

December 15, 2008

Request for Proposals

for

Information Technology Services

Kansas Athletics, Inc. invites written proposals for information technology services. The purpose of this Request for Proposal (RFP) is to solicit responses from firms capable of providing the requisite services. Market quotes are not being solicited at this time. Kansas Athletics anticipates selecting several responders for interviews and would expect at the time of the interview to receive market price quotes if possible.

Kansas Athletics, Inc. is a Kansas not-for-profit corporation which was organized in 1925 to foster development of intercollegiate athletics in conjunction with the educational activities of the University of Kansas. Pursuant to an operating agreement between the University and Kansas Athletics, Kansas Athletics operates the varsity intercollegiate athletic program at the University of Kansas in facilities that are owned by the State of Kansas and subject to the University's regulations and policies.

Instructions for preparation and submission of a proposal are contained in this package. Questions regarding this RFP should be directed not later than January 13, 2009 to

Charlette Blubaugh – Project Leader
Assistant AD – Ticket Operations
1651 Naismith Dr.
Lawrence, KS 66045
785-864-7146 (o)
785-864-7917 (fax)
cstuart@ku.edu

Questions should be submitted in writing via e-mail, fax, or postal service.

All proposals are due **not later than** 5:00 p.m. on January 16, 2009.

Thank you for your interest in working with Kansas Athletics, Inc.

Request for Proposal

Kansas Athletics, Inc.

December 15, 2008

I. Statement of Purpose

Evaluation of Kansas Athletics' current Information Systems Technology including but not limited to systems, hardware, processes, staffing and management as they relate specifically to Kansas Athletics Inc.

II. Scope of Work

Kansas Athletics Inc. invites written proposals for an on-site, in-depth evaluation of our current Information Systems Technology (IT) department. This evaluation process should examine current technological infrastructure and its ability to sustain and advance the needs of the corporation. Additionally, the evaluation should take into consideration industry trends as they relate to the intercollegiate athletic industry. Recommendations regarding current and future services and processes should be a major part of the evaluation along with recommendations for staffing and management structure of this area.

Additionally, an evaluation should be made of Kansas Athletics IT department and its role within the larger University community. This part of the evaluation should take into consideration IT's ability to meet the varied and diverse needs of the 18 Intercollegiate sports sponsored by Kansas Athletics along with its support areas including but not limited to Compliance, Media Relations, Business operations, Equipment operations, Training Room/Medical operations, Human Resources, Development and Ticket Operations, Facilities and Video.

III. Deliverables

Kansas Athletics requires a schedule of the evaluation process in writing 15 days after selection and signing of contract for services. The scope of work should be conducted within a reasonable period of time, but not longer than seventy-five (75) days after selection. All reports, presentations, and documentation will be determined between Kansas Athletics' project manager and the selected company.

IV. Term of Contract

Kansas Athletics anticipates use of the consultant for a one time consultancy pursuant to the proposal above. However, Kansas Athletics will entertain proposals for future consulting and/or follow-up to the successful proposals.

V. Required Information

1. Describe your firm's experience in evaluating programs for accounts similar to Kansas Athletics.
2. Provide a list of representative clients presently and formerly served by your firm.
3. Designate the individual(s) who will be working with Kansas Athletics. Provide a brief description of his/her experience, his/her assigned role in the firm, length of time in that role, areas of expertise, office location, and accessibility.
4. Describe your plan for reviewing and evaluating Kansas Athletics' current and future IT needs.
5. Describe in detail the efforts your firm will undertake to satisfy the requirements in Section II above. Indicate if any additional tasks are necessary and/or advisable.
6. Describe in detail any unique services that your firm can offer Kansas Athletics that will distinguish your firm from the other proposers.
7. Describe your firm's methods of keeping Kansas Athletics apprised of trends in the IT industry and conditions impacting Kansas Athletics' accounts.
8. Describe your fee proposals including any for rebates, commissions, and services covered by fees and how they are paid.
9. Describe the firm's community involvement in Lawrence and support of Kansas Athletics, if applicable.
10. Completion and submission of Attachments B and C.

VI. Evaluation and Award Process

Please submit four (4) written copies of your proposal to

Charlette Blubaugh
Assistant AD – Ticket Operations
1651 Naismith Dr.
Lawrence, KS 66045

While no specific format is required, proposals must be responsive to the Required Information, Section V. above. The proposal should be concise and to the point. Costly bindings, color plates, glossy brochures, etc. are neither necessary nor recommended. All costs borne in the preparation of proposals and participation in the selection process shall be borne by the proposer. All submittals are the property of Kansas Athletics and shall not be returned. Firms should identify any portions of their proposal deemed proprietary or otherwise exempt from public disclosure.

After written proposals have been reviewed, further discussions and interviews with prospective firms may be required. If scheduled, the individual from your firm that will be directly responsible for monitoring the evaluation process, if awarded, should be present at the interview.

Kansas Athletics acknowledges that there may be some subjectivity in evaluation of the proposals. Every effort shall be made by Kansas Athletics to be impartial and fair in the evaluation process. Kansas Athletics reserves the right to reject any or all proposals and not award services to any proposer during this process. In addition, Kansas Athletics reserves the right to waive any irregularities that it considers minor in nature to the overall bidding process.

VII. Proposed Schedule

Distribution of RFP and Publication	December 15, 2008
Questions regarding RFP (on or before)	January 13, 2009
Bid submission deadline (on or before)	January 16, 2009 (5:00 p.m.)
On site interviews (if applicable)	January 26-30, 2009
Contract Awarded (on or before)	January 30, 2009

ATTACHMENT A

KANSAS ATHLETICS, INC REQUEST FOR PROPOSAL

I. CURRENT SOFTWARE PROGRAMS

- Microsoft Windows XP & Vista the main operating systems for desktop machines
- Apple OSX used in our Video department for video editing and other necessary activities
- Microsoft Windows Server 2003 & 2008
- Multiple Microsoft Terminal Servers for remote access
- 2X thin client server & clients
- Various Linux Server Operating Systems - Redhat, CentOS, Ubuntu, Gentoo
- VMWare Virtualized servers used for consolidating various servers into highly efficient and reliable clusters
- Microsoft Office 2000/2003/2007/2008 (Windows & Mac)
- Apple Final Cut Studio
- Paciolan / Ticketmaster ticketing server & software
- Credit card processing hardware & software
- Altiris Deployment Server
- XOS video for multiple sports
- Gallery2 photo server to store all current & historical photography
- Advantage Software for Donor tracking
- Sports Injury Management System
- XRay - Picture Archiving & Communication System
- Microsoft Greatplains for all business office operations
- ADP Payroll
- Cybersports & Scoutware recruiting management systems

II. CURRENT HARDWARE

- On average over 300 workstations & 100 laptops used by both staff & students on a daily basis.
- Average of 30 HP printers throughout our various departments
- Apple MacPro & MacBook Pro laptops and workstations
- All Dell based organization utilizing Dell's award winning support & purchasing contracts for all workstations, laptops, servers, projectors and networking equipment
- In general, 31 servers doing various tasks throughout our department
- AT&T cell phones & PDAs
- 8e6 technologies logging server
- XOS server & related video equipment
- Internal High Definition Cable & DirecTV headend system
- Interactive Kiosks & photo frames developed and maintained in house
- Fax Machines
- Various Video editing & storage equipment dependent on department
- Cisco wireless networking throughout complex for students, guest & staff use
- Paciolan Access Management for game day ticket scanning and verification
- Sports Injury Management System
- XRay - Picture Archiving & Communication System
- Dell robotic array for nightly/weekly/monthly/yearly backups
- Webcams

ATTACHMENT B

**KANSAS ATHLETICS, INC
REQUEST FOR PROPOSAL**

PERSONNEL INFORMATION FORM

Principal Officers, Partners, Directors of Organization:

Please identify if any of the above listed personnel are involved in the management of Kansas Athletics, Inc.

Please identify if any of the above listed personnel have been indicted for any alleged felony, subject to indictment or conviction under the laws of the United States or of any state or territory of the United States, or have been disbarred or suspended by any agency of the United States government or the State of Kansas.

ATTACHMENT C

**KANSAS ATHLETICS, INC
REQUEST FOR PROPOSAL**

NON-COLLUSION AFFIDAVIT

The undersigned proposer, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him/her, entered into any combination, collusion, or agreement with any person from proposing nor to induce anyone to refrain from proposing, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

He/she further says that no person or persons, firms or corporation has, have, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such proposal.

Proposer: _____

For Firm or Corporation: _____

State of Kansas)

County of _____)

Subscribed and sworn to before me this ____ day of _____, 2009.
My Commission Expires: