REQUEST FOR INFORMATION

RFI No.: 769-21-0615-BS
Title: Concur Integration

Information Submittal Deadline: **July 20, 2021, 2:00 pm, local time**

Prepared by:
Barry Sullenberger
Strategic Sourcing Coordinator
University of North Texas System Procurement Services
Business Service Center
1112 Dallas Drive, Suite 4000
Denton, Texas  76205
Date Issued: June 22, 2021
1.1 **UNTS System Description**
The University of North Texas System (UNTS) is a University system that is composed of the University of North Texas in Denton (UNT), the University of North Texas Health Science Center (UNTHSC) in Fort Worth and the University of North Texas at Dallas (UNTD). The UNT System Administration is based in downtown Dallas. The three independent universities of the UNT System have combined enrollment of just over 42,000 students across five major teaching locations, including each main campus as well as Frisco and downtown Dallas. Proposals submitted in response to this RFI shall be for goods and/or services provided to UNTS, UNT, UNTHSC and/or UNTD, as agreed to in writing by the parties.

1.2 **Background**
UNTS is seeking information about **Software Maintenance and Support Services 920-45**.

In September of 2017 UNTS contracted with SAP Concur for Travel and Expense Module and Company Billed Statement (P-card) Module. In October of 2018 UNTS started using SAP Concur for Company Billed Statement (P-card) to reconcile expense. Shortly after began using SAP Concur to process Travel and Expense reports. As UNTS moves forward it is looking for information about solutions in the following areas to integrate with our SAP Concur modules:

1.2.1 Audit of both Company Billed Card(P-card) and Travel and Expense Modules
1.2.2 Duty of Care

2.1 **Submittal Deadline**
UNTS will accept information submittals in response to this RFI until 2:00 p.m., local time, on July 20, 2021 (the “Submittal Deadline”).

2.2 **UNTS Contact Person**
Proposers will direct all questions or concerns regarding this RFI to the following UNTS contact (“UNTS Contact”):

**Barry Sullenberger**
Strategic Sourcing Coordinator

2.3 **Schedule of Key Events**

Issuance of RFI .................................6/22/2021

Submittal Deadline ............................7/20/2021, 2:00pm, local time

(Ref. Section 2.1 of this RFI)

**Note:** This events schedule is for planning purposes only and may be changed at the sole discretion of UNTS.

3. **Number of Copies**
Proposer must submit one (1) complete copy of its *entire* proposal to

Barry Sullenberger
Barry.sullenbergeruntsystem.edu
4. **Purpose**
The purpose of the RFI is to solicit information for possible solutions for integration with SAP Concur Modules in one or both of the following areas:

4.1 Audit of both Company Billed Card (P-card) and Travel and Expense Modules

and/or

4.2 Duty of Care

5. **PROCESS**
A committee of end users and department stakeholders will review the RFIs as part of the process for possibly developing a formal Request for Proposal. Respondents may be contacted for additional information or clarification of any aspect of their RFIs prior to issuing the Request for Proposal.

6. **SCOPE of INFORMATION**
Interested companies should prepare a written narrative describing how they would approach this project. The committee is seeking innovative, insightful, relevant, and understandable responses. Vendors are encouraged to utilize their experience and knowledge of industry best practices to prepare a summary of options for consideration including, but not limited to:

- Unique approaches that helped other similar sized customers/university systems
- Options that have a direct integration with SAP Concur with items 4.1 and/or 4.2.
- Options that may not have direct integration, but you can supply a possible solution for 4.1 and/or 4.2.
- Any added services that may benefit UNTS with the handling of items 4.1 and/or 4.2.

7. **THIS IS A REQUEST FOR INFORMATION (RFI) ONLY**
This RFI is issued solely for information and planning purposes. This request for information does not commit UNTS to contract for any supply or service whatsoever. UNTS is not at this time seeking price proposals and will not accept unsolicited proposals. Not responding to this RFI does not preclude participation in any future RFI. If a solicitation is released, it is the responsibility of the potential offerors to monitor the UNTS website for additional information pertaining to this requirement. [https://www.untsystem.edu/bid-opportunities](https://www.untsystem.edu/bid-opportunities)