

**REQUEST FOR INFORMATION**

**RFI783-21004 AI Automation Support-AP Audit and Vendor Maintenance**



**Posted to ESBD:**

05/25/21

**Responses Due:**

06/15/21 @ 5:00 PM CST

1. **About the University of Houston System**

The University of Houston System (System) comprises the largest Texas state institution system of higher education located in an urban, metropolitan environment. The UH System's research and scholarship is globally significant, nationally competitive, and serve as an engine for economic development, while its public service activities enhance the quality of life in the region. The UH System offers undergraduate and graduates degree programs in a variety of disciplines; courses are conducted throughout most of the calendar year. The student population of the University of Houston (“University” or “Owner”) is comprised of over 47,000 students. The University of Houston employs approximately 2,850 faculty members and 3,900 staff members. The other component universities, in surrounding areas, include: the University of Houston-Clear Lake, located in the far southeast Houston-area, which has a student population of approximately 9,000 students, 360 faculty and 600 staff members; the University of Houston-Downtown, located in downtown Houston, which has approximately 15,000 students, 750 faculty and 650 staff members; and the University of Houston-Victoria is located approximately 100 miles southwest of Houston and serves almost 5,000 students, 130 faculty and 300 staff members.

1. **Purpose of the RFI**

With this RFI the University requests information regarding your company and your products/services. The information obtained in this RFI will help the University formulate a Request for Proposal (RFP,) to which all qualified companies are welcome to respond. In addition to posting the RFP on the Comptroller’s Electronic State Business Daily (ESBD), the University will also directly notify those companies that responded to the RFI once the RFP is posted.

1. **Disclaimer**

This RFI is issued solely for information and planning purposes and does not constitute a solicitation. Vendors should notate any information provided that is considered proprietary. Any information that is not noted as proprietary may be requested by and provided to a third party under the Open Records Act. Responses to the RFI will not be returned. Responders are solely responsible for all expenses associated with responding to this RFI.

1. **Overview**

The University is issuing a Request for Information (RFI) for artificial intelligence automation support for accounts payable auditing and vendor file maintenance.

1. **Scope of Work**

The University is seeking an artificial intelligence logic system that is or can be specifically focused on providing support for accounts payable auditing and oversight and master vendor/supplier file maintenance.

Please indicate whether the AI system supports the following, and how it is covered (what kind of situations can be reviewed, auto-modified, auto-recycled, etc.):

* Automated risk management that supports exception resolution, rather than only identification.
* Anti-fraud controls utilizing standard tests but also tunable to the specific needs of the University (e.g., internal or state-wide policies).
* Automated supplier risk profiling that supports identification of exceptions in the supplier data.
* Automatic systemic hygiene and maintenance of the master vendor/supplier file.
* Actionable reporting and dashboards so that trending issues may be identified quickly.

Please clarify whether the system:

* Has been or could be integrated with the PeopleSoft enterprise financial system,
* Has a track record of reducing payment duplications and fraud, and provide information on how that is achieved,
* Has a track record of increasing compliance, and
* Can support AP personnel, rather than require additional support from AP personnel, and provide situations in which this has been achieved.

Please describe the:

* Expected timeline for implementation,
* Expected necessary level of University IT support for integration or use,
* Included or optionally added onboarding/implementation support for integration,
* Included or optionally added technical and customer support.

**Please provide an informal non-binding quote with the estimated cost for:**

* **Software purchase/ license(s)**
* **Implementation/ training**
* **Software maintenance**

1. **University Contact**

For questions regarding this RFI, please e-mail:

Bryan Roche

Purchasing Department

University of Houston

broche@uh.edu

1. **RFI Content and Format**

Vendors should address the above desired functionality and system requirements in the information they provide. Vendors may also propose any other solutions that they feel may be beneficial to the University in addressing its stated needs. However, vendors should present their information succinctly as possible and not provide information that is outside of the scope of this RFI.

Vendors should provide one (1) hard copy on 8 ½ X 11 inch paper and one (1) flash drive with an electronic file or files in PDF, Word, and/or Excel format.

1. **RFI Submission**

Vendor product and service information can be submitted to the Purchasing Office no later than **06/15/21 @ 5:00 PM CST** at the University of Houston, Purchasing Department, 5000 Gulf Freeway, Bldg. 1, Rm. 214, Houston, Texas 77204-5015 **or via email to** [**broche@uh.edu**](mailto:broche@uh.edu)**.**

1. **Questions**

Any questions regarding this Request for Information must be submitted by **06/01/21 @ 5:00 PM CST via email to** [**broche@uh.edu**](mailto:broche@uh.edu)**.** The University will not accept questions after this date. Answers will be posted on the ESBD.