

UT System RFP - Consultant Srvcs to assist in implementation of systems integration plan

Open Date: 11/02/15 03:00 PM

Agency Requisition Number: OTC11022015

NOTE: You will need to download all of the following files for complete specifications and other required document, including a HUB subcontracting plan(if required).

Help: Right Click to and choose "save file as" or "save target as" to your computer.

-**Package 1** size: 61584 (in bytes) Type: Specification Format: Acrobat PDF Files

-**Package 2** size: 44585 (in bytes) Type: Additional Specification(s) Format: Acrobat PDF Files

10/30/2015 Update: Added a Q&A package. UT System is seeking to have a consultant (Consultant) work with the OTC to implement a venture module that has been recommended through a high-level systems integration plan by March 31, 2016. The objective of this work is to execute upon the OTC system plan and integrate a deal-tracking system that will track UT startups across the UT System.

Agency: UNIVERSITY OF TEXAS SYSTEM (720)

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Previous Price Paid: N/A

Solicitation type: 14 Days or more for entire solicitation package

NIGP Commodity Code(s):

Class-Item: 918 - 90

Contact Information:

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The University of Texas System Request for Proposal
Phase II System Integration Plan for the Office of Technology
Commercialization
RFP # OTC11022015

Overview. In this Request for Proposal (RFP), The University of Texas System (UT System) is seeking to acquire services of a consultant to implement systems for the Office of Technology Commercialization, (“OTC”) and more specifically, the UT Horizon Fund. The expected value of this contract, including fee and travel reimbursement, will not exceed \$88,000. The term of the anticipated contract will be from November 1, 2015 through August 31, 2016.

Scope of Work. UT System is seeking to have a consultant (**Consultant**) work with the OTC to implement a venture module that has been recommended through a high-level systems integration plan by March 31, 2016. The objective of this work is to execute upon the OTC system plan and integrate a deal-tracking system that will track UT startups across the UT System.

At a minimum, deliverables will include:

1. Identification of critical data to be collected by deal-tracking system
2. Integration of deal-tracking system with OTC website (under development)
3. Supervision of the deal-tracking system implementation
4. Post-implementation support to assure quality and security
5. Development of deal-tracking system analytics and reports

Consultant must be prepared to meet and discuss its input with UT System representatives at a UT System facility in Austin, Texas.

Specifications. Any proposed Consultant (**proposer**) submitting an offer in response to this RFP must provide the following:

1. proposer’s legal name, including type of entity (individual, partnership, corporation, etc.), address and other contact information;
2. background information regarding the proposer, including the number of years in business and the number of employees;
3. information regarding the qualifications, education, and experience of the team members proposed to conduct the requested services, including information to assist UT System in assessing the proposer’s familiarity with developing this type of system architecture in a university environment;
4. the proposer’s approach to accomplishing the stated scope of work;
5. the fees to be charged for each team member providing services;
6. the earliest date by which the proposer could begin providing the services;
7. a list of three client references, including any complex institutions or systems of higher education for which proposer has provided communications-related services;
8. any unique benefits the proposer would offer UT System, and any other information proposer desires UT System to consider in connection with proposer’s offer;

9. information to assist UT System in assessing the proposer's experience performing the requested services for other complex institutions or systems of higher education;
10. information to assist UT System in assessing whether the proposer will be impartial in the performance of the requested services;
11. information to assist UT System in assessing whether the proposer will have any conflicts of interest in performing the requested services;
12. information to assist UT System in assessing the overall cost to UT System for the requested services;
13. information regarding any prompt payment discount offered by proposer (UT System's standard payment terms for services are Net 30 days); and
14. information to assist UT System in assessing proposer's capability and financial resources to perform the requested services.

Selection Process. UT System may select the successful proposal(s) on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, UT System may select the successful proposal(s) on the basis of negotiation with the proposers. In conducting any negotiations, UT System will avoid disclosing the contents of competing offers.

UT System is not obligated to select the proposer offering the most attractive economic terms if that proposer is not the most advantageous to UT System overall, as determined by UT System.

UT System reserves the right to (a) enter into a contract for all or any portion of the requirements and specifications set forth in this RFP with one or more proposers, (b) reject any and all offers and re-solicit offers, or (c) reject any and all offers and temporarily or permanently abandon this selection process, if deemed to be in the best interests of UT System. UT System will maintain in its files concerning this RFP a written record of the basis upon which a selection, if any, is made by UT System. UT System reserves the right to accept or reject any or all offers, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP when deemed to be in UT System's best interest.

Criteria for Selection. The successful proposal(s), if any, will be the proposal(s) submitted in response to this RFP, by the Submittal Deadline, that is the most advantageous to UT System. The criteria to be considered by UT System in evaluating offers will be:

- **Threshold Criteria Not Scored**
 - Ability of University to comply with laws regarding Historically Underutilized Businesses; and
 - Ability of University to comply with laws regarding purchases from persons with disabilities.
- **Scored Criteria**
 - the cost of goods and services;
 - the reputation of the Proposer and of the Proposer's goods or services;
 - the quality of the Proposer's goods or services;

- the extent to which the goods or services meet the University's needs;
- the Proposer's past relationship with the University;
- the total long-term cost to the University of acquiring the Proposer's goods or services

Proposals will be evaluated by UT System personnel. The selection of the successful proposal, if any, will be based on the information provided by proposer in its offer. UT System may give consideration to any additional information if UT System deems such information relevant. Any proposer submitting a successful proposal will be required to enter into a contract acceptable to UT System.

Proposer's Acceptance of Offer Evaluation Methodology. Submission of an offer by a proposer indicates: (1) proposer's acceptance of the Selection Process, the Criteria for Selection, and all other requirements and specifications set forth in this RFP; and (2) proposer's recognition that some subjective judgments must be made by UT System during this RFP process.

Public Information. Proposers are hereby notified that UT System strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. UT System may seek to protect from disclosure all information submitted in response to this RFP until such time as a final contract is executed. Upon execution of a final contract, UT System will consider all information, documentation, and other materials requested to be submitted in response to this RFP to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the *Texas Public Information Act* (Chapter 552.001, *Gov. Code*). Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.110, 552.113, and 552.131, *Gov. Code*.

How To Respond; Submittal Deadline. To respond to this RFP, proposers must submit the information requested in the Specifications section of this RFP and any other relevant information, in hardcopy, in a clear and concise written format to:

Jennifer Murphy
Director of Accounting & Purchasing
The University of Texas System Administration
210 West 6th Street
Room B.140E
Austin, Texas 78701
Reference: RFP #OTC11022015

All offers must be received at the above address no later than 3:00 p.m. local time in Austin, Texas, on November 2, 2015 (Submittal Deadline). Submissions received after the Submittal Deadline will not be considered.

Questions. Questions concerning this RFP should be directed to Julie Goonewardene at jgoonewardene@utsystem.edu. UT System may in its sole discretion respond in writing to questions concerning this RFP.

1. The Scope of Work specifically mentions the implementation of a venture module (deal tracking system) that has been recommended by a high level systems integration plan. Has the module been developed and/or is the module an existing SaaS solution?

If yes, can you please share with us the specific module?

- a. The module has not been selected yet (currently in the RFP process). We would like to select a commercially available solution.
- b. If no, are you seeking a commercially available solution or should the consultant (and team) architect and develop a custom module?

A: We are seeking to integrate a commercially available solution and not a custom module.

2. Are there any supplemental attachments that can provide our team with more information about REQ OTC11022015?

A: No supplemental materials will be provided for this RFP.

3. What are the underlying technologies and hardware/software languages or skills required for this project?

A: The successful recipient of the contract will have the ability to work across a variety of commercially available deal tracking solutions. Broad experience related to the selection and integration of IT systems is desirable and additional skills beyond those identified in the RFP will be considered but not required.

4. Is there an opportunity to tour the OTC facility? Is there an opportunity to speak with the system owner?

A: The OTC will not be hosting opportunities to tour or speak with the team prior to submitting proposals.