

White Earth Tribal & Community College Request for Proposal: Procurement of an Enterprise Resource Planning System & Implementation Services

1. Introduction

White Earth Tribal and Community College (WETCC) is seeking to purchase a fully integrated enterprise resource planning (ERP) system. The proposed system must meet or exceed the mandatory requirements detailed in the scope of work and technical specifications section.

- The system must be a complete, fully integrated accounting system, inclusive of all the modules identified in the scope of work section.
- The system must be compatible with existing WETCC systems and capable of integrating with other software applications (e.g., student information system [Populi]).
- The system must have cloud-based capabilities for remote access.
- The system should have AI intelligence.
- The system should have a comprehensive warranty and technical support.
- The proposer should provide detailed information about the system's capabilities.

This RFP outlines the requirements, specifications, and evaluation criteria for the procurement.

2. Scope of Work

WETCC seeks to procure a fully integrated ERP system. The proposed system must meet or exceed all mandatory requirements detailed in this RFP. These specifications are performance-based and designed to ensure the procurement of a high-fidelity, fiscally accurate, and robust system.

The selected vendor will be responsible for:

- Delivery, installation, and setup in Mahnomon, Minnesota by September 30, 2026.
- Integration with the existing student information system.
- Training for designated staff in Mahnomon, Minnesota.
- Providing warranties, service agreements, and ongoing technical support.

3. Technical Requirements

The proposal must address the following features of the ERP system:

- Access
- Comprehensive reporting and analytics capabilities
- Integration
- Scalability
- Security
- User-friendliness

Vendors should provide detailed information on:

Hardware System Requirements

- Physical Configuration: Cloud-based hosting.
- Connectivity: Includes remote user access when off-site and mobile device functionality for users who are approvers.

Content and Software Requirements

Fully Integrated Modules

The system includes, at a minimum, the following fully integrated modules:

- Accounts payable, differentiated between student and non-student vendors
- Accounts receivable, differentiated between student and non-student customers
- Financial aid disbursement
- Fixed assets
- General ledger
- Grant management and reporting
- Human Resources, including employee benefits and data management, performance evaluations, and recruitment
- Invoicing
- Inventory
- Payments
- Payroll, including time- and leave-keeping
- Purchasing and receiving, including the use of individual purchasing cards
- Sales
- Tax reporting, including 1099, payroll tax, sales tax, W-2s

Core System Functionality

- Financial management and reporting in accordance with generally accepted accounting principles.
- Fully integrated modules at delivery.
- AI-driven intelligence.
- User-defined workflow.

Integration with Existing System:

- The system must integrate (upload and download capabilities) with the WETCC student information system (Populi), such that bookstore purchases can be downloaded into the Populi system from the ERP and student invoicing can be uploaded into the ERP system.

Differentiated User Access

- Full Access Users. The system must support 3 users with full access to all system features and modules.

- Selected Access Users. The system must support 4+ users with selected access to finance director-approved features and modules (e.g., sales/inventory, purchasing/inventory, payroll/human resources).
- Approvers. The system must support 4 users with the capability to create and approve the purchase of goods and services.

Vendor Qualifications, Training, and Support Requirements

The long-term value of this system asset is contingent upon the qualifications of the vendor, the quality of the implementation, training, and ongoing support provided, and the ability to meet installation timelines.

Minimum Vendor Qualifications

- The Proposer must demonstrate a minimum of five years of continuous experience in the development, sale, and support of integrated ERP systems to similar-sized institutions of higher education, particularly in the public or tribal sector.

Implementation and Training

- The total proposed cost must be inclusive of all delivery, installation, integration, and setup.
- Proposals should describe the on-site training at the Mahnomen campus location for WETCC staff. Proposals should include the length of training.

Warranty, Technical Support, and Software Updates

- Warranty: Proposals must fully describe the system’s comprehensive warranty and any optional additional warranties.
- Technical Support: Proposals must describe the vendor’s technical support offerings, including duration, telephone support availability, and on-site service during and after the warranty period.
- Software Updates: The proposal must include all software and content update terms—including new features, bug fixes, security patches, and addition of new modules to the system. The proposal must describe how updates are delivered and installed, and whether there is scheduling flexibility for some updates.

4. Proposal Response Requirements and Conditions

Proposals must include:

- Company overview and contact information.
- Description of proposed ERP system.
- Technical specification sheets.
- Comprehensive pricing structure (itemized for hosting, software, training, warranty, and support).
- Estimated delivery, installation, and training timelines.
- References and case studies from at least two similar clients.
 - Reference 1: _____
 - Reference 2: _____

Clarification and Interpretation of Bidding Documents: Questions regarding clarification or interpretation of the specifications and bidding instructions must be addressed in writing and

emailed to Kennedy Heisler, finance director at k.heisler@wetcc.edu, before 4:00 pm on March 6, 2026.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with technical requirements / functional fit.
- Total cost of ownership, both upfront, ongoing, and future anticipated costs.
- Warranty and support offerings.
- Delivery and installation timeline.
- Vendor experience with similar-sized entities.
- Vendor references from similar-sized entities.

6. Timeline

- RFP Release Date: February 20, 2026.
- Vendor Questions Due: March 6th, 2026.
- Proposal Submission Deadline: March 13, 2026, 4:00 p.m. central time.
- Bid Opening: March 16, 2026, 9:00 a.m. central time in the WETCC Finance Department, 2250 College Road, Mahnomon, MN.
- Vendor Notification: March 23, 2026.

7. Terms and Conditions

- **Contract Terms:** This contract is effective upon the date the final required signature is obtained by WETCC and in effect until all obligations set forth in this contract have been satisfactorily fulfilled, including a validity period.
- **Liability.** The successful Proposer must indemnify, save, and hold WETCC, its representatives, and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by WETCC, arising from the performance of this contract. This clause must not be construed to bar any legal remedies the Proposer may have for the failure of WETCC to fulfill its obligations pursuant to this contract.
- **Jurisdiction And Venue.** This contract, and amendments and supplements thereto, shall be governed in accordance with the laws of the State of Minnesota.
- **Clerical Error.** Notwithstanding Clauses "Assignment, Amendments, and Entire Agreement" of this contract, WETCC reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. WETCC will inform the Proposer of clerical errors that have been fixed pursuant to this paragraph within a reasonable period.
- **Tax Exempt Status.** WETCC is a tax-exempt organization.

8. Submission Instructions

Proposals must be submitted electronically to:

Kennedy Heisler, finance director

k.heisler@wetcc.edu

218-935-0417

-End of Request for Proposal-

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Amendment

Section 3. Content and Software Requirements (page 2)

- I. The ERP solution is not required to include a native payroll module. Vendors must provide integration capability with existing payroll and HR systems (e.g., API, secure data transfer, or equivalent). Proposals may include an optional payroll module, but it will not be evaluated as a minimum requirement. This extends to the payroll related reports listed.

Section 3. Vendor Qualifications, Training, and Support Requirements (page 3)

- I. On-site training is preferred but not required. Virtual training is fully acceptable, provided the proposal includes a detailed training timeline (e.g., schedule, duration, and delivery method). The evaluation process will not give preference to on-site versus virtual training formats, though the overall implementation and installation timeline will still be considered.