



ANGELO STATE UNIVERSITY

REQUEST FOR INFORMATION

RFI Number: 737-16-HRCAS

REQUEST FOR INFORMATION FOR HUMAN RESOURCES CASE MANAGEMENT TOOL

DUE DATE: February 12, 2016

Request for Information (RFI) Issued	01/29/2016
Questions regarding RFI due no later than	02/08/2016
RFI Submittal Due from Interested Vendors	02/12/2016

Responses to this Request for Information must be submitted to:

U.S. Postal Service	Overnight/Express Mail	Hand Deliver
Angelo State University Purchasing Office ASU Station #11010 San Angelo, TX 76909	Angelo State University Purchasing Office 2601 West Avenue N Administration Bldg. Room 110 San Angelo, TX 76909 Hours –8:00 AM to 5:00 PM Monday – Friday	Angelo State University Purchasing Department 2601 West Avenue N Administration Bldg. Room 110 San Angelo, TX 76909 Hours – 8:00 AM to 5:00 PM Monday – Friday

1. General Description:

Angelo State University (“ASU”) is issuing this Request for Information (“RFI”) for a Human Resources Case Management Tool. This RFI will be used for informational purposes only to better understand the general functionality of human resources case management services and review related budgetary and staffing needs. **Please note this not a formal request for quote/proposal.**

2. Angelo State University

Angelo State University is an institution of higher education of the State of Texas, and a member of the Texas Tech University System (“TTUS”). Angelo State University is a general academic component of the Texas Tech University System. As a component institution of TTUS, ASU provides a setting for free inquiry; excellence in teaching; scholarship and research; and public service by faculty, staff, and students. As a community of scholars, ASU develops the individual’s critical thinking skills, appreciation of the arts and humanities, foundation for participation in the global society, and commitment to lifelong learning.

ASU has more than 100 majors and concentrations that lead to 43 undergraduate degrees, 20 master’s degrees, and one doctoral degree. Angelo State set a record enrollment for Fall semester 2015 with 1,247 graduate students, 1,863 dual credit students and 5,411 undergraduate students for a total student population of 8,521. ASU’s modern 268-acre campus is located in San Angelo, Texas, an attractive and progressive city of approximately 100,000. San Angelo is the county seat of Tom Green County. The campus is located in a residential and suburban shopping area not far from the downtown business district.

3. Administrative Overview

The ASU Information Technology Steering Committee tasked with prioritizing information technology requests is seeking any information regarding human resources case management service and would appreciate the information that can meet the needs of service, training, technology and answer the questions outlined in [Attachment B](#).

4. Requested Response

This Request for Information is an attempt by ASU to better understand the options available to the institution given budgetary, technical, and implementation parameters under which A S U must operate.

ASU respectfully requests respondents provide the following in response to this RFI:

- A. Product Overview.
- B. List of higher education or other references where respondent’s solution is or has been recently implemented. Please provide a contact for each example.
- C. Provide some potential solution financial structures and/or cost models for consideration.
- D. Company Overview
- E. If you have been awarded a federal, state, or cooperative contract through a competitive solicitation vehicle for your products, ASU would be interested in obtaining more information in that regard.

ASU requests two paper copies of RFI responses along with a digital version on a disc or thumb drive for archival purposes.

5. Tentative Timeline

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RFI Submittal Due from Interested Vendors	02/12/2016
Evaluation Period and Follow-Up	02/15/2016 – 02/26/2016

6. Terms and Conditions

The terms and conditions attached as Attachment A shall govern this RFI and any responses thereto.

7. Questions/Additional Information

Respondents should direct all questions or concerns regarding this RFI to the following ASU contact:

REFER INQUIRIES TO:

Jennifer Lennon
Materials Management Office
Email: c_admin@angelo.edu
Deadline date for questions:

February 8, 2016

Attachment A

ASU will not provide compensation to any respondent to this RFI for any expenses incurred by respondent for response preparation. Respondent submits its response at its own risk and expense. All responses to this RFI and any supporting documentation will become the property of ASU. Additionally, ASU does not guarantee that it will publish a formal Request for Proposal ("RFP") to purchase human resources case management tool services.

All information, documentation and other material submitted by vendors under this RFI is subject to public disclosure under the Texas Open Records Act (Texas Government Code, Chapter 552). Vendors are hereby notified that ASU strictly adheres to this statute and the interpretations thereof rendered by the Courts and Texas Attorney General. Vendors shall be deemed to have knowledge of this law and how to protect the legitimate interests of each vendor.

Attachment B

- Is the software available as a hosted solution?
- Are flexible users licenses available?
- How much training is required to learn to use the tool?
- What is the approximate time it takes to implement the tool?
- What is the approximate time it takes for an institution to become proficient using the tool?
- Does the tool require a dedicated administrator? Approximately how much time must be devoted daily/weekly/monthly to administrate the tool?
- Does the software have an annual escalator/increase?
- Does the software work with MAC computers?
- Is Single Sign-on available?
- What the company's Customer Support/Help hours of service?
- How is after hours support handled?
- ASU is a Banner (ERP) school. Does the software integrate with Banner?
- How data transfer handled when a customer discontinues use of the tool?