

REQUEST FOR PROPOSALS

Number NKU-11-16

Budget and Planning Software

**Northern Kentucky University's Budget and Planning
Software**



December 18, 2015

Proposal NO: NKU-11-16
Issue Date: 12/18/2015
Title: Budget and Planning Software
Purchasing Officer: Jeffrey Strunk
Phone: 859.572.6448

RETURN ORIGINAL COPY OF PROPOSAL TO:

**Northern Kentucky University
 Procurement Services
 1 Nunn Drive
 617 Lucas Administrative Center
 Highland Heights, KY 41099**

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 01/25/16 BEFORE 2:00 P.M. HIGHLAND HEIGHTS, KY time.

NOTICE OF REQUIREMENTS

- The University's General Terms and Conditions and Instructions to Bidders, viewable at <http://procurement.nku.edu/policies/terms-and-conditions.html>, apply to this Request for Proposal.
- Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
- Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
- Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

- That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
- That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
- That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
- That the offeror is legally entitled to enter into contracts with the Northern Kentucky University and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
- That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award
- That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH FINANCE LAWS

In accordance with KRS45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The Contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful Contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office. Your signature is acceptance to the Terms and conditions above.

DELIVERY TIME:	NAME OF COMPANY:	DUNS #
PROPOSAL FIRM THROUGH:	ADDRESS:	Phone/Fax:
PAYMENT TERMS:	CITY, STATE & ZIP CODE:	E-MAIL:
SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED	TYPED OR PRINTED NAME:	WEB ADDRESS:
FEDERAL EMPLOYER ID NO.:	SIGNATURE:	DATE:

**Budget and Planning Software
Northern Kentucky University
Highland Heights, Kentucky
RFP – NKU-11-16**

Project Name: Budget and Planning Software
Northern Kentucky University
Highland Heights, Kentucky

Issue Date: December 18, 2015

Deadline for Questions: January 4, 2016 @ Noon

Response Deadline (Proposals Due): January 11, 2016 @ 2pm

Vendor Presentations (Projected) February 1, 2016

Award Date (Projected) February 8, 2016

DO NOT contact the committee members relative to this project! Contacting the selection committee members may result in disqualification of the design firm/team. All requests for information, questions or comments relative to this project should be directed to Jeffrey Strunk, Procurement Services: strunk@nku.edu

Submittal of Bids:

The bidder shall submit, by the time and date specified via US Postal Service, courier or other delivery service, its bid response in a **sealed package** addressed to:

Jeffrey Strunk
Director
Lucas Administrative Center, Suite 621
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099 Email: strunk@nku.edu

Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely affect the potential for selection of your proposal. All requests for additional information and all questions should be directed to Jeffrey Strunk, Procurement Services: strunk@nku.edu

If you have downloaded this Request for Proposal, please contact Jennifer Moeves so that you can be added to the plan holders list and notified if there are any addenda.

Jennifer Moeves
Buyer
Northern Kentucky University
Lucas Administrative Center, 617
Highland Heights, KY 41099 Email: moevesj2@nku.edu
Phone: 859.572.5266
FAX: 859.572.6995

I. General Background for RFP

A. General Scope:

Northern Kentucky University is seeking a Contractor to provide a planning and budgeting software solution compatible with NKU's SAP ERP system.

B. Responsiveness

The objective of the selection process is to provide a uniform methodology for Northern Kentucky University to provide a fully implemented and live application by August 31, 2016. Members of the selection committee are asked to fairly evaluate all responses and to compare each team's qualifications with the project requirements. Selections will be determined through the unbiased and independent interaction of the members of the committee. Therefore, it is in your firm's best interest to be specifically responsive to the requirements of this solicitation.

Respondents shall be limited to one proposal per respondent per project. For the purposes herein, a "respondent" means the legal entity which responds to an RFP. Multiple respondent proposals per project will all be deemed as being non-responsive. By submitting qualifications, the respondent represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the university's objectives. Note: Sub-consultants can be a member of more than one team.

II. Northern Kentucky University

Northern Kentucky University, located in the Greater Cincinnati metropolitan area about 7 miles south of downtown Cincinnati, was founded in 1968. The first building on the new campus in Highland Heights opened in August 1972. The campus sits on rolling land near the intersection of I-275 and I-471. Due to topography, many locations on campus have attractive views, including views of the Cincinnati skyline. The university today enrolls more than 15,000 undergraduate, graduate and doctoral students, with about 1,850 students residing on campus. The university expects enrollment to continue to grow over time, with a build-out of enrollment in the 24-25,000 range possible. The university is noted for its commitment to excellence in the classroom, nationally ranked academic programs and unparalleled regional stewardship. When President Geoffrey S. Mearns took office in August 2012, he inherited one of the fastest growing institutions in Kentucky.

NKU offers 76 undergraduate, 21 master's programs, two professional doctorates and a juris doctor. The university features six colleges – the College of Arts and Sciences, the Haile/US Bank College of Business, the College of Education and Human Services, the College of Health Professions, the College of Informatics and the Salmon P. Chase College of Law.

NKU's educational quality is at an all-time high. With an average class size of just 24 and a student/faculty ratio of 17:1, NKU's hallmark is small classes with up-close and personal attention to student needs. The Princeton Review has named NKU's College of Business among America's best, and Chase law graduates routinely outperform their peers on the Kentucky and Ohio Bar Exams. The average ACT score for incoming NKU freshmen is 23.3

– up significantly since the adoption of new admission standards and higher than the Kentucky and national averages. It's little wonder why *Forbes* magazine has ranked NKU among America's Best Colleges seven-straight years.

Northern is now the second largest university in the Greater Cincinnati area.

III. Project Objective

Northern Kentucky University is seeking a Contractor to implement a budget development and planning software that meet the following to be fully implemented and live by August 31, 2016:

- 1.) Compatible with NKU's SAP Enterprise Resource Planning software
- 2.) Ability to work with RCM-based budget models
- 3.) Ease of Usability
- 4.) Provides a solution for position funding budgeting
- 5.) Budget approval workflows
- 6.) Application security access
- 7.) Forecasting functionality
- 8.) Reporting and Analytics

IV. Term of Engagement

NKU shall engage a contractor as result of this RFP to completely and fully implement a live production application of the budget development and planning software to be completed on or before August 31, 2016.

V. Proposal

A. Preparation and Submission of Proposal

The proposal shall be prepared on 8 ½” x 11” paper, with all text clear of binding. Text type size shall be a minimum of 10 point font. The proposals must be indexed, tabbed and all pages sequentially numbered throughout or by section. Binders and covers will be at the respondent’s discretion, however, elaborate graphics and expensive paper and binding are not necessary, nor encouraged. All text and exhibits should be concise and entirely relevant to the RFP requirements.

The RFP Response should be organized as follows:

Tab	Content	Page Maximum
1	Cover Letter	2
2	Software Requirements	n/a
3	Services Requirements	n/a
4	Technical Requirements	n/a
5	Cost Structure	n/a
6	Experience and References	n/a

NOTE: Submittals that do NOT contain the above items will be deemed a non-responsive proposal and disqualified from the selection for this project.

The respondent shall submit, via US Postal Service, courier or other delivery service, seven bound copies, one digital copy and one unbound original of its proposal in a sealed package by **January 11, 2016 @ 2pm**. Failure to provide the required number of copies and an unbound original will result in the submittal being considered non-responsive and disqualified from the selection process. Submittals shall be addressed to:

Jeffrey Strunk
Director
621 Lucas Administrative Center
Northern Kentucky University
Highland Heights, KY 41099

Bearing respondent’s name and address, and clearly marked as follows:

**RFP NKU-11-16
Budget and Planning Software**

B. Proposal Requirements and Specifications

1. Cover Letter

The cover letter shall serve as an introduction to the Respondent's qualifications and capabilities. The letter of no more than 2 pages shall be addressed to Jeffrey Strunk Director of Procurement Services, and must, at a minimum, contain the following:

- a. Identification of Contractor.
- b. A statement of experience from the contractor (e.g. University customers).
- c. An email address
- d. Acknowledgement of receipt of RFP addenda, if any; and,
- e. Signature of person authorized to bind the offering firm to the terms of the Proposal.

2. Software Requirements

Software Requirements are elaborated in Appendix A. Vendors are to respond to each line item in the document individually, indicating ability to meet or not the requirement.

3. Services Requirements

We expect each vendor to submit a comprehensive implementation services proposal in their response. Because implementation methodologies differ greatly, the specific approach, timeline, staffing, assumptions and level of effort is to be defined by the bidder. For the vendor responses, the university must minimally be able to identify anticipated deliverables, implementation methodology, staffing and all implementation costs. This must include a clear expectation of Northern Kentucky University employee participation as well as facility and ancillary costs anticipated to be incurred.

4. Technical Requirements

Technical Requirements are elaborated in Appendix B. Vendors are to respond to each line item in the document individually, indicating ability to meet or not the requirement.

5. Cost Structure

This section is to contain detailed cost proposal associated with your detailed response.

- Software Cost Proposal
 - Initial Purchase Pricing Model – Vendors are to provide information regarding the cost to implement the minimum product including necessary modules and appropriate resources needed to comply with the projected use of the application. This should include information regarding costs associated with the initial base product purchase and costs associated with implementing the application.
 - Maintenance Pricing Model – Vendors are to provide information regarding proposed maintenance costs. This should include information regarding the basis of maintenance costs, proposed start date of maintenance payments and governing rules associated with changes to maintenance costs.
 - Incremental Pricing Model – Vendors are to provide information regarding additional services, modules and/or incremental users.

- Miscellaneous Pricing Model – Vendors are to provide information regarding costs associated with items not included in the previous three Pricing Models.
- Services Cost Proposal
 - Provide details for proposed implementation plan and training to include the following:
 - Level of Vendor's participation – articulate the level of participation and nature of roles recommended to be provided by the Vendor.
 - Implementation methodology – describe relevant aspects of implementation methodology, timeline and approach.
 - Level of University participation and other assumptions – define your expected level of participation and engagement by members of Northern Kentucky University. Articulate any relevant assumptions that will define our working relationship.
 - Transition methodology – describe your services assumptions regarding training and transition to the implementation and support team and our end user population at Northern Kentucky University.
 - Pricing associated with Services – Vendors are to provide information regarding total costs associated with the services recommended above including billing structure and terms.
 - Incremental Pricing Model – Define approach for change orders and how pricing of extensions or incremental services are proposed to be handled.

6. Experience and References

Identify universities in which you have contracted Budget and Planning Software. For each university, provide a name, email address, and telephone number for a contact person who is familiar with the contractor's services. The contact person should be familiar with the key personnel.

C. Evaluation Criteria

The detailed specifications and special terms and conditions describe those items considered essential for a comprehensive agreement, while allowing proposers sufficient latitude to make comprehensive and creative proposals to the University.

Award will be made to the proposer whose proposal, in the sole opinion of the University, represents the best overall interests of the University, considering but not limited to the following:

- Proposers overall suitability to the University.
- Proposers qualifications (e.g. experience, reputation.)
- Proposers demonstrated ability to meet all requirements, specifications, terms and conditions as detailed in this RFP.

The criteria listed above are not ranked in order of importance.

Proposals shall be evaluated based on the following criteria:

	%	Points
Adherence to Software Requirements (Appendix A)	40%	400
Adherence to Technical Requirements (Appendix B)	25%	250
Services, Training and Support	20%	200
Cost Structure	15%	150
	Total	1000

D. Addenda/Clarifications

Any university changes to this RFP will be made by written addendum. Verbal modifications will not be binding.

E. Confidentiality

In accordance with KRS 45A.085 Competitive Negotiation, all proposals received or information derived therefrom remain confidential until a contract is awarded or all proposals are rejected.

F. Proposal Evaluation Process

All proposals received will be reviewed by the University Procurement Services office for completeness of items requested in this RFP. All complete proposal responses will be afforded equal consideration by the members of the Selection Committee as created by KRS 45A.810 and whose members are identified above. All complete proposals will be

evaluated using a numerical rating system designed to afford each Selection Committee member a reasonable, individual, objective standard to equate the qualifications of the Respondents.

G. Vendor Presentations

The University reserves the right to invite bidders to on campus interviews after bids have been received. Vendors may be asked to demonstrate an example of their products and present real life scenarios given by the University. Demonstrations shall be an exact and true representative of the material offered. Demonstrations shall be provided at no cost to the University.

H. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the respondent in:

1. preparing its proposal in response to this RFP;
2. submitting its qualifications to the university;
3. negotiating with the university any matter related to this submittal; or,
4. any other expenses incurred by a respondent prior to the date of award of a contract to the selected respondent.

The university shall not, in any event, be liable for any pre-contractual expenses incurred by the respondents in the preparation of their submittals.

I. Insurance

The Contractor shall furnish the University the Certificates of Insurance and guarantee the maintenance of such coverage during the term of the contract. The Contractor shall provide an original policy endorsement of its CGL insurance naming Northern Kentucky University and the directors, officers, trustees, and employees of the University as additional insured on a primary and non-contributory basis as their interest appears. Additionally, the Contractor shall provide an original policy endorsement for Waiver of subrogation in favor of the Northern Kentucky University its directors, officers, trustees, and employees as additional insured.

Our basic insurance requirements are:

Worker's Compensation and Employers' Liability Insurance: the Contractor shall acquire and maintain Workers' Compensation insurance with Kentucky's statutory limits and Employers' Liability insurance with at least \$100,000 limits of liability.

Comprehensive General Liability (CGL) Insurance the limits of liability shall not be less than \$500,000 each occurrence for bodily injury and \$250,000 property damage. Comprehensive Automobile Liability Insurance: To cover all owned, hired, leased or non-owned vehicles used on the Project. Coverage shall be for all vehicles including off the road tractors, cranes and rigging equipment and include pollution liability from vehicle upset or overturn. Policy limits shall not be less than \$500,000 for bodily injury and \$100,000 for property damage.

Excess liability insurance in an umbrella form for excess coverages shall have a minimum of \$1,000,000 combined single limits for bodily injury and property damage for each.

The limits shall be increased or other types of insurance added as appropriate to cover any anticipated special exposures.

J. Contract Award

Issuance of this RFP, receipt of proposals, and completion of the selection process does not commit the university to award a contract. The university reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to their RFP; to negotiate with other than the selected respondent should negotiations with the selected firm be unsuccessful or terminated; to negotiate with more than one respondent simultaneously; to cancel all or part of the RFP; and to waive technicalities.

K. Electronic Responses

Electronic responses are not permitted.

L. Foreign Corporations

- A.** Foreign Corporations are defined as corporations that are organized under laws other than the laws of the Commonwealth of Kentucky. Foreign Corporations doing business within the Commonwealth of Kentucky are required to be registered with the Secretary of State, New Capitol Building, Frankfort, Kentucky and must be in good standing.
- B.** The Foreign Corporate Proposer, if not registered with the Secretary of State at the time of the Bid submittal, shall be required to become registered and be declared in good standing prior to the issuance or receipt of a contract.
- C.** Domestic Corporations. Domestic corporations are required to be in good standing with the requirements and provisions of the Office of the Secretary of State.

M. Occupational License

Northern Kentucky University was annexed by the City of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a City of Highland Heights Occupational License (administered by Campbell County) and must also pay applicable payroll taxes. For further information call 859.292.3884 or log onto: <http://www.campbellcountyky.org/home/services/occupational-license.htm>.

N. PCI DSS REQUIREMENT

If vendor is involved in the processing, transmission or storage of card holder data (credit or debit cards) as part of this agreement with NKU, vendor agrees to comply with current Payment Card Industry Data Security Standards for the securing of such data within the merchant's scope. Additionally, vendor must provide valid PCI DSS documentation (Report on Compliance or Attestation of Compliance) prior to contract this being executed.

CONTRACTUAL ADDENDUM (to be included in the contract)**Requirement to Protect Credit Card Information**

In order to ensure the security of credit card holder information and data accessed by Vendor in connection with the Agreement and this Addendum (collectively, "Cardholder Data"), Vendor hereby agrees to adhere to all applicable Payment Card Industry ("PCI") data security standards and requirements with respect to Cardholder Data, including, without limitation, the following provisions:

- (i)** Vendor must be compliant with the PCI Data Security Standards ("PCI DSS") compliance level 2 or better at all times. This specifically includes the annual PCI DSS Compliance Self-Assessment and the quarterly Compliant Perimeter Scan.
- (ii)** Vendor acknowledges and agrees that it is responsible for the security of all Cardholder Data;
- (iii)** Vendor acknowledges that it has no ownership interest in the Cardholder Data and that all Cardholder Data is the property of the applicable payment card brand, acquirer or merchants ("Card Company Affiliates");
- (iv)** Vendor shall only use Cardholder Data for assisting Card Company Affiliates in completing transactions, supporting loyalty programs, providing fraud control services or for other uses specifically required by law;
- (v)** Vendor represents and warrants that it has a system in place to ensure the continuity of its business and the security of all Cardholder Data in the event of a major disruption, disaster or failure;
- (vi)** Vendor agrees that, upon Northern Kentucky University's request in the event of a security intrusion, Vendor will provide a representative or a PCI approved third party designated by Northern Kentucky University with full cooperation and access to conduct a thorough security review, which review shall include, at a minimum, validation of Vendor's compliance with the PCI DSS for protecting Cardholder Data; and
- (vii)** Vendor agrees that, notwithstanding anything to the contrary in the Agreement or the Addendum, Northern Kentucky University may terminate the Agreement immediately upon notice to the Vendor in the event Vendor fails to maintain the requisite confidentiality of any Cardholder Data.
- (vii)** Vendor agrees to abide by Northern Kentucky University's merchant services contract. All transactions must be sent to the University's contracted merchant services provider for settlement, the use of any other processor is prohibited. This does not preclude middleware gateways such as Authorize.net, or another PCI DSS approved gateway.

REFERENCES

Bidder Qualifications: The bidder is required to submit a list of completed projects where he has performed similar work to that specified herein.

Organization: _____

Contact Name: _____

Phone Number: _____

Date Work Completed: _____ **Value of Contract:** _____

Project Manager assigned to this project: _____

Brief Project Description: _____

Organization: _____

Contact Name: _____

Phone Number: _____

Date Work Completed: _____ **Value of Contract:** _____

Project Manager assigned to this project: _____

Brief Project Description: _____

Organization: _____

Contact Name: _____

Phone Number: _____

Date Work Completed: _____ **Value of Contract:** _____

Project Manager assigned to this project: _____

Brief Project Description: _____

Appendix A: RCM Budget Model Software RFP Software Requirements

#	NKU Software Requirements
1.	<p>Compatibility with SAP and NKU specific SAP Modules</p> <ul style="list-style-type: none"> • Easy to use interface • Master Data Integration (update near time, minimally nightly) <ul style="list-style-type: none"> ○ Funds Management (Fund Center Hierarchy, Funds and all attributes, Fund Centers and all attributes, Commitment Items and all attributes, and Functional Area ○ Position information along with the cost distribution associated with the positions and all other attributes • Funds Management - Including functionality with FMDERIVE to upload the original budget into SAP • Grants Management (GMDERIVE) • Human Resources integration <ul style="list-style-type: none"> ○ Concurrent employment ○ HR/Payroll Data • Import functionality to include the ability to import Historical budget data • All funds approach to budget including fiscal year endowment allocations and accumulated cash gifts – these amounts are available for expenditure in any given fiscal year • Ability to build unit budgets based on anticipated program expenses vs GL account categories • Integration function that would enable current year expenses tracked in SAP expenses to relate to the detail budget created in the budgeting software <ul style="list-style-type: none"> ○ Track if expenditures are in line with planned programs ○ ROI tracking
2.	<p>Ability to work with RCM-based budget models</p> <ul style="list-style-type: none"> • Allocate revenue projections to a college level by revenue source via defined formula • Allocate central “indirect” costs by source by formula • Allow for the creation of a central cost pool, based on a dynamic formula • Budget submissions completed at the college level should roll up into the RCM format, and allow for the calculation of net margins at the unit level. • RCM “view,” based on our current RCM model – Income Statement
3.	<p>Usability</p> <ul style="list-style-type: none"> • Easy usability for non-financial expert users with a quick learning curve • Export to Excel functionality • Language/Terminology – Straightforward and Consistent throughout application • Customizable to NKU terminology • Adaptability to expansion (e.g. adding additional levels to a hierarchical structure) • Accessibility to support/training • Comment Tracking <ul style="list-style-type: none"> ○ Including ability to archive for future reference • Version tracking for all budgets
4.	<p>Solution for Position Funding</p> <ul style="list-style-type: none"> • Ability to track accrued salary savings • Allow for split funded (salaries & benefits) positions (to include grant funded positions) • Allow for identification of Colleges and departments • Allow for various types of tracking changes from Original Budget in the current Fiscal Year to the Budget for the next Fiscal Year • Allow for multiply rates to be used for fringe benefit budgeting • Allow for grant info to be include (Cost Center #, Grant #, Valid until date) • Allow for contract data to be included (start date/valid until date/type of contract)

5.	<p>Budget Approval Workflow</p> <ul style="list-style-type: none"> • Allow for delegation of budget creation tasks at the discretion of unit heads • Have a secure, audit-ready submission process from business unit/college to the central budget office • Allow for the roll-up of department submissions into college/Administrative Support Unit submissions and eventually university-wide budget
6.	<p>Application Security Access</p> <ul style="list-style-type: none"> • Role and/or Unit Level • Read-Only Option • Allow for customizable views of the data by business unit.
7.	<p>Forecasting Functionality</p> <ul style="list-style-type: none"> • Ability to support “what-if” scenarios in budget development with the ability to add/define/redefine drivers • Multi-year planning
8.	<p>Reporting and Analytics</p> <ul style="list-style-type: none"> • Easy to use/create • Reporting to include: <ul style="list-style-type: none"> ○ Planned monthly versus Actual monthly ○ Drill down capabilities (including assumptions, program details, G/L detail) ○ Quick view of available resources for planned expenses • Dashboards features • Allow for appropriate budget analytics at the college and university levels <ul style="list-style-type: none"> ○ Allow users to view unit-specific and aggregated (multi-unit) historical data for spending across accounts ○ Allow the university to set budget targets at the college level ○ Allow for submission of both maintenance and expansion budgets by account. ○ Allow for the ability/flexibility to post into system any required text/back-up documentation for the budget requests • Ability to provide variance analysis on periodic basis

Appendix B: RCM Budget Model Software RFP Technical Requirements

#	NKU Technical Requirements
1.	Provide multiple environments, and the ability to apply configuration changes across or move data among the environments <ul style="list-style-type: none"> • Development • QA • UAT • Training • DR • Production
2.	Usage reporting by user and function
3.	Security <ul style="list-style-type: none"> • User authentication and access control • Protection against unauthorized access • Code hardening and auditing • Malware detection and remediation • External threat such as Distributed Denial of Service (DDoS) defense and remediation • Rights to audit the vendor’s operations and access log information • Physical and personal security • Protection of access by other tenants collocated in the same system
4.	Data Governance <ul style="list-style-type: none"> • Multi-level access controls for NKU users • API access is secured • Data encryption? • The following are segregated from other company implementations <ul style="list-style-type: none"> ○ NKU Data ○ NKU Business rules / configuration ○ NKU customizations
5.	Privacy <ul style="list-style-type: none"> • Privacy policy in place
6.	Two-way integration with the following, existing, NKU SAP systems <ul style="list-style-type: none"> • Finance & Budgeting • Human Resources
7.	Availability <ul style="list-style-type: none"> • Provide system availability of 24 hours per day, 7 days a week with a minimum 99% availability rate. • All data is preserved when an upgrade and/or maintenance is performed • Capacity on demand • Provide desired transaction response time
8.	Provide clear design and architecture documentation
9.	Single Sign On capabilities
10.	Availability across multiple devices (e.g. Desktops, iPads, Tablets, etc.)