

fv. SPECIFICATIONS FOR MIS SYSTEM IMPLEMENTATION

A. IMPLEMENTATION SCHEDULE

The MIS that meets the criteria detailed above will provide support for the administration of the PMU. By the time the university is in full operation with an enrollment that is near the planned number of students, all these systems should be operational.

Staged Implementation: The information below outlines the required progression of MIS implementation.

1. Academic Year 2005-2006: Preparing for Opening

a. Student Information System

The following modules are implemented this year:

- **Recruitment** – to manage, track, and communicate with prospective students. This implementation should begin September 1, 2005, and be completed by December 1, 2005.
- **Admissions** – to accept, track, and decide upon applications for admission. This implementation should begin January 1, 2006, and be completed by May 1, 2006.
- **Registration and Academic Records (part one)** – to define courses, create the class schedule, register students into classes, and prepare to grade students in those classes. This implementation should begin May 1, 2006, and be completed by August 1, 2006.

b. Financial Information System

No modules are implemented this year.

c. Human Resources System

No modules are implemented this year.

2. Academic Year 2006-2007: Initial Students In Preparation Program

a. Student Information System

The following modules are implemented this year:

- **Academic Records (part two)** – to grade the students in their classes and maintain transcripts. This implementation should begin September 1, 2006 and be completed by December 1, 2006.

- **Student Accounts** – to create and track student accounts receivable, to calculate tuition and fees, to bill students, and to apply payments. This implementation should begin September 1, 2006 and be completed by December 1, 2006, in order to invoice for the spring semester.
- **Self-Service / Portal** – to provide students with secure, Web-based access to information resources including the Library Information System, class schedules, registration for classes, grades, student account balance, demographic data, etc. This implementation should begin January 1, 2007, and be completed by May 1, 2007, to be ready for the following year.

b. Financial Information System

The following modules are implemented this year:

- **General Ledger / Chart of Accounts** – to define the chart of accounts as a basis for implementation of other financial and human resources modules and to provide journal processing and financial reporting. This implementation should begin September 1, 2006, and be completed by January 1, 2007.
- **Purchasing** – to provide efficient management of suppliers and the purchasing of materials, goods, and services including online creation of requisitions and purchase orders. This implementation should begin January 1, 2007, and be completed by May 1, 2007.
- **Accounts Payable** – to allow for purchases payments with appropriate controls. This implementation should begin January 1, 2007, and be completed by May 1, 2007.

c. Human Resources System

The following modules are implemented this year:

- **Payroll** – to calculate gross and net pay according to Saudi Arabian requirements and produce appropriate pay checks / notices and reports. This implementation should begin September 1, 2006, and be completed by December 1, 2006, in order to start processing January 1, 2007.
- **Benefits Administration** – to manage multiple employee benefits programs including leave tracking. This implementation should begin September 1, 2006, and be completed by December 1, 2006, in order to start processing with payroll January 1, 2007.

- **Human Resources Administration** – to track and manage employee information including that specific to faculty employees. This implementation should begin September 1, 2006, and be completed by December 1, 2006, in conjunction with the payroll module.
- **Self-Service / Portal** – to provide employees secure, Web-based access to information resources including the demographic data, pay history, benefits enrollments and history. This implementation should begin January 1, 2007, and be completed by May 1, 2007, with the comparable student system module.

3. Academic Year 2007-2008: Initial Students are Freshmen

a. Student Information System

The following modules are implemented this year:

- **Degree Audit** – to provide an advisement tool to ensure students follow desired paths toward their chosen degrees. This system will also provide graduation certification at the appropriate time. This implementation should begin August 1, 2007, and be completed by January 1, 2008, to be available for students in the spring of 2008.

b. Financial Information System

The following modules are implemented this year:

- **Budgeting** – to plan, execute, and control budgets at the desired levels and to provide end-users with online access to their budgets. This implementation should begin August 1, 2007, and be completed by January 1, 2008, in order to be ready to budget for the 2008-2009 year in the spring of 2008.
- **Fixed Assets / Inventory** – to record, track, and value the physical assets of the PMU and to plan asset replacement and acquisition. This implementation should begin January 1, 2008, and be completed by May 1, 2008.

c. Human Resources System

The following modules are implemented this year:

- **Recruitment** – to provide a comprehensive recruitment solution including posting of positions, application and resume submission and status tracking. This implementation should begin August 1, 2007, and be completed by November 1, 2007, in order to use to fill positions for the 2008-2009 academic year.

- **Position Control** – to plan, budget, and track faculty and staff positions. This implementation should begin August 1, 2007, and be completed by January 1, 2008.

B. IMPLEMENTATION VENDOR REQUIREMENTS

The selected implementation vendor will provide assistance to PMU staff to successfully implement the MIS. As described above in Section V.A. Implementation Schedule, the vendor will need to provide assistance as needed to meet the proposed schedule. The schedule may be revised and finalized during the contract negotiations period. The implementation vendor will provide management assistance as described in Section II 1.24 (Volume I: Technical Proposal – Response to Management Requirements).

The vendor will supply the following information regarding the implementation of the management information system proposed for the PMU. Please address each topic and provide information in the sequence provided.

- The vendor will provide an executive summary of the proposed implementation methodology
- The vendor will assist PMU staff in installation of the MIS software in PMU's data center.
- The vendor will assist PMU staff with a rapid implementation of each major MIS module.
- The vendor will provide a proposed consultant staffing plan for each of the major module's of the MIS
- The vendor will provide training to PMU staff during the implementation process. The vendor will also provide end-user training to functional department staff prior to each module's "Go Live" date.
- The vendor will assist with data conversion if data can be imported from PMU's temporary systems

VI. CONTRACT TERM AND PRICING

A. CONTRACT TERM

The PMU should seek a perpetual license to use the MIS software, with an initial contract term of two years. The PMU may optionally renew the contract on an annual basis for a period of an additional three years. The maximum contract length will be five years unless the contract is extended by mutual agreement of PMU and the vendor(s).

B. MIS SOFTWARE PRICING

The vendor should complete the following pricing table for the software components of the MIS. The PMU will prefer to fix maintenance costs for the five-year contract period. PMU will prefer to have the option to renew maintenance on an annual basis.

The PMU may license the Student Information System and Portal at the beginning of Year 0, and the PMU may license the Finance and HR systems at the beginning of Year 1.

Software	License Cost	Year 1 Maint.	Year 2 Maint.	Year 3 Maint.	Year 4 Maint.	Year 5 Maint.
Student Information System						
Finance Information System						
HR Information System						
Portal						
Required Third-Party Products						
Recommended Products (e.g., reporting tool)						

C. IMPLEMENTATION SERVICES PRICING

PMU will prefer a fixed-price proposal from the vendor for the initial two-year contract period. During this period, the vendor will provide assistance to deploy the MIS as stated in the schedule above. The vendor's proposal should include a proposed timeline stating the period when each vendor staff member will be assigned to the PMU project

After the initial two-year period, PMU may optionally obtain services from the vendor to maintain and support the MIS (for example, to upgrade the MIS to the next version). The vendor may propose hourly time and materials services during this period.

D. DATABASE LICENSE PRICING

The vendor should state pricing information for the proposed relational database in this section.

PMU will prefer campus-wide pricing that will allow all PMU faculty, staff, and students to use the MIS. The vendor may propose multiple pricing models including a campus-wide site license and per-processor pricing.

E. HARDWARE PRICING

The vendor should propose hardware to support both the development and production of MIS environments. When completing the hardware cost table below, the vendor should plan to scale the production environment based on the implementation schedule. The initial hardware deployment needs to be sufficient only for the initial production deployment(s).

The vendor should propose multiple hardware platform options if supported with the MIS product. PMU will select the optimal hardware platform considering information based on this MIS (RFP-IT-0002) as well as two other RFPs (IT Infrastructure RFP-IT-0001 and Library Information System RFP-IT-003).

Vendors should complete the following cost tables for each platform. Vendors should sufficiently describe the hardware to be purchased including the hardware vendor, model number, number of processors, memory, and amount of disk space.

Hardware Platform 1 (for example, Microsoft Windows)

Hardware to be Purchased	Proposed Purchase Date	Cost

Hardware Platform 2 (for example, Sun Solaris)

Hardware to be Purchased	Proposed Purchase Date	Cost

Hardware Platform 3

Hardware to be Purchased	Proposed Purchase Date	Cost