TITLE: Sole Source Procurement: Educational Computer Systems, Inc. Student Loan Billing, Collections, and Associated Accounting Services

DESCRIPTION: Medical University of South Carolina intends to negotiate on a sole source basis with Educational Computer Systems, Inc., One Heartland Way Jeffersonville, IN 47130, to establish a contract for Student Loan Billing, Collections, and Associated Accounting Services. Start date: 07/01/2018 End date: 06/30/2023. Dates provided are estimates only.

The contractor must be able to do the following for The Medical University of South Carolina (MUSC), Medical University Hospital Authority (MUHA), and The Medical University of South Carolina Physicians (MUSCP):

a. Provide electronic W2 process for university, hospital, and physician employees which include multi-state capabilities.

b. Provide a W2 system that interfaces with IT department specifications to do a seamless transfer of employee data during the electronic W2 process. The W2s must be available to employees in an E-W2 format that can be accessed through the Medical University of South Carolina (MUSC) computer system.

c. Provide online capability for The Medical University of South Carolina (MUSC), Medical University Hospital Authority (MUHA), and The Medical University of South Carolina Physicians (MUSCP) employees to print their W2’s from a secure online website or to download electronic W2’s to various tax preparation programs such as Turbo Tax or other such programs that the university deems appropriate in the future. The contractor must quote a per W2 price per year to give this information to these vendors and a not to exceed development cost for the current vendors. The contractor must also quote a per hour development cost for potential future vendors.

d. Provide separate reporting capability for The Medical University of South Carolina (MUSC), Medical University Hospital Authority (MUHA), and The Medical University of South Carolina Physicians (MUSCP) electronic W2.

e. Print and mail all paper W2’s for the university, hospital, and physician employees that choose to receive their W2’s by regular mail.

f. Provide validation of all records and totals to the university, hospital, and physician for the W2 process.

h. Per regulations any use of electronic statements, the W2’s must be authorized by the employee receiving these electronic forms. The contractor must have a system in place for the employees to be able to go to the contractor’s website and give their permission to receive these statements in an electronic format.

i. Provide technical support for W2 website as needed.
A. SIZE OF LOAN PORTFOLIO

Number of Borrowers: 6000 (approximate)

Number of Loan Accounts: (approximate)

- Enrolled Accounts - 790
- Billing Accounts - 2,628
- In Grace Accounts - 419
- Referred/Assigned Accounts - 50
- Paid Out Accounts - 2,961
- 1098-T - Regular Mail - 2,858
- 1098-T - Electronic - 606
- 1098-E - Regular Mail - 1,275

B. NUMBER OF W2's FOR JANUARY 2018

Medical University of South Carolina (MUSC) – 2,367 Regular Mails
Medical University of South Carolina (MUSC) – 4,037 Electronic
Medical University Hospital Authority (MUHA) – 2,623 Regular Mails
Medical University Hospital Authority (MUHA) – 5,747 Electronic
Medical University of South Carolina Physicians (MUSCP) - 1,200 Regular Mails
Medical University of South Carolina Physicians (MUSCP) – 1,200 Electronic

C. ACCOUNTS RECEIVABLE AND PAYMENT SYSTEM

Ability to process monthly online statements, create additional on-line statements as needed, and accept payments made by credit card, e-checking or automated clearing house (ACH).

D. LOAN PROGRAMS

- Federal Perkins Loan Fund (National Direct)
- Health Professions Student Loans
- Nursing Student Loans (Undergraduate & Graduate)
- Nurse Faculty Loans
- Robert Wood Johnson Loans
- Loans for Disadvantaged Students
- Institutional Loans
- Primary Care Loans
- Graduate Incentive Fund (GIS)
- Other Miscellaneous Loans

E. BILLING FREQUENCY

Quarterly
Monthly
(Contractor must have the capability to handle both quarterly and monthly).

This notice of intent is not a request for competitive proposals. Any responsible sources who wish to identify their interest and capability to provide these services must notify this Contracting Specialist at kellysy@musc.edu, May 21, 2018, NLT noon EST. Telephone responses will not be accepted. Upon receipt of the interested parties’ notification, the Contracting Officer will determine whether to conduct a competitive procurement or proceed with sole source negotiations.