



# MANOR COLLEGE

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To: Card Door Entry System Vendors  
From: Janice Salerno, Interim Director of Finance and Facilities  
Manor College  
Date: June 28, 2018  
Re: Request for Card Door Entry System Proposal  
Submission Deadline: Not later than End of Business August 31, 2018

Manor College is accepting proposals from vendors to provide a cloud based card door entry system. We invite your firm to submit a proposal to us by **EOB August 31, 2018**. A description of our organization, the services needed, and other pertinent information follows and can be viewed online at [www.Manor.edu](http://www.Manor.edu):

### **Background of Manor College**

Manor College is a 501(c)(3) organization and a private, four year institution offering Associates and Bachelor's degrees incorporated under the laws of the Commonwealth of Pennsylvania. Programs include: [allied health, science and math](#); [business technology and legal studies](#); and [liberal arts](#).

Manor College serves upwards of 600 students each year with funding from tuition and fees, auxiliary services, grants, and other revenue. We have approximately 100 employees located in 3 buildings. Our annual revenue has approximately ranged between \$10.1M and \$11.3M over the past 5 years.

### **Services to be performed**

Your proposal is expected to cover the following:

1. Installation of Card Readers for 12 doors
2. All hardware needed for each of the 12 doors. The existing doors have locks that are not electrified.
3. Possible capability to lockdown all doors from a remote location.
4. Costs to produce cards for all students and faculty.

### **Information to Include in your Proposal**

In responding to this request, please provide the following information:

- Detail your firm's experience in providing card door entry services for organizations similar to Manor College.
- Discuss your firm's staffing, including education, certifications, and experience.

- Provide your fee proposal including the individual billing rates of any staff who may be assigned to Manor College's account.

### **Contract Requirements**

Any accounting services agreement with a respondent will include:

- Performance measurements and targets
- Pricing
- Responsibilities of the parties
- Annual review process
- Insurance, bonds, licenses
- Termination clause
- General terms and conditions

### **Evaluation of Proposals**

All proposals will be evaluated upon these criteria:

- Experience and capabilities in light of project scope
- Qualifications of key personnel
- Management philosophy and plan for Manor College
- Proposed pricing

### **Please send proposal to:**

Janice Salerno, Interim Director of Finance & Facilities

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