



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/

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
By: Billy D. Scott Purchasing Agent

Email: bscott@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
<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.**

<p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p>	<p style="text-align: center;">Company Quoting</p> <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p>Official Signature:</p>
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Mississippi Valley State University



Request for Proposal

**Data Management: Printing, Reporting and
Payment Processing**

Due August 5, 2015

Mississippi Valley State University Request for Proposal
Data Management: Printing, Reporting and Payment Processing

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Mississippi Valley State University Request for Proposal
Data Management: Printing, Reporting and Payment Processing
July 12, 2015

OVERVIEW

The purpose of the Request for Proposal (RFP) is to solicit proposal for a data management tools that will provide printing, reporting and payment processing.

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 Data Reporting Tool, Payment Processing, Document Enhancement & Distribution 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 Services and Human Resources. Also optional services and products that might benefit the University (i.e., electronic time sheets) will be considered.

The software 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 payment processing, data reporting and document printing systems 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 financial software, Payroll/HR software, and supporting software defined in the "Deliverables" section of this RFP.

System shall mean all financial software, Payroll/HR software, and supporting software 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, 2015 and ending December 31, 2018. 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 y- Information Technology. **All proposals regarding this RFP must be addressed to:**

Mailing Address

Mr. Billy Scott

Mississippi Valley State University
Purchasing Department
Data Management: Printing, Reporting and Payment Processing (RFP)
14000 Hwy. 82 West #7244
Itta Bena, MS. 38941
662-254-3319

Physical Address

Mr. Billy Scott
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:

Steven Pitchford
Mississippi Valley State University
Information Technology
MVSU 7245
14000 Hwy. 82 West
Itta Bena, MS. 38941
662-254-8401
Steven.pitchford@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 nine 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.

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 September 1, 2015) through December 30, 2018. The Board of the Institutions of Higher Learning may renew the contract for 2017 for completion of project, as required, and upon approval and appropriation of necessary funds in fiscal year 2015; 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 it 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 attorneys fees, for or on account of the use of any copyrighted or uncopyrighted 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 claim 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 manuals 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 offerors 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 offerors 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 August 12, 2015. 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

Mr. Billy Scott
Mississippi Valley State University
Purchasing Department
14000 Hwy. 82 West #7244
Itta Bena, MS. 38941
662-254-3319

Physical Address

Mr. Billy Scott
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 22, 2015
2. Second Date of Advertisement	July 29, 2015
3. Deadline for Submitting Written Inquiries	July 31, 2015
4. Inquires Addressed	August 5, 2015
5. Proposal Due to the Office of Purchasing	August 12, 2015

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.
 - 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.
 - 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 Steven Pitchford, 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 31, 2015.

Please mail all inquiries to:
Steven Pitchford
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
steven.pitchford@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 31, 2015 and will be answered by August 5, 2015. Questions received after the July 31, 2015 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 August 5, 2015.

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% Reporting Demonstration
- 20% Payment Processing 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 deemed to be in the best interest of Mississippi Valley State University.

DESCRIPTION AND SCOPE OF SERVICES REQUESTED

DATA REPORTING TOOL

In order to increase the depth and breadth of its business intelligence solutions Mississippi Valley State University (MVSU) is in need of a comprehensive reporting tool and forms application.

The Data Reporting Tool must provide reporting functionality from simple ad hoc queries to advanced dashboards and data cubes. Data Reporting Tool offers low total cost of ownership with its enterprise license, allowing for an unlimited number of users, database types, and connections. The tool must provide a User Community, an on-line library that allows users to collaborate and share Data Blocks and reports.

KEY DATA REPORTING TOOL BENEFITS

1. Unlimited number of users, user types, database types, and database connections;
2. CO-OP User Community that provides hundreds of pre-designed reports and Data Blocks for quick start-up;
3. Easy to use application allows quick access to data, minimizing IT workload;
4. Timely and informed data-driven decisions in areas such as Student, Finance, Advancement, Institutional Research, Human Resources, etc.; and
5. Unlimited and free on-line interactive training.
6. Cross platform functionality
7. Language options

FEATURES

The Data Reporting Tool Advanced must allow MVSU to go beyond typical, static reports and comprise the following capabilities:

1. Integration with Banner ODS and Banner EDW.
2. Standard static reporting with report customization and delivery
3. Dynamic reporting with report customization and delivery
4. *OLAP Cubes* - The optional OLAP (On-Line Analytical Processing) feature allows users unlimited flexibility for comparing and analyzing data. OLAP also provides advanced capabilities for complex calculations, trend analysis, and sophisticated data modeling.

This allows maximum use of any data warehouse (such as ODS or EDW) with advanced analytics. Data Reporting Tool OLAP must fulfill many reporting needs with a single object and enables end-users to perform ad hoc analysis of data in multiple dimensions, providing the insight and understanding they need for better decision making.

5. *Dashboard* - Dashboards must allow monitoring performance indicators on campus by graphically displaying complex information. This includes enrollment figures, demographics by majors, comparisons of budgets, etc. Users can easily look at summarized high level data and quickly identify trends affecting the institution. Users have the ability to “drill down” to greater levels of detail, customize the view based upon their specifications and utilize visualizations such as gauges, pie charts, bar graphs, candle plots, and many others
6. *Scheduling & Delivery* - Scheduling and Delivery must give MVSU the power to schedule a report, data extract or OLAP cube for a convenient time and frequency allowing report automation. Report can then be retrieved, automatically emailed or printed.
7. *API* - The API feature will allow institutions to call a report, including Dashboards and OLAP cubes, from Campus EAI or other third party web portals or applications.

DATA REPORTING TOOL FUNCTIONALITY

The Data Reporting Tool must be an enterprise web based reporting solution designed from feedback provided by Banner institutions utilizing Banner ODS and EDW. Data Reporting Tool effectively addresses reporting needs from simple ad hoc queries to advanced dashboards and data cubes. Data Reporting Tool was designed so users can get quick access to the information they need in the format they want.

Data Reporting Tool must allow MVSU to leverage the information contained in all of our databases, applications, data warehouses, and data marts as it can connect to many database types (Oracle, MS SQL, MySQL, etc). Also, Data Reporting Tool must have built-in functionality for scheduling and delivery which automates report distribution.

Multiple Application Platform Server

Data Reporting Tool uses Multiple Application Platform Server (MAPS) to connect to databases. This allows Data Reporting Tool to be deployed via the web without the need to install database drivers or other software on client computers. Additionally, MAPS, which is included in the Data Reporting Tool software purchase, can be installed on multiple servers for testing purposes, such as on a pre-production and a production server.

Data Blocks

Building a report in most tools requires an advanced user to complete three steps: build the parameter form, create the query to get the data, and design the report layout (fields, logos, fonts, etc.). Many of these tools are so complex and esoteric that they make it impossible for most users

to contribute to this process. Data Reporting Tool, however, has an innovative design that allows users to build their own reports.

Data Reporting Tool designers build DataBlocks, which are dynamic parameter forms and report queries, and end-users build their own reports from these DataBlocks. These report writers can reorder the data to suit their needs and also add additional filters on the data if desired. In many cases a single DataBlock can fulfill multiple report needs, minimizing development time. Finally, The provider provides the Co-Op, a website where users can share DataBlocks and reports with colleagues from over 100 colleges and universities.

Most reporting tools only allow basic parameter forms to be created. Data Reporting Tool users can build QuickViews, which are interactive and dynamic forms. In Data Reporting Tool users can create “cascading” prompts, where one object is dependent on another. For example, when the user chooses an invoice on the left, the items on that invoice are displayed below. QuickViews can display images, link to web pages, pull in files from other servers, allow users to “drill down” into data, etc. QuickViews can also include OLAP cubes, dynamic charts, and buttons which allow users to navigate an unlimited number of sub-forms. Users can quickly export any data on a QuickView to Excel or other tools.

USER TYPES

End users should be able to run their own reports within Data Reporting Tool with minimal or no IT intervention. There are four user types within Data Reporting Tool:

Report Viewer User: This user accesses Data Reporting Tool via a web browser and has the ability to run reports that have been designed for them. They can run “QuickView” reports, which will allow them to access all of the information they need on one screen and drill down to additional pieces of information without running a production report. Report viewers can run Banded or Fully Formatted Reports, which will allow them to choose the information that they would like included in the production report and export that report to Excel, PDF, RTF, HTML, or TXT to be viewed at their desktop or save the report in Banner eprint, save the report on a shared drive or publish the report to a website. These report viewers can also run OLAP cubes and Dashboards which allow them to drill through reports, view analytics, statistics, and graphics to make decisions based upon current institution information. The report viewer users do not have the ability to modify reports, they can only run them. However, each time a report is run, new and different parameters can be used, so multiple reports containing almost identical information, never have to be created. The Datablocks require a onetime setup by a power user and then any number of reports can be created for that Datablock and run at any point in time.

Report Designer User: This user accesses Data Reporting Tool via a web browser and has the ability to create CSV reports or Fully Formatted reports based upon their specific requirements. These reports are created off of a DataBlock. The users have the ability to pick and choose which fields they want included in the report. Fields are based upon security access; based upon their user ID and password. These users can create additional calculated or equation fields and setup the formatting for the report. Data Reporting Tool includes pre-written functions that the users can take advantage of so the user does not need to be proficient in writing arithmetic functions. The Fully Formatted Reports allow the users to include any types of graphics, charts, and graphs for statistical analysis. These reports can be exported into Excel, PDF, RTF, HTML and TXT.

Reports can also be scheduled to be run at a specific time during the day and based upon a specific frequency (weekly for example). They can also be distributed via e-mail to other users as a PDF attachment, Excel spreadsheet, RTF document, text within the e-mail, or as a link back into The product. The optional schedule and delivery module built in The product also has a bursting feature that allows the user to burst the scheduled report based upon security. For example, if a user was scheduling a budget report to be delivered to each manager as a PDF file, they can burst the report so each manager will only see his or her budget information.

DataBlock Designer User: This user accesses The product via a web browser and has the ability to create new DataBlocks and modify existing DataBlocks. These users would be writing the queries to pull back the information from the database and setting up the parameters for the report. The DataBlocks can be created so a Quick View or Banded/Fully Formatted reports can be written against them. DataBlocks can also be created as an OLAP cube or Dashboard. This user type can take advantage of the The product CO-OP site to download DataBlocks that have already been created; the user would not have to start from scratch.

Administrator User: This user can access MAPS via a web browser or directly from the server and would setup the MAPS server software. Within MAPS, administrators will configure the database connections and the security setup of the users.

SECURITY

Solution must allow MVSU to tie to Oracle security, Banner FUNDORG and Fine Grained Access security, LDAP server for single sign on as well as drill your security to the field and row level.

PAYMENT PROCESSING

A payment processing solution offers a full range of features that add efficiency and provide substantial savings to MVSU. Payment Processing enhances and streamlines output for AP, Payroll, Student Refund checks and Direct Deposit Advices. Payment Processing utilizes blank secure check stock replacing costly pre-printed check stock and gives clients the ability to protect against fraudulent activity with the built in Positive Pay functionality. Payment Processing also integrates with 3rd party imaging solutions so check copies no longer need to be printed and stored. Optionally, Payment Processing can email direct deposit advices to students, vendors and employees as a password protected and encrypted PDF attachment. Payment Processing makes issuing payments a single, simple process for direct deposits and printed checks.

PAYMENT PROCESSING PRODUCT BENEFITS

- Completely web based, nothing is installed on the PC
- The provider designs the check templates. No additional internal work is required to get up and running
- Reprint within Payment Processing, users don't need to void and reissue damaged checks within their ERP
- Sort payments based upon any field from the file such as zip code, invoice number, name, etc.
- Add and drop signatures based upon a specific dollar amount
- The provider creates the Positive Pay file that is automatically transmitted to the bank once the job has been processed
- Automatically email direct deposit advices as a PDF document that is password protected and encrypted. Save on paper costs, postage and envelopes as well as deliver advices the day the payment is made
- Integrates with imaging solutions for file copy storage as a PDF document
- Ability to send Electronic Refunds to students through integration with Higher One

PAYMENT PROCESSING POSITIVE PAY

According to Ernst & Young, more than 500 million checks are forged annually with losses totaling more than \$10 billion. With the built in Positive Pay feature, institutions can implement security measures that reduce the risks associated with altered or unauthorized checks.

Positive Pay is an anti-fraud service offered by virtually every US commercial bank. It protects against altered checks and counterfeit check fraud. When a check file is processed, a list of the checks that have been issued (containing the account number, check number and dollar amount) is transmitted to the bank; this list is the positive pay file. When the checks are presented for payment, the bank matches each check presented against the previously transmitted positive pay file. If the presented account number, check number and dollar amount do not match the submitted positive pay list exactly, the check is not cleared and becomes an "exception item". The bank sends a fax or

image of that check back to the client for review and approval to process the payment or return the check.

By using the included Positive Pay feature from Payment Processing, the positive pay file is automatically sent to the bank based upon the bank's positive pay specification. During the implementation of Payment Processing, The provider designs the Positive Pay file based upon the supplied positive pay file specifications.

Advancements in technology and publishing software, has made it incredibly easy for criminals to create realistic counterfeit checks. With Payment Processing's Positive Pay feature, clients can confidently fight back and protect their funds. Combined with your bank's positive pay service, this feature dramatically decreases the chances of losing money to dishonest individuals either inside or outside of your institution. Even if check fraud has never been an issue, Positive Pay can help to ensure that it never has the chance to occur.

PAYMENT PROCESSING SECURITY

When it comes to processing payments, security is by far the most important consideration. The provider clients have found Payment Processing to be the most secure payment processing solution available today. Payment Processing ties directly to your database which means files are never transferred across the network. Payment Processing directly accesses your database security and then additional Payment Processing security can be applied on top of your database security. Payment processing security can separate users based upon application (Accounts Payable vs. Payroll), account code and function.

AES ENCRYPTION

Payment Processing also utilizes AES encryption, the same encryption standard used to protect U.S. military and government files. AES is the U.S. government encryption standard adopted by NIST. The encryption key is rotated every 10 packets assuring complete security. If that isn't enough security, Payment Processing also includes Positive Pay which helps protect against any fraudulent check activity.

PAYMENT PROCESSING DELIVERY METHODS

If payments are not delivered in a timely manner, customer satisfaction and business processes suffer. Payment Processing dramatically increases efficiency and security, reduces resources and processing expenses and allows for multiple output options. The easy-to-use functionality allows institutions to print payments, integrate with third party imaging solutions and email direct deposit advices making it the ideal platform for all of your payment needs.

PRINT

Payment Processing allows institutions to print check payments to any laser printer with blank secure check stock and MICR toner. Payment Processing also enables you to print to multiple printers at the same time and the software will automatically balance the load between the printers based upon printer speed. This helps decrease the amount of time spent printing. Copies of checks and Direct Deposit Advices can be printed to a printer with regular paper and non-MICR toner so blank checks stock and MICR toner is not wasted. With Payment Processing, you are not locked into using specific check stock or other paper products, so you can maintain your current paper-vendor relationships.

IMAGING

The built in imaging component of Payment Processing allows institutions to send their file copies of checks, direct deposit advices and Higher One payments as a PDF image to third party imaging solutions. This helps cut down on the cost and waste of paper, reduced paper storage and retrieval costs, allows for faster search and retrieval of documents, reduction in the number of lost documents, and creates a digital "paper trail" that supports compliance with growing state and federal regulatory requirements.

EMAIL

The optional email module offers clients a secure, seamless, and cost effective way of delivering Direct Deposit Advices to their students, employees and vendors.

PAYMENT PROCESSING ELECTRONIC REFUNDS

Higher One – must integrate with leading Refund Management services of Higher One.

PRODUCT BENEFITS

With the new Payment Processing interface, all payments must be seamlessly transmitted to Higher One

Higher One is the leading Refund Management Company in Higher Education; no one offers this level of support to both students and administrators

With Higher One, Institutions can offer students multiple ways to receive their refunds. Students select the method that works best for them!

Institutions do not have to collect and maintain student bank account information or refund preference. Higher One does the collection and maintenance of this information while ensuring your Institution does not expose itself to unnecessary security risks

PAYMENT PROCESSING OPTIONAL FEATURES - EMAIL WITH ENCRYPTION

Emailing allows institutions to see immediate cost savings, it reduces paper, postage and envelope costs as well as the time and manual labor spent printing and stuffing. This optional email module allows institutions to securely email students, employees or vendors a fully-formatted email, customizable with database fields, and attaches a password protected PDF image of the direct deposit statement. The email module comes with a scheduling and delivery tool which automates the delivery of the direct deposit statement. This optional email module can save thousands of dollars in printing, postage and staff costs with each run.

Students, employees and vendors alike will appreciate the speed and convenience of direct-deposits, which gives them immediate access to their money, instead of waiting to receive a check in the mail, then depositing and waiting again for it to clear before funds are available.

DOCUMENT ENHANCEMENT & DISTRIBUTION SOLUTION

A document enhancement and distribution solution, gives organizations complete control over the design and delivery of their output while automating processes and eliminating paper stock. It can be used for Purchase Orders, Grade Mailers, Transcripts, Student Bills, Invoices, Tax Forms, Letter Generation, and more! Users can rearrange data, add images, change the layout, formatting, color and fonts, as well as add information not included in the standard output file. The product converts standard application output into more attractive, functional and efficient electronic documents, and then intelligently distributes them over a variety of delivery channels including print, email, web or imaging integration.

- Templates available for download allowing for a quick and easy implementation
- Trade templates, share ideas and collaborate with over 800 Universities and Colleges
- Eliminate expensive preprinted forms, as well as their management and warehousing
- Cut postage and document delivery costs while improving response times
- Make changes to forms such as addresses, easily and instantaneously
- Gain total control over your output
- Remote training and support are free and unlimited

EMAIL WITH ENCRYPTION

This optional module allows the distribution of output via email as plain text or a PDF document that can be password protected and encrypted. Emails can be sent to students, staff or vendors and recipients receive a fully-formatted email (even containing database fields like a mail merge document). By utilizing this optional module, savings can be found on postage and printing costs as well as the time involved with stuffing and sealing. This module is typically used for Purchase Orders, Student Bills, and Letter Generation.

For example, with the Purchase Order, the vendor, requester and purchasing department all receive a PDF copy of the PO instantly so nothing needs to be mailed, delivered to different departments or printed.

Features

- Automatic distribution of documents via email in any of the following formats:
 - PDF attachment
 - Text in the body of the email itself
 - PDF password protection for sensitive data
- Definition of one or more email recipients, including TO, CC or BCC
- Personalize subject line and email content on the fly

IMAGING INTEGRATION

This module feeds indexed PDF files directly into 3rd party imaging solutions. Rather than print, scan and manually index output to get it into imaging solutions, all of the manual steps can be eliminated increasing speed, accuracy and efficiency.

This optional module integrates output with your institutions Student Web Portal. This is most popular with the Student Bill process, but it can be used for grade mailers, letters, or rosters. The PL SQL Script Director module allows the output to be presented directly to students through the Student Web Portal as a PDF. This eliminates printing and reprinting, saves on the cost of paper and time spent printing and offers a higher level of service to students.

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 Licensee to identify the appropriate stakeholders and team members for The Solution for Banner training. These stakeholders typically include staff from the institution's IT and functional administrative departments or those staff members identified as part of the The product implementation or reporting team. All training will be provided on-site over a three-day period. Training sessions are generally limited to 12 to 15 participants. While the Licensee can customize the session content, sample training agendas are provided below.

TECHNICAL TRAINING

Technical training is designed to train power users to build and manipulate pre-delivered DataBlocks and includes hands-on training in OLAP cube development and dashboard basics. Attendees also will be introduced to the scheduling and delivery functionality in the The Solution for Banner and application integration.

Designer Training provides your technical departmental staff who will design reports with the fundamentals of DataBlock design so that DataBlocks are created to meet Report Viewer and Report Writer's needs. Training will be provided in the creation of a QuickView and a Report Query, as well as building an OLAP cube and datasets for Banded reports. DataBlock security also will be discussed.

Additionally, The provider offers regularly scheduled on-line courses that your staff can attend at any time. This training is available at no cost to Licensee.

ADMINISTRATIVE TRAINING

System administrators will receive MAPS configuration and security training, designed to provide the MAPS/ product administrators with an understanding of how they should approach configuration of MAPS, including setting up users and connectors. While Licensee can customize the session content, a typical training covers proper installation, security set-up, and data connections.

Additionally, The provider provides MAPS administrative training on-line at least once a month. The training is available at no cost to Licensee.

FUNCTIONAL TRAINING

A variety of training environments are provided for the Solution for Banner 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, OLAP cube manipulation, and tips and tricks. The training can be customized to Licensee's specific audience and needs.

Report Writer training is designed to help your power users to create three types reports: QuickView, Comma Delimited (CSV), and Banded. The use of additional filters, sorts, expressions, and APIs will be presented. Other capabilities within the The Solution for Banner will be highlighted that a Report Writer may not control, but may want to consider when requesting a DataBlock. Various report examples will be shown. This training is provided on-line in an instructor-led format.

Report Viewer training is designed to provide the Report Viewer with an understanding of utilizing the The Solution for Banner to benefit and support the Report Viewer's daily tasks. An overview of The Solution for Banner's standard reporting capabilities will be provided, along with training on advanced reporting tools that the Report Viewer has access to run, such as OLAP and Dashboards. Other capabilities within the Solution for Banner will be highlighted that a Report Viewer may not control, but may want to consider when requesting a report or DataBlock. A variety of sample reporting examples will be shown. The training is provided on-line in an instructor-led format.

ONGOING TRAINING

Additional training is available on line at no additional cost