections;
- Has omitted or failed to include mandatory information as requested in this RFB document.

#### **3.6 Amendments to this RFB**

Mississippi Valley State University Human Resources reserves the right to revise the RFB and/or to issue addenda to the RFB. Mississippi Valley State University HR also reserves the right to cancel or to reissue the RFB in whole or in part, prior to an agreement. In the event it becomes necessary to revise any part of the RFB, addenda will be provided to all those who received the RFB.

### **3.7 Cost to Propose**

Mississippi Valley State University Human Resources will not be liable for any costs incurred by the Respondent in preparation of a bid submitted in response to this RFB, in conduct of a presentation, or any other activities related to responding to this RFB.

## **4 SECTION FOUR – BID FORMAT AND CONTENT**

Offerors must submit bids that are complete and carefully worded and must convey all of the information requested in order to be considered responsive. If the bid fails to conform to the essential requirements of this solicitation, the Procurement Officer in his/her sole discretion will determine whether the variance is significant enough to consider the bid non-responsive and therefore not considered for award.

In order for the College to consider your bid, offerors must submit, at a minimum, the following information in the order requested in its technical bid:

1. Letter of Submittal including name, address and phone number of the company's contact.
2. Executive Summary
3. Company and Solution Narrative
4. Response to RFB Requirements
5. Cost Bid
6. Any Supplemental information the Respondent wishes to include relevant to this RFB.

The remainder of this section explains the bid format in detail. All responses must follow the outline in this RFB.

### **4.1 Executive Summary**

Provide a high level summary of your bid, highlighting the strengths, experiences, and background of your company. The executive summary section should not exceed two (2) pages in length.

### **4.2 Company and Solution Narrative**

Please include that following information about your company and the proposed solution:

- A narrative on the company's history and background, including the full company name and number of years in business.
- A narrative regarding the company's previous experience with college and university employee groups where services provided were similar to those sought with this solicitation. Please explain what percentage of all customers are in the Education industry.
- A narrative overview on the proposed solution and related professionals services such as:
  - Implementation process and timeline.
  - Support services
  - Training options
- Provide a minimum of three references that demonstrate the Respondent's ability to accomplish work similar in purpose, size and scope.

### **4.3 RFB Requirements**

The awarded Talent Management System provider will be expected to deliver a system that is user friendly and intuitive. All web user interfaces must be ADA (Section 508) compliant. The system should allow job openings to be easily posted and managed. System should support various types of employment (i.e. FT,

PT, Temps, Faculty, etc.). The system will also be expected to provide search and report capabilities to hiring managers and HR staff. All data transmitted in the system by applicants, employees, hiring managers, and/or HR staff must be secure.

#### 4.3.1 Table Instructions

Please use the following matrix as a key for responding to the functionality tables in the RFB.

Response Code	Description
<b>S - Standard</b>	Feature is delivered as standard functionality in the proposed version of the software and can be demonstrated by the vendor.
<b>C - Custom</b>	Not included. Customization required, additional cost may apply.
<b>N - Not Available</b>	Requirement not available.
<b>R - Roadmap</b>	Feature is on product development roadmap.

#### 4.3.2 Requirements Table

##### System Capabilities

	Requirement	Code	Comments
1.	Can the system be accessed via online?		
2.	Does the system support multiple browser versions / types?		
3.	Is the system supported by standard platforms and physical or virtual environments?		
4.	Can the system be used in either Windows or Apple/Mac operating environments?		
5.	Can the system be branded (e.g., logos and colors) for both HR site and Applicant site?		
6.	Is the system compliant with Federal EEO/AA regulations including Section 508 compliance? If yes, please attach assessment of compliance to your submittal.		
7.	Does the system have authorization and authentication capabilities? (LDAP, SSO, Shibboleth) Please indicate any additional cost for these options.		
8.	Does the system include data archive, back-up, and recovery functions?		
9.	Does the system have offsite backup storage on hardware located in the United States?		
10.	Has a SSAE16 SOC 2 audit been completed for your system? If yes, please attach to your submittal.		
11.	Does the system have time-out functionality?		
12.	Does that system have transaction logging capabilities which can be reported from to review all changes made within the system?		

	<b>Requirement</b>	<b>Code</b>	<b>Comments</b>
13.	Does the system provide the ability to customize the site URL?		
14.	Does the system allow for continual real time - access to all system data?		
15.	Does the system have a structured service level agreement?		
16.	Are standard methods for notifying customers of outages and other disruptions of service in place?		
17.	Does the system have network security?		
18.	Does your system push posting to external job board sites?		
19.	Does the system integrate with background check services?		
20.	Does the system integrate with HRIS systems such as Banner?		

### **Applicant Portal Capabilities**

	<b>Requirement</b>	<b>Code</b>	<b>Comments</b>
1.	Does the system allow candidates to create an on-line profile using a unique identifier(s) such as user id and/or password prior to application?		
2.	Can candidates easily retrieve and/or reset passwords used to access their on-line profile?		
3.	Can applicants save progress and return at a later time to complete application/profile?		
4.	Does the system automatically save previous versions of applicant's data (if they change or edit application/profile)?		
5.	Do applicants have a dashboard to assist in managing/viewing information?		
6.	Does the system auto-populate information when applying to multiple postings?		
7.	Does that system have the ability for an administrative user to create profiles and add supporting documents in the system on the behalf of the applicant (when paper applications are accepted)?		
8.	Can applicants upload documents (cover letter, resume, reference letters, etc.)?		
9.	Does the system have the ability for an applicant to provide information regarding publication history, certifications and licensing?		

	<b>Requirement</b>	<b>Code</b>	<b>Comments</b>
10.	Does the system have the ability for applicants to have multiple resumes and cover letters in their profile?		
11.	Is an applicant's job application history is stored and able to be reviewed?		
12.	Can candidates check on their application status?		
13.	Are there search function capabilities for job postings?		
14.	Does the system send automatic electronic email responses confirming receipt of application?		
15.	Can applicants withdraw from a particular positions for which they applied?		
16.	Can posting be "bookmarked"?		

#### **Applicant Tracking System Capabilities**

	<b>Requirement</b>	<b>Code</b>	<b>Comments</b>
1.	Does the system provide a dashboard to assist in managing/viewing information?		
2.	Does the system allow for the posting of quick links to resources on the main page?		
3.	Does the system have the ability to post alerts/announcement on the main page (HR site and Applicant site)?		
4.	Does the system support multiple position types (i.e. Staff vs. Faculty)?		
5.	Are application forms configurable to allow for different fields for Faculty, Staff, and Adjunct positions?		
6.	Is the system scalable to support single or multi-level organizational structures?		
7.	Are multiple posting forms and workflows supported and standardized based on institutional best practice? (If workflow or hiring teams must be configured for each posting, please explain this mechanism)		
8.	Are multiple applicant review workflows supported and configurable?		
9.	Can the system track the progress of a recruitment as well as a specific candidate?		
10.	Does the system allow for "overrides" in the workflow process?		
11.	Does the system have the ability to hire multiple individuals into one job posting?		
12.	Can the system create a hiring bid from applicant profile and application information?		

	<b>Requirement</b>	<b>Code</b>	<b>Comments</b>
13.	Does the system have the ability to limit access to users to create, terminate, or freeze a hiring process?		
14.	Can hiring managers and administrators record “notes” within the system?		
15.	Does the system allow for routing through an EEO department to determine if an applicant pool meets EEO requirements?		
16.	Does the system allow search committees to review, score, rank, and comment on candidates?		
17.	Does the system allow for standard routing through an EEO department to validate a Search Committee is diverse before posting the job opening?		
18.	Does that system have customizable evaluation criteria?		
19.	Does the system support the use of guest users, or selected users to participate in “read-only” viewing of an applicant pool?		
20.	Does the system provide for the ability to solicit and receive confidential letters of recommendation from external sources?		
21.	Can portfolio information be uploaded into the system?		
22.	Does the system have the capability to search applicants based on a variety of criteria (e.g., education, experience, previous employer)?		
23.	Are searching, filtering, and sorting capabilities available throughout the system?		
24.	Are advanced search techniques available to include keyword searches?		
25.	Do users have the ability to see all positions for which an applicant has applied?		
26.	Does the system allow for automatic email responses to be sent to applicants during the hiring process?		
27.	Can administrators customize verbiage on the e-mail messages (including confirmation acknowledgement and job filled) to external and internal applicants/candidates?		
28.	Does the system allow for the use of the Online Consent Agreement acceptance?		
29.	Can you combine an individual applicant's resume, application, cover letter, etc. into a single PDF?		

	<b>Requirement</b>	<b>Code</b>	<b>Comments</b>
30.	Does the system have the ability to identify and create an applicant pool from existing applicants using competencies or other attributes (e.g., filter a set of candidates based on a specific data element)?		
31.	Does the system have the ability to identify the date an applicant was added to an applicant pool?		
32.	Does the system provide the ability for applicants to indicate their referral source?		
33.	Does the system have the ability to include applicant pre-screening questions in a posting?		
34.	Does the system have the ability to create a supplemental question library?		
35.	Does the system have the ability to weight and score response to questions to indicate whether the applicant's qualifications meet the requirements for the position?		
36.	Does the system associate applications and resumes to a specific posting?		
37.	Can posting have automatic close dates/times?		
38.	Are there ways to distinguish between internal vs. external postings?		
39.	Can the system be configured to post a job internally first for a period of time before posting externally?		
40.	Does the system allow administrators to determine which fields are required for completion by applicant and/or administrators/hiring managers?		
41.	Can closed postings can be edited and re-posted?		
42.	Does the system have templates for posting similar jobs as opposed to posting from scratch?		
43.	Are changes made in the system stored and reportable?		
44.	Does the system allow role based security?		
45.	Does the system support multiple roles and permissions for any given user?		



**Performance Management Capabilities**

	<b>Requirement</b>	<b>Code</b>	<b>Comments</b>
1.	Does the system have the ability to create multiple review types such a focal, anniversary, and probationary?		
2.	Does that system provide a multi-rater capability?		
3.	Can review factors be weighted and scored?		
4.	Does the system have the ability for employees to perform self-evaluations?		
5.	Does the system have the ability to designate cascading goals (e.g., goals aligned with university strategic goals)?		
6.	Can progress notes be utilized?		
7.	Does the system have the ability to automatically populate next performance cycle with previous cycle's goals		
8.	Can performance related documents be uploaded to a review?		
9.	Does the system have customizable workflows?		
10.	Does the system have the ability to report of system utilization (time logged in, completion percentage, use of system features) by user?		
11.	Does the system provide notification to reviews of open tasks?		
12.	Are reviews constantly editable throughout the year?		
13.	Does the system save work in process/draft reviews and provides option to return to complete?		
14.	Does the system allow for core competencies or job duties from the Position Descriptions automatically populate in an employee's annual appraisal plan?		
15.	Can administrators view the status of the review process at any time?		
16.	Does the system summarize performance review in an easy-to-read format that can be printed for future reference?		
17.	Does the system allow for employees to be evaluated against the official position duties and requirement listed in the positions description?		

## Reporting Capabilities

	Requirement	Code	Comments
18.	Does the system include an easy-to-use reporting environment, including dashboards, and tools, etc.?		
19.	Does the system provided standard reports?		
20.	Does the system provide the flexibility for tailor standard report information to meet their specific needs?		
21.	Is the creation of custom ad-hoc reports available?		
22.	Can saved searches be created in the system?		
23.	Can the system export information into Excel or other software programs?		
24.	Are reports run on real time data?		
25.	Does that system track and report where applicants fall out of the hiring process with reason codes?		
26.	Can workflow approvals be tracked and reported on?		
27.	Does the system have the ability to collect all applicant equal opportunity/affirmative action demographic information per federal guidelines?		
28.	Can graphics, such as logos, be incorporated in reports?		
29.	Does the system have the ability to limit access to reports based upon role?		
30.	Can report results be sorted?		
31.	Can reports be pushed out to other uses?		
32.	Can reports be run on all areas of the system?		
33.	Does the system have an Analytics module? If so, is there an additional cost for this?		

## 4.4 Cost Bid

Please outline the cost for providing the proposed system and all related professional services.

1. Implementation costs, including data migration and training
2. Annual ongoing costs, including licensing/subscription, support, and the rates for any services not covered as part of the support package
3. Additional costs that may be required, such as third party solutions required to provide the desired functionality
4. Key assumptions upon which the cost bid is based

#### **4.5 Supplemental Information**

Each Respondent may present any supplemental information that the Respondent deems appropriate. The Respondent may also provide supporting documentation, as necessary, for evaluators to determine relevance and value.

## **5 SECTION FIVE – EVALUATION CRITERIA**

### **5.1 Evaluation Committee**

The evaluation of bids shall be accomplished by an evaluation committee, which will determine the bid most advantageous to the requirements stated in this RFB. Bids will be evaluated strictly in accordance with the requirements set forth in this RFB and any addenda that are issued.

### **5.2 Acceptability**

Any bid that does not adhere to the RFB format as specified may be considered unacceptable and not subject to further evaluation.

### **5.3 Award Not Based on Cost Alone**

The evaluation process is designed to award this procurement not necessarily to the Respondent of least cost, but rather to the Respondent whose bid is the most advantageous to departmental goals to include, but not limited to functionality, user-friendly, Banner friendly.

### **5.4 Evaluation Criteria**

The following criteria, not necessarily listed in order of importance, will be used to review the bids. Mississippi Valley State University reserves the right to weigh its evaluation criteria in any manner deemed appropriate:

- A determination that the proposer has submitted a complete and responsive bid as required by this RFB.
- Proposer's experience and capability of the proposed system and their related professional services.
- The ability of the system to meet the Mississippi Valley State University's stated requirements
- The cost of talent management system.

### **5.5 Vendor Debriefing**

The Mississippi Valley State University will, at the request of an unsuccessful Respondent who submitted an RFB, conduct a debriefing for the purpose of informing the Respondent as to why their bid was not selected.

### **5.6 Oral Presentation**

Respondents may be invited for an oral presentation. Commitments made by the respondent at the oral interview, if any, will be considered binding. If interviews are conducted, the final selection will be based on the combined bid and oral interview. Respondents with whom interviews are conducted will be asked to elaborate on the elements of their bid.

## **5.7 Notification to Unsuccessful Respondents**

Companies whose bids have not been selected will be officially notified via e-mail at the e-mail address provided in their bid.

## **5.8 Bid Rejections**

The evaluation team will solely make determination of clarity and completeness in the responses to any of the provisions in this RFB. Mississippi Valley State University reserves the right to require clarification, additional information and materials in any form relative to any or all of the provisions or conditions of this RFB.

Mississippi Valley State University reserves the right to reject any or all bids at any time without any penalty.

## **5.9 Contract Award**

Mississippi Valley State University Human Resources intends to enter into a contract/consulting agreement with the Respondent that illustrates the best combination of attributes based on the evaluation criteria listed in **Section 5.4** above.

Should Mississippi Valley State University Human Resources fail to enter into a contract agreement with the apparently successful Respondent, Mississippi Valley State University Human Resources reserves the right to approach the next most qualified Respondent, Mississippi Valley State University Human Resources also reserves the right to contract with more than one Respondent.

## **5.10 General Terms and Conditions**

The successful Respondent will be expected to enter into a contract with Mississippi Valley State University Human Resources.