



Marietta city schools

MARIETTA CITY SCHOOLS

REQUEST FOR PROPOSAL

FOR

Enterprise Resource Planning

Software & Services

**Proposals due by: June 22, 2015
4:00 PM, Eastern Time**

Table of Contents

1. INTRODUCTION 4

1.1. Definition of Terms..... 4

1.2. Purpose of Request for Proposals..... 4

1.3. Background..... 6

1.4. Overview of the RFP Process 7

1.5. Schedule of Events 7

1.6. Official Issuing Officer (Buyer)..... 7

1.7. Contract Term 7

2. INSTRUCTIONS TO VENDORS 8

2.1. General Information and Instructions 8

2.1.1. Restrictions on Communicating with Staff..... 8

2.1.2. Submitting Questions 8

2.1.3. Right to Request Additional Information – Vendor’s Responsibility 8

2.1.4. Failing to Comply with Submission Instructions 9

2.1.5. Rejection of Proposals; Right to Waive Immaterial Deviation 9

2.1.6. Right to Amend and/or Cancel the RFP 9

2.1.7. Protest Process..... 9

2.1.8. Costs for Preparing Proposals 9

2.1.9. Public Access to Procurement Records 9

2.2. RFP Submittal Instructions..... 10

2.2.1. RFP Released..... 10

2.2.2. RFP Review..... 10

2.2.3. Preparing a Response 10

2.2.4. “Hard Copy” and Electronic Copies Required 10

2.2.5. Submitting the Response..... 11

2.3. Pricing Eligibility Period..... 11

2.4. Evaluation and Reserved Rights..... 11

2.4.1. Right to Reject 12

2.4.2. Evaluation of Responses 12

2.4.3. Right to Waive Immaterial Deviation 12

3. Proposal Evaluation, Negotiations and Award 12

3.1.1. Administrative/Preliminary Review..... 12

3.1.2. Initial Proposal Evaluation and Criteria 12

3.1.3. Finalists Evaluation..... 13

3.2. Selection and Award..... 13

3.3. Site Visits and Oral Presentations 13

4. CONTRACT TERMS AND CONDITIONS 13

4.1. Exception to Contract..... 14

4.2. Contract Cancellation 14

4.3. Termination for Cause 15

5. GENERAL BUSINESS REQUIREMENTS..... 16

5.1. Standard Insurance Requirements 16

5.2. Bonds and/or Letter of Credit 17

 5.2.1. Performance Bond/Letter of Credit 17

 5.2.2. Payment Bond 17

 5.2.3. Certification of Non-Collusion 17

 5.2.4. Purchasing Policy/Invoicing 17

6. VENDOR PROPOSAL INSTRUCTIONS 18

 6.1. Qualifications 18

 6.2 Proposal Required Sections 18

 Section 1. Proposal Summary Form 18

 Section 2. Transmittal Letter (Two Page Limit) 18

 Section 3. Solution Summary (Three Page Limit)..... 18

 Section 4. Corporate Overview (Two Page Limit) 19

 Section 5. General Technical Description 21

 Section 6. MCS System Requirements 24

 Section 7. Implementation Services..... 38

 Section 8. On-Going Support and Maintenance 38

 Section 9. Software Releases and Distribution 40

 Section 10. Cost Proposal..... 40

 Section 11. Marietta City Schools Vendor Registration Form..... 43

 Section 12: MCS Contract Agreement 44

 Section 13: Marietta City Schools Vendor Reference Sheet 45

 Section 14: MCS Contractor Affidavit 47

7. RFP CHECKLIST 50

APPENDIX A: DISTRICT DEMOGRAPHICS AND STATISTICS 51

Marietta City Schools

Enterprise Resource Planning Software & Services

1. Introduction

Marietta City Schools seeks an enterprise-level enterprise resource planning system (ERP) to support its instructional mission, for both its on- and off-campus resources.

You are invited to submit a written and electronic proposal to provide a comprehensive, fully integrated, public-sector Enterprise Resource Planning System. This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications. Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations.

1.1. Definition of Terms

Definitions for the purposes of this RFP include:

Addendum – An addendum is issued when supplemental information has been added to the RFP since its original posting.

Amendment – An amendment is issued when information in the RFP has been changed since its original posting.

Appendix – Information not included in the main body of the RFP that is considered part of the RFP.

Bid – A formal offer submitted in response to this solicitation.

Consultant – Individual or company (firm, state agency, etc.) submitting a proposal in order to attain a contract with OSPI.

Contractor – Individual or company whose proposal has been accepted by OSPI and is awarded a fully executed, written contract.

Letter of Intent – A letter submitted by a potential consultant/vendor notifying OSPI that they intend to apply for the RFP when it is issued.

ERP – Enterprise Resource Planning System – Finance, Payroll and Human Resource Information System used to support an organization's business operations; Enterprise Resource Planning System (ERP).

MCS – Marietta City School District is the governmental entity issuing this RFP.

Proposal – A formal offer submitted in response to this solicitation.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the need at a given price.

Vendor – Individual or company (firm, state agency, etc.) submitting a proposal in order to attain a contract with MCS.

1.2. Purpose of Request for Proposals

This Request for Proposals (“RFP”) is being issued to establish a contract with a qualified vendor who will provide products and services to the Marietta City School District (hereinafter, “MCS”) as further described in this RFP.

The purpose of this RFP is to procure a comprehensive, fully integrated, public-sector Enterprise Resource Planning System (hereinafter, “ERP”) and supporting services, in an effort to streamline business processes, standardize data collection and reporting, and support decision-making that leads to improvements in operational effectiveness and student achievement.

A high-level outline of the expected system solution:

SOFTWARE:

- | | |
|--|------------------------------------|
| 1. Data Warehouse | 18. Bid Management |
| 2. General Ledger | 19. Project/Grant Accounting |
| 3. Budgeting | 20. Food Service Accounting |
| 4. Fixed Assets | 21. Local School Accounting |
| 5. Capital Projects Budgeting and Accounting | 22. Work Orders |
| 6. Payroll | 23. Contract Management |
| 7. Cash Management | 24. Student Activity Accounting |
| 8. Accounts Payable | 25. Employee Expense Reimbursement |
| 9. Requisitions | 26. Employee Self Service |
| 10. Purchase Orders | 27. Content/Document Management |
| 11. Human Resources | 28. Report Writer |
| 12. Time Entry | 29. GASB/CAFR |
| 13. Leave | 30. Inventory |
| 14. Applicant Tracking | 31. State Reporting |
| 15. Benefits | 32. Federal Reporting |
| 16. Compensation | 33. Internal Reporting/Dashboards |
| 17. Position Control | |

SERVICES:

1. Project Management
2. System Needs Assessment/Inventory of Existing Systems
3. Software Installation
4. Data Migration/Conversion
5. Systems Integration
6. Interface development
7. Quality Assurance – Data, System, Interface, Reporting
8. Training
9. Ongoing support and maintenance services, including upgrades and updates.

KEY REQUIREMENTS of ERP SYSTEM:

1. Delivered on-time and within budget
2. Will serve the District well for 10 or more years
3. Has been successfully used in Georgia K-12 school systems for at least **three** (3) years.

4. Meets all State of Georgia reporting requirements.
5. A comprehensive solution for all human resource and financial data collection, management, and reporting needs.
6. Cloud-based – not on local servers.
7. Operates from a comprehensive Data Warehouse.
8. Can be integrated with our student information system (SIS) - Follett's ASPEN SIS.
9. Can be integrated with Microsoft Exchange.
10. Fast (Most data changes should apply in real-time.)
11. Reliable (Minimal down-time; regular and frequent back-ups to multiple locations.)
12. Secure (Including built-in precautions for preventing unauthorized access to data. Allowing for customized access-levels on an individual basis)
13. Flexible (allows for changes to data fields over time. Allows for data fields to be added and integrated over time.)
14. Intuitive (to insure high utilization)
15. Transparent (Manuals and instructions should be easily obtained within the system. Metadata and all data dictionary components should be easily found within the system.)
16. Accurate (Data input fields should accept only correctly-formatted input. Out-of-range data should be automatically probed. Time stamps must be accurate.)
17. Consistent with workflow-based processes

1.3. Background

Marietta City Schools (MCS) is the public K-12 school district serving the City of Marietta, Georgia, located approximately 25 miles northwest of Atlanta, Georgia. MCS was one of Georgia's first charter school systems. MCS serves nearly 9,000 students at 11 schools – eight elementary schools, one sixth-grade school, one middle school, and one high school. MCS has approximately 1,350 employees located at fourteen sites, all of whom will use the ERP system according to their job functions (e.g., finance employee on a daily basis, teacher accessing the system for self service functions).

MCS currently uses Software Systems Unlimited, Inc. (SSUI) for General Ledger, Human Resources, Payroll, State Reporting, Budgeting, Fixed Assets, Food Service Accounting and Local School Accounting processes. (See Appendix A: District Demographics and Statistics for specific loads.) The SSUI software was purchased in 2004, and is now outdated. The software runs on an AS400 server with a terminal based display interface.

The MCS evaluation team recommended upgrading the administrative systems to a single Enterprise Resource Planning System (ERP). An ERP will integrate these functions and business rules into a single system that minimizes data redundancy and maximizes access to timely information that drives improved student achievement.

The District goals that will be facilitated by the proposed ERP include:

- Improve the speed, accuracy and flexibility of business operations.
- Reduce the amount of time staff spends on manual, inefficient, and redundant processes.
- Enter data once in a fully integrated solution to guard against clerical errors and data redundancy.
- Automate key recurring reports.
- Provide analytical tools needed to support improved decision making.
- Increase user access to information and documentation.

- Facilitate Best Practices through process review and re-design.
- Decentralize business processes where appropriate to the school level.

1.4. Overview of the RFP Process

The objective of the RFP is to select a qualified Vendor to provide the goods and/or services outlined in this RFP to MCS. This RFP process will be conducted to gather and evaluate responses from Vendors for potential award. All qualified Vendors are invited to participate by submitting responses, as further defined below. After evaluating all Vendors' responses received prior to the closing date of this RFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the RFP process will be publicly announced, including the names of all participating Vendors and the MCS evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

1.5. Schedule of Events

Listed below are projected dates and times of actions related to this Request for Proposal (RFP). There may or may not be a formal notification issued for changes in the estimated dates and times.

Description	Date
Release of RFP	May 22, 2015
Deadline for written questions sent via email to issuing officer	June 12, 2015
Vendors' Conference Location: Attendance is:	There will not be a vendor's conference.
Responses to Written Questions	June 19, 2015
Proposals Due/Close Date and Time	June 22, 2015, 4 p.m. Eastern
Expected Schedule for Demonstrations	June 24-July 9, 2015
Selection of Vendor/Notice of Award	July-August 2015

RFPs must be delivered by the date/time specified and to the place stipulated on the cover of this RFP. It is the sole responsibility of the vendor to ensure that their RFP is received in the proper time. Any proposal received after the proposal due date and time shall be eliminated from consideration.

All submissions must be received by June 22, 2015 at 4:00 p.m., Eastern Time. Bid recommendation will be submitted to the Marietta City Schools Board for final approval.

1.6. Official Issuing Officer (Buyer)

Erin Franklin
 Director of Finance
 efranklin@marietta-city.org
 678-695-7233

Marietta City Schools
 250 Howard St.
 Marietta, GA 30060

1.7. Contract Term

The initial term of the contract(s) shall be from the date of award until the conclusion of the implementation (includes software implementation of all purchased software functionality, data migration, system integration, and training) **to be completed and fully functional by June 30, 2016.**

After the initial term, MCS shall possess four (4) one (1) year option(s) to renew, which shall be exercisable at the sole discretion of MCS. Renewal will be accomplished through the issuance of Notice of Award Amendment. In the event that the contract(s), if any, resulting from the award of this RFP shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified products and/or services, MCS may, with the written consent of the awarded Vendor(s), extend the contract(s) for such period of time as may be necessary to permit MCS's continued supply of the identified products and/or services. The contract(s) may be amended in writing from time to time by mutual consent of the parties. Unless this RFP states otherwise, the resulting award of the contract(s) does not guarantee volume or a commitment of funds.

2. Instructions to Vendors

By submitting a response to the RFP, the Vendor is acknowledging that the Vendor:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

2.1. General Information and Instructions

2.1.1. Restrictions on Communicating with Staff

From the issue date of this RFP until the final award is announced, Vendors are not allowed to communicate for any reason with any MCS staff except through the Issuing Officer named herein, or during the Vendors' conference (if any), or as defined in this RFP or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. MCS reserves the right to reject the proposal of any Vendor violating this provision.

2.1.2. Submitting Questions

Any questions should be made *in writing via e-mail* to Ms. Erin Franklin, Finance Director, efranklin@marietta-city.org.

No questions other than written will be accepted. No response other than written will be binding upon MCS. All Vendors must submit questions by the deadline identified in the Schedule of Events for submitting questions. Vendors are cautioned that MCS may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section.

All responses to questions, and any clarifications or addendums to this request shall be sent to all requestors and shall be posted on the web at www.marietta-city.org under Public Announcements.

All questions about this RFP must be submitted in the following format:

Company Name

Question #1 Question, *Citation of relevant section of the RFP*

Question #2 Question, *Citation of relevant section of the RFP*

2.1.3. Right to Request Additional Information – Vendor's Responsibility

Prior to contract award, MCS must be assured that the selected Vendor has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of MCS, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, MCS is unable to assure itself of the Vendor's ability to perform, if awarded, MCS has the option of requesting from the Vendor any information deemed necessary to determine the Vendor's responsibility. If such information is required, the Vendor will be so notified and permitted approximately seven business days to submit the information requested.

2.1.4. Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP will not be considered.

Vendors' responses must be complete in all respects, as required in each section of this RFP.

Although the total body of work in the request must be included in the vendor's proposal, they may elect to propose phasing the work as necessary to meet MCS's needs.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

2.1.5. Rejection of Proposals; Right to Waive Immaterial Deviation

MCS reserves the right to reject any or all responses, to waive any irregularity or informality in a Vendor's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of MCS. It is also within the right of MCS to reject responses that do not contain all elements and information requested in this RFP. A Vendor's response may be rejected if the response contains any defect or irregularity and such defect or irregularity is deemed by MCS to constitute a material deviation from the RFP requirements.

2.1.6. Right to Amend and/or Cancel the RFP

MCS reserves the right to amend this RFP prior to the end date and time. MCS reserves the right to cancel this RFP at any time.

2.1.7. Protest Process

Vendors should familiarize themselves with the procedures set forth in Chapter 6 of the *Georgia Procurement Manual*.

2.1.8. Costs for Preparing Proposals

The cost for developing the response and participating in the procurement process (including the protest process) is the sole responsibility of the Vendor. MCS will not be liable for any cost incurred by any respondent during preparation of responses to this RFP or negotiations associated with award of a contract.

2.1.9. Public Access to Procurement Records

Solicitation opportunities will be publicly advertised as required by law. The State Purchasing Act requires bids and proposals to be available for public inspection, upon request, within one business day of MCS's posting of the Notice of Intent to Award (or the Notice of Award in the event MCS does not issue the Notice of Intent to Award). Audited financial statements not otherwise publicly available but required to be submitted as part of the Vendor's response shall not be subject to public disclosure. MCS is allowed to assess a reasonable charge

to defray the cost of reproducing documents. An MCS employee should be present during the time of onsite inspection of documents. PLEASE NOTE: Even though information (financial or other information) submitted by a Vendor may be marked as "confidential", "proprietary", etc., MCS will make its own determination regarding what information may or may not be withheld from disclosure.

2.2. RFP Submittal Instructions

Listed below are key action items related to this RFP. The Schedule of Events identifies the dates and time for these key action items. This portion of the RFP provides instructions regarding the process for reviewing the RFP, preparing a response to the RFP and submitting a response to the RFP.

2.2.1. RFP Released

The release of this RFP is formally communicated through the posting of this RFP on the MCS website which is accessible online as follows:

<http://www.marietta-city.org/>

2.2.2. RFP Review

The RFP consists of the following:

1. This document, hereinafter referenced as "MCS RFP Document" or "RFP", and
2. Any and all documents provided by MCS as attachments to the RFP or links contained within the RFP or its attached documents.

Please carefully review all information contained in the RFP, including all documents available as attachments or available through links. Any difficulty accessing the RFP or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.6).

2.2.3. Preparing a Response

Vendors should submit all information and documentation requested in this RFP. Most subsections require a narrative description and then also have questions listed in a table format for ease of evaluation. All responses should be added to this document or submitted as a separate Word document with the subsections clearly identified.

When preparing a response, the Vendor must consider the following instructions:

1. Use the provided worksheets to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert "see attached file" (or similar statements) in the worksheet to reference separate documents.
2. Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
3. Proofread your response and make sure it is accurate and readily understandable.
4. Label any and all files using the corresponding section numbers of the RFP or any other logical name so MCS can easily organize and navigate the Vendor's response.

2.2.4. "Hard Copy" and Electronic Copies Required

Vendor must provide the following number of copies:

- Five (5) hard copies, with one (1) marked "Original" with original signatures; and

- One (1) soft copy on DVD, CD or flash drive. Acceptable digital formats include Word, RTF, TXT, Excel, or PDF.

In the event of a discrepancy/conflict between a hard copy and a soft copy version, the soft copy version will govern. In the event MCS is unable to open an electronic file due to a virus, because the file has become corrupted, or because MCS does not have ready access to the software utilized by the Vendor, the Vendor's response may be considered incomplete and disqualified from further consideration.

2.2.5. Submitting the Response

Envelopes containing responses to this bid solicitation shall be marked "*Enterprise Resource Planning System 2015*". The outside of the envelope shall be identified as follows:

Mark the outside of the shipping package as follows:

Name of Vendor Company

Name, email, and phone number of Contact for Vendor Company

Address the shipping package to:

Marietta City Schools

Enterprise Resource Planning System 2015

250 Howard Street

Marietta, Georgia 30060

Oral, telephone, electronic mail or fax bids shall not be considered, nor will modifications of proposals by such communication be considered. The completed bid response shall be without erasures or alterations. Delivery of the proposals will be considered authorized by the service provider to make a contract, if awarded.

Responses to this bid solicitation must be submitted and delivered to MCS as "sealed bids" no later than 4:00 p.m., Eastern Time, on Monday, June 22, 2015 ("Final Submission Date"). Proposals received after the due date and time will not be evaluated.

2.3. Pricing Eligibility Period

All Vendor proposals are required to be offered for a term not less than 180 calendar days in duration. A proposal may not be modified, withdrawn or cancelled by the vendor during the 180 day time period following the time and date designated for the receipt of proposals.

2.4. Evaluation and Reserved Rights

Evaluation of the proposals is expected to be completed within 60 days after bid closing. Each proposal will be evaluated based on criteria and priorities defined by MCS, which will choose the submission that, taken as a whole, and in MCS's sole opinion, is in the best interest of the organization.

The lowest price proposal will not necessarily be selected.

The district may award based on initial proposals received, without discussion of such proposals.

Inability to score as one of the top three vendors (Initial Proposal Evaluation) will eliminate vendor from further consideration.

Information and/or factors gathered during interviews, negotiations and reference checks, and any other information or factors deemed relevant by the district, shall be utilized in the final award.

The final award of a contract is subject to approval by the Board of Education of the City of Marietta.

2.4.1. Right to Reject

The District reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial or multiple awards.

MCS reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of MCS and reserves the right to award without further discussion. It is also within the right of MCS to reject responses that do not contain all elements and information requested in this RFP.

A response may be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by MCS on a case-by-case basis.

2.4.2. Evaluation of Responses

MCS may, at its discretion and at no fee to MCS, invite any vendor to be available for questioning during the response evaluation for the purpose of clarifying statements in the response. Further, MCS may, at vendor's expense, request vendor to meet with MCS for a personal interview.

Vendors may be required to provide detailed demonstrations of proposed application software. Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of the district.

2.4.3. Right to Waive Immaterial Deviation

MCS reserves the right to waive any irregularity or informality in a Vendor's response, to negotiate the terms of any proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the MCS. The district further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the district.

3. Proposal Evaluation, Negotiations and Award

The District intends to enter into a long-term relationship with a vendor whose products, features, design philosophy, and support policies come closest to meeting the District's needs. The selected vendor must be a well-established, growing, financially stable firm committed to providing ERP software solutions to the public sector. The ideal vendor will have a significant installed base of public sector clients already using the proposed software applications and a proven track record of delivering products and services on-time and within budget. The Vendor evaluation process will utilize the following approach:

3.1.1. Administrative/Preliminary Review

First, the proposals will be reviewed by the Issuing Officer to determine the proposal's compliance with the following requirements:

1. Proposal was received by deadline.
2. Proposal is complete and contains all required documents.

If the Vendor's proposal passes the Administrative/Preliminary Review, the Vendor's responses will be submitted to the Evaluation Team for the Initial Proposal Evaluation.

3.1.2 Initial Proposal Evaluation and Criteria

The initial evaluation will be based strictly on the vendor's proposal response and be performed prior to any formal demonstrations, reference checking and/or site visits. The vendors with the highest scores (no more than three) will proceed through to additional evaluation.

Proposals should address the evaluation criteria itemized below.

- Stability/reliability of vendor, including assessment of risk that they may not be able to fulfill responsibilities. Vendor must provide evidence of satisfactory performance with customers in the public K-12 education market. This must be met by providing at least three customer references.
- The overall best pricing for products and services.
- Suitability of proposed product(s) for purpose and best fit of proposed product(s) into existing inventory, environment and support structure.
- Product evaluations based on web resources, discussions with other information technology professionals and direct experience with product when possible.
- The vendor's overall performance record, including responsiveness and reputation based on feedback from available references as well as prior satisfactory experience with Marietta City Schools.
- The perceived quality of the vendor's response, including completeness, accuracy and appropriateness.

3.1.3. Finalists Evaluation

Further evaluation associated with the finalist vendors may include the following:

- Conduct scripted vendor demonstrations
- Evaluate implementation and support approach
- Perform reference checks
- Conduct site visits at the discretion of the selection committee

3.2. Selection and Award

Once the evaluation process has been completed (and any negotiations MCS desires to conduct have occurred), the apparent successful Vendor(s) will be required to enter into discussions with MCS to resolve any exceptions to MCS's contract.

The responsive and responsible Vendor receiving the highest Total Combined Score and with whom MCS is able to reach agreement as to contract terms will be selected for award.

3.3. Site Visits and Oral Presentations

MCS reserves the right to conduct site visits or to invite Vendors to present their proposal factors/technical solutions to the Evaluation Team. Cost proposals and related cost information must not be discussed during the oral presentation of the Vendor's technical solution. Nothing in this section shall prohibit the Negotiation Team from discussing both proposal factors and cost information during the negotiation process defined by Section 6.6 "Negotiations of Proposals and/or Cost Factors".

4. Contract Terms and Conditions

The contract that MCS expects to award as a result of this RFP will be based upon the RFP, the successful Vendor's final response as accepted by MCS and the contract terms and conditions. The "successful Vendor's final response as accepted by MCS" shall mean: the final cost and technical proposals submitted by the

awarded Vendor and any subsequent revisions to the awarded Vendor's cost and technical proposals and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by MCS, except that no objection or amendment by the Vendor to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless MCS has explicitly accepted the Vendor's objection or amendment in writing.

Please review MCS's contract terms and conditions prior to submitting a response to this RFP. Vendors should plan on the contract terms and conditions contained in this RFP being included in any award as a result of this RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the Vendors. The contract terms and conditions may be supplemented or revised before contract execution and are provided to enable Vendors to better evaluate the costs associated with the RFP and the potential resulting contract.

4.1. Exception to Contract

By submitting a proposal, each Vendor acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If a Vendor takes exception to a contract provision, the Vendor must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be submitted as an attachment to the Vendor's response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the RFP.

In the event the Vendor is selected for potential award, the Vendor will be required to enter into discussions with MCS to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within the period of time identified in the schedule of events. Failure to resolve any contractual issues will lead to rejection of the Vendor. MCS reserves the right to proceed to discussions with the next best ranked Vendor.

MCS reserves the right to modify the contract to be consistent with the apparent successful offer, and to negotiate other modifications with the apparent successful Vendor. Exceptions that materially change the terms or the requirements of the RFP may be deemed non-responsive by MCS, in its sole discretion, and rejected. Contract exceptions which grant the Vendor an impermissible competitive advantage, as determined by MCS, in its sole discretion, will be rejected. If there is any question whether a particular contract exception would be permissible, the Vendor is strongly encouraged to inquire via written question submitted to the Issuing Officer prior to the deadline for submitting written questions as defined by the Schedule of Events.

4.2. Contract Cancellation

If MCS or the successful supplier(s) wish to cancel the resulting contract, written notice thirty (30) days in advance will be required of either party. MCS reserves the right to terminate the contractual relationship with Supplier at any time without penalty and without cause on 30 days' written notice to Supplier. In addition, MCS may terminate the contract with Supplier in the event Supplier breaches any of its duties and obligations under this contract and Supplier fails to cure such breach within thirty (30) days after receiving notice from MCS specifying the breach.

MCS shall have no liability to Supplier based on any such termination except to pay all amounts due Supplier up to the date of termination for the product, work and services specifically delivered to MCS and in accordance with the compensations provisions of the RFQ. Supplier shall promptly deliver to MCS all work, whether or not completed, and all property of MCS, including any proprietary information, trade secrets or

student information as provided herein, which is in Supplier's possession on the termination date, including a final report to be prepared by Supplier describing results of the work up to the date of termination. In lieu of returning such property or information, Supplier may be directed by MCS to destroy such property or information, at the sole discretion of MCS. Supplier shall be responsible, with the assistance of MCS, for removing any of Supplier's property, or any other third-party property, at any site of MCS within ten (10) business days after the date of termination; provided, however, that Supplier shall ensure that MCS has the necessary and applicable rights to use that property that MCS identifies to Supplier at its discretion, and for which it has paid under this contract, after the termination of the contractual relationship between Supplier and MCS.

MCS reserves the right to review and accept or deny request for price changes due to extenuating circumstances in the economy or marketplace. Renewals will be made based upon the recommendations of the authorized representatives of MCS and the proposer. In the case of extensions, no later than 60 days before the expiration of the initial term of the contract new pricing should be received for analysis. Final approval for any contract or extensions shall be made by MCS. This Request for Proposal shall be incorporated into any contract awarded.

4.3 Termination for Cause

The occurrence of any one or more of the following events shall constitute cause for MCS to declare the Supplier in default of its obligations under the contract:

1. The Supplier fails to deliver or has delivered nonconforming goods or services or fails to perform, to MCS's satisfaction, any material requirement of the contract or is in violation of a material provision of the contract, including, but without limitation, the express warranties made by the Supplier;
2. MCS determines that satisfactory performance of the contract is substantially endangered or that a default is likely to occur;
3. The Supplier fails to make substantial and timely progress toward performance of the contract;
4. The Supplier becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Supplier terminates or suspends its business; or MCS reasonably believes that the Supplier has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
5. The Supplier has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the contract;
6. The Supplier has engaged in conduct that has or may expose the MCS to liability, as determined in the MCS's sole discretion; or
7. The Supplier has infringed on a patent, trademark, copyright, trade dress or any other intellectual property rights of a third party.
8. Notice of Default - If there is a default event caused by the Supplier, MCS shall provide written notice to the Supplier requesting that the breach or noncompliance be remedied within the period of time specified in MCS's written notice to the Supplier. If the breach or noncompliance is not remedied within the period of time specified in the written notice, then MCS may:
 - a. Immediately terminate the contract without additional written notice; and/or
 - b. Procure substitute goods or services from another source and charge the difference between the contract and the substitute contract to the defaulting Supplier including without limitation offsetting amounts owed by MCS to the Supplier by such charges; and/or,
 - c. Enforce the terms and conditions of the contract and seek any legal or equitable remedies.

5. General Business Requirements

This section contains general business requirements. By submitting a response, the Vendor is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the Vendor's submitted pricing.

5.1. Standard Insurance Requirements

If awarded a contract, the Vendor shall procure and maintain insurance which shall protect the Vendor and MCS (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth in the contract attached to this solicitation throughout the duration of the contract. The Vendor shall procure and maintain the insurance policies described below at the Vendor's own expense and shall furnish MCS an insurance certificate listing MCS as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the Vendor includes contractual liability coverage applicable to the contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in Georgia); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to MCS.

The Vendor is required to maintain the following insurance coverage's during the term of the contract:

1) Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the Vendor qualifies to pay its own workers compensation claims.) In addition, the Vendor shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

- Bodily injury by accident – per employee \$100,000;
- Bodily injury by disease – per employee \$100,000;
- Bodily injury by disease – policy limit \$500,000.

2) Commercial General Liability Policy with the following minimum coverage:

- Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$1,000,000
- General Aggregate Limit \$ 2,000,000
- Products/Completed Ops. Aggregate Limit \$ 2,000,000

3) Automobile Liability

- Combined Single Limit \$1,000,000

The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to MCS. Certificates of Insurance showing such coverage to be in force shall be filed with MCS prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to MCS, which must have a minimum A.M. Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

Within ten (10) business days of award, the awarded Vendor must procure the required insurance and provide MCS with two (2) Certificates of Insurance. Certificates must reference the contract number. The Vendor's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

5.2. Bonds and/or Letter of Credit

5.2.1. Performance Bond/Letter of Credit

The awarded Vendor(s) shall be required to furnish a performance bond or an irrevocable letter of credit to MCS for the faithful performance on the contract in an amount equal to the bid. The bond shall be issued by a Corporate Surety authorized to do business with MCS. The performance bond/letter of credit must be submitted to MCS within ten (10) calendar days of the date the contract is awarded, but in any event, prior to the beginning of any contract performance by the awarded Vendor.

5.2.2. Payment Bond

The awarded Vendor(s) shall be required to furnish a bond to secure payment of all claims for materials furnished and/or labor performed by a subcontractor in the event one or more subcontractors are utilized by the awarded Vendor in performance of the project. The payment bond shall be in amount equal to the contract price for the portion of work and/or materials to be performed or provided by the subcontractor(s). The awarded Vendor(s) must (1) receive prior approval from MCS prior to utilizing the subcontractor and (2) submit the payment bond(s) to MCS prior to permitting the approved subcontractor(s) to begin work.

5.2.3. Certification of Non-Collusion

By submitting a bid the vendor certifies: "that this bid is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and with collusion or fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

5.2.4. Purchasing Policy/Invoicing

The Marietta Board of Education Purchasing Policy, Purchasing Procedures and Regulations are incorporated to this Request for Proposal (and therefore any contract awarded as the result of the RFP) by reference. By acceptance of this RFP a vendor, potential vendor, or contractor agrees to be bound by the MBOE Purchasing Policy and Purchasing Regulations in any issue to action related to this RFP or subsequent contract resulting from this RFP. A copy of the procedure manual is available upon request.

All invoices and/or financial correspondence should be directed to Accounts Payable, Marietta City Schools, P.O. Box 1265, Marietta, GA.

Invoices must be original. Copies or facsimiles are not acceptable. Invoices will be paid within 30 days of receipt and within 30 days notification receipt of goods or services by receipt.

Purchases of the Board of Education of the City of Marietta are not subject to sales taxes. Tax exempt certificates will be furnished upon request.

A W-9 must be submitted before payment can be made.

Awarded vendor must be in full compliance with all applicable federal and state security and immigration laws including without limitation the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. §13-10-90, O.C.G.A. §13-10-91, and Georgia Department of Labor Rule 300-10-1, et. Seq. Vendor is required to

affirm Vendor’s compliance by completing and returning the enclosed Georgia Security and Immigration Compliance documents.

6. VENDOR PROPOSAL INSTRUCTIONS

This section contains the detailed technical requirements and related services for the Marietta City Schools’ RFP for an ERP/Enterprise Resource Planning System.

Vendors are required to complete and submit the documents and worksheets identified below. These worksheets together with any and all other documents submitted in response to this RFP will be considered the Vendor’s response.

6.1. Qualifications

All of the specifications, requirements and/or service levels identified in this RFP are minimum performance criteria that MCS expects to be satisfied by the selected Vendor. Each Vendor must indicate its willingness and ability to satisfy these requirements in the appropriate worksheets.

MCS has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. MCS will not tailor these needs to fit particular solutions Vendors may have available; rather, the Vendors shall propose to meet MCS’s needs as defined in this RFP. All claims shall be subject to demonstration. Vendors are cautioned that conditional proposals, based upon assumptions, may be deemed non-responsive.

6.2 Proposal Required Sections

Please include the following in your proposal:

Section 1. Proposal Summary Form

Name of Company	
Software Brand Name Proposed	
Name of Primary Contact for Follow-Up Questions	
Contact Phone Number	
Fax Number	
E-mail Address	

Section 2. Transmittal Letter (Two Page Limit)

Please acknowledge that you have received, read and understand all aspects of the RFP and any addendum that may have been released in conjunction with the RFP. Please provide contact information of those that are authorized to participate in contract negotiations on behalf of your company.

Section 3. Solution Summary (Three Page Limit)

Please describe your solution and how it addresses the stated goals of the project. This should be limited to how your proposed solution will directly benefit the District and your unique value that you add. Please avoid the use of boilerplate product information.

Each Vendor must submit a **Solution Overview** in MSWord format according to the Table of Contents below.

Solution Overview Table of Contents:

Section 1: Enterprise Resource Planning System Overview

- Include a description of Vendor’s ERP that aligns to the MCS requirements.
- Include descriptions of solution offerings on various platforms if applicable. (e.g., client server, web based, SaaS, cloud based hosting, etc.)

Section 2: Implementation

- Include an implementation project plan containing the following details, for an entity similar in size to MCS:
 - resource plan and location of the resources (e.g. onsite at MCS or offsite)
 - detailed timeline
 - deliverables and milestones
 - level of effort (person hours)
- Include a description of typical implementation team roles and responsibilities for Vendor and Client for an entity similar in size to MCS
- Include estimate of manpower required from MCS for implementation
- Include a detailed plan for application and data analysis training provided to employees of a client similar in size to MCS
- Include a detailed plan for data migration and conversion.
- There are currently multiple systems that push and pull data from the MCS legacy AS400 system. E.g. Active Directory, MS Exchange, Follet ASPEN SIS, Georgia Online Assessment, Horizon OneSource, etc. How do you determine interface and reporting needs? What do you propose as the best solution for MCS?

Section 3: Support

- Include a description of your post go-live support model.

Section 4: Infrastructure

- Include typical infrastructure requirements for a client similar in size to MCS.

Section 4. Corporate Overview (Two Page Limit)

Vendors must provide information about their company so the District can evaluate the Vendor’s stability and ability to support the commitments set forth in response to the RFP. The District, at its option, may require the Vendor to provide additional documentation to support and/or clarify requested information. The Vendor should outline the company’s background including a brief description (e.g., past history, present status, future plans, company size, etc.). The Vendor should also submit (attach) an Annual Report or audited financial information for the past two (2) completed fiscal years, which includes income statements, balance sheets, and statement of cash flows.

Question	Response
----------	----------

Question	Response
1. What year did you start selling public sector ERP system solutions?	
2. How many new public sector ERP contracts do you average annually?	
3. Is your business publicly held or private?	
4. What percentage of your client base is in the public K-12 education sector?	
5. Please list and briefly describe any strategic partnerships you have.	
6. How many new client implementations (live on all modules) did you perform in each of the past 3 years?	
2014	
2013	
2012	
7. Have you migrated any previous client(s) from SSUI? If yes, who and when? How long did it take for each client?	
8. What were your total revenues in the previous 3 years?	
2014	
2013	
2012	
9. What percentage of revenues does this offered system represent to your company versus other products/ services?	
10. Has your company incurred an annual operating loss in the last 5 years?	
11. What is your percentage of annual revenues reinvested into research & development?	
12. How many total employees do you have in each of the	

Question	Response
following categories:	
Sales & Marketing	
Research & Development	
Help Desk & Support Staff	
Application Development Staff	
Implementation Staff	
Other	
Total # Employees	
13. How many PMP-certified Project Managers do you currently have on staff?	
14. Do you utilize 3rd party resources or contractors in implementations?	
15. What is the current staff turnover rate for your company?	

Section 5. General Technical Description

1. Provide a general description of the application program product and how it will meet requirements of this RFP.	
2. Describe opportunities for making local customizations or development of interfaces without compromising the integrity of the base system.	
3. Describe the system's content management capabilities.	
4. What is your proposed custom report writer and do you provide a library of customizable reports? What report services do you offer?	
5. Is the system fully integrated across all modules proposed so data is only entered once and can be searched on throughout the system,	

<p>including archival data? If so, please explain how this is accomplished.</p>	
<p>6. Please describe your application workflow capabilities.</p>	
<p>7. Describe your workflow for Expense Reimbursements.</p>	
<p>8. Describe your workflow for Time Entry System.</p>	
<p>9. Describe your workflow for Application through Employment Life Cycle.</p>	
<p>10. Do the proposed applications rely on intermediary services such as Citrix or Terminal Services? If so, to what extent?</p>	
<p>11. Is the system integrated with Microsoft Word, Excel, Exchange, Outlook and Share Point? If so, to what extent?</p>	
<p>12. Are all of the software modules quoted owned and developed by your company? If not please list the modules, 3rd party owners, resellers or developers and describe their relationship with your company.</p>	
<p>13. Training must be made available. What different methods of training are available (on site, web classes, etc.)?</p>	
<p>14. Please describe the availability of system administration/technical training.</p>	
<p>15. Provide a description of the technical infrastructure associated with highly reliable and continuously available hosting services, including SLA thresholds, descriptions of</p>	

<p>redundancies, storage capacity, network throughput requirements, and other pertinent hosting information and requirements.</p>	
<p>16. Describe the backup process and resource along with the restore process and the resource to be used.</p>	
<p>17. Is the proposed application developed with a formal usability testing environment? Please provide details as to how usability is taken into consideration and the credentials of the vendor's staff in terms of usability.</p>	
<p>18. Describe options for clustering and load balancing.</p>	
<p>19. Describe any disaster recovery service options you offer.</p>	
<p>20. In the event of contract termination, MCS's data would be extracted and provided to MCS. Describe this procedure.</p>	
<p>21. Primary and backup data centers must be at a high security level. Please fully describe the security at your data centers.</p>	
<p>22. Downtime procedures: Demonstrate that hosting services will be provided with minimal downtime. The scheduling of routine downtime and upgrades that require downtime must be agreed upon by both parties in a written mutual agreement.</p>	

Section 6. MCS System Requirements

For each requirement listed in the MCS RFP ERP System Requirements Worksheet, the Vendor must indicate whether its current proposed system meets the individual requirement by entering either a "YES" or "NO" in the response cell provided.

For this purpose, "YES" indicates the vendor's standard software meets and/or exceeds the requirement and the stated functionality is in the current General Release of the software.

"NO" indicates the vendor's software does not and cannot meet this requirement.

Additional information or further explanations may be added in the "Additional Information" column. In "Additional Information", a vendor may indicate that a future release will satisfy the requirement for no additional cost if they are certain such future functionality will be in the General Release of the product within 12 months of contract date. Custom quotes for software modification to meet a particular requirement must include a description of the necessary modification and the dollar amount of all associated costs. If the requirement can be met with a third party product, "Additional Information" must include the name of the third party product and all associated costs.

An answer of "Needs More Information" will not be accepted. Please avoid the use of boilerplate product information.

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
System General Requirements			
1.	All current data fields and existing data associated with them in SSUI will be integrated into the proposed system.		
2.	During integration, MCS will be able to change SSUI field metadata to match actual data and use (some fields have been repurposed, but there was no way to rename them in the current system)		
3.	Fields will not be able to be re-defined by users other than the owner of that particular field. Other users will be able to make personal notes, but no permanent changes.		
4.	Software is web-based, requiring no software installation on local client machines.		
5.	Software supports 100% cloud-based server hosting.		
6.	Software supports data collection via electronic forms (either through Sharepoint or other portal).		
7.	Web applications are platform/browser independent and support current and recent-past versions of all major browsers, i.e., Internet Explorer, Firefox, Safari, and Google Chrome.		
8.	Application is compatible with the following devices: Android tablets, iPads, Chromebooks, Windows 8 Tablets, Mac OS, and Windows OS 7 & 8.		
9.	Ability to define incompatible data types for error detection, with automatic flagging and report generation.		
10.	System includes a single sign-on (SSO) mechanism within the application launch so that users do not have to login		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
	twice.		
11.	System provides role-based security with a built-in or third-party authentication service (specify which one and the method of integration).		
12.	Ability to temporarily lock-out users to allow updates or end-of-period reporting.		
13.	Ability to utilize several computer screens (2 or more) and the functionality of split screen utilization		
14.	Ability to enter new data/changes etc. in future months while still working in current month (Example: If January payroll is not completed, I want to be able to work ahead on February Payroll).		
15.	Ability to work in more than one year or more than one month at a time.		
16.	Ability to schedule automated custom data reports.		
17.	Software is able to integrate with ASPEN SIS		
18.	System provides real-time data integration, except for locked-out times.		
19.	System provides built in support for 3rd party content and integration w/open educational resource platforms (OER).		
20.	System provides schedulable batch integration.		
21.	System allows batch processing, and database import/export functionalities.		
22.	System provides tools for the creation of batch reports.		
23.	Ability to set expected ranges for each data field such that data that do not match range or format will be flagged for immediate review.		
24.	Ability to undo the most recent changes to a data field.		
25.	System provides real-time, user-defined query ability.		
Required System Communication Specifications			
26.	System provides customizable notifications to users.		
27.	System allows employee and contractor profiles with pictures and directory information.		
28.	Ability to generate custom directories by location or function.		
29.	System provides collaborative text tools, e.g. threaded discussions.		
30.	System provides integration with or ability to integrate web conferencing.		
31.	Ability to survey and poll employees.		
32.	Ability to program reminders of administrative due dates.		
33.	Ability to see calendar from all date input fields.		
34.	Ability to develop, administer, collect and store employee evaluations.		
35.	Ability to have secure sign-off of documents.		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
36.	Ability to communicate to guests & participants external to MCS (contractors, parents, etc.), as well as to all internal users.		
37.	Ability to create and manage groups.		
38.	Ability to annotate, highlight, comment on data.		
39.	System provides portal for direct communication with employees.		
40.	Ability to search across all data and metadata.		
41.	System provides calendar with links to positions and administrative due dates.		
42.	System provides direct import and HTML conversion of Office documents and PDFs.		
43.	System allows bulk import/export of reference documents.		
44.	System provides shared file storage for reference documents (policies, guidelines, schedules, forms, data dictionaries, etc.)		
45.	Ability to add, edit, transform, lock, and hide or delete fields, with change tracking and archives.		
46.	System provides integration with Google Drive.		
47.	System provides for district-defined terminology and custom meta-tagging.		
48.	Ability to tag content based on district-defined criteria, including grade level, subject, district and state standards, and resource type.		
49.	System provides batch file upload & download.		
50.	System provides user analytics.		
51.	System provides customizable report layout and design.		
52.	System provides drag & drop content creation and management/Visual (WYSIWYG) report editor.		
53.	System provides HTML report editor.		
54.	System provides comprehensive online help pages and guides for report development.		
55.	Ability to export reports to MS Office and as CSV and text files.		
56.	System allows conditional release of content.		
57.	System is interoperable – SIF compliant.		
Required System Capacity Specifications			
58.	Storage Capacity: Adequate storage capacity exists and is readily expandable as system usage increases. No downtime will be required for expansion of necessary storage.		
59.	Network throughput to and from the vendor is sufficient to handle the volume of usage described within this RFP.		
60.	The system architecture allows for future growth and scalability.		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
61.	Does the system support the use of a Storage Area Network (SAN)?		
Required System Support Specifications			
62.	System provides notification to clients via email lists on upcoming releases, changes, and retirements.		
63.	System provides a searchable knowledge base for problem lookup.		
64.	System provides a support system with knowledgeable staff and reasonable times for service response.		
65.	System provides support for 365 days with 24/7 support.		
Required System Availability and Recovery Specifications			
66.	Nightly backups of all modules		
67.	Disaster Recovery Plan		
68.	Unscheduled downtime due to unforeseen circumstances will be communicated immediately to MCS.		
69.	During the unexpected downtime, the complete and accurate status of restoration efforts shall be provided to MCS.		
70.	Backup power will be provided to ensure system uptime.		
71.	System provides robust auditing capabilities including logs, status errors, warnings, etc.		
72.	Backup procedures for the application and database (in case the entire system needs to be recovered) should allow recovery to a point and time no greater than 12 hours.		
73.	Application infrastructure such as servers, networking equipment, and security devices will be regularly maintained using a documented maintenance schedule.		
74.	Infrastructure hardware will be current		
75.	Data will be hosted on more than one server in more than one location to ensure access and minimize loss.		
76.	Infrastructure software and operating systems will be regularly patched using a documented schedule.		
77.	The application infrastructure and data will be regularly backed up.		
78.	The backup process will be tested regularly to ensure functionality.		
Required System Security Specifications			
79.	The application hardware will be located in a physically secure environment.		
80.	System provides a process of protecting data security to include, but not limited to the compliance with federal and state statutes; regulations of the district's policies; and FERPA/COPPA/HIPAA. Provide information of a demonstrated commitment to and process for protecting data security.		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
81.	The application and infrastructure will encrypt data and sensitive information. Specify the encryption standard(s) you support.		
82.	The application will encrypt data while it is stored on the system.		
83.	The application will encrypt data as it is transmitted from the system to users.		
84.	The application will encrypt data as it is transmitted within the system or between two systems.		
85.	The application code will be regularly reviewed for vulnerabilities.		
86.	User credentials will be secured.		
87.	User credentials will be transmitted using secure protocols (such as SSL).		
88.	User passwords will be encrypted or hashed while stored on the system.		
89.	User passwords will be hidden in the system to prevent system administrators from viewing user passwords.		
90.	The application will provide data compartmentalization to ensure a breach to another customer's database will not compromise the District's data.		
91.	System provides user authentication tools.		
92.	The application will log user actions, searchable by user, menu item, date range, etc.		
93.	Application logs will show which user posted what item at a specific time from a specific computer IP address.		
94.	Logs will be preserved to meet digital signature requirements.		
Required Accounting System Specifications			
95.	Ability to export general ledger audit file to the State Department of Audits		
96.	Interoperable with TRS and PSERS files. Teacher's retirement system.		
97.	Integrate with the State Health Benefits System. SHBPEE, SHBPUF, AUF files ****New System = ADP***		
98.	Integrate with Doc-e-Serve (includes check printing, PO printing, W2 and 1099, and sending images to e-forms) (Doc-e-Scan, Doc-e-Fil, E-forms) or include software to accomplish this functionality		
99.	Ability for direct deposits to banks, check clearing		
100.	Contain a School Food Service component that includes deposits into general ledger		
101.	Ability to upload to the State salary and travel information, yearly CS1 report		
102.	Integrated Workflow Engine e.g. Purchaser spending		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
	authorization level, route request to through approval, etc.		
103.	Budget modeling. Multiple budget scenario versions and comparisons. Mass salary adjustment projections		
104.	Ability to define, budget, and track projects- including Grants (including encumbrances, project employee time tracking, TYD and PTD reporting, etc.)		
Required General Ledger/Reporting System Specifications			
105.	Ability to run preliminary/soft/final closes to the general ledger on a monthly basis and yearly basis		
106.	Ability for supplemental closes, typically utilized at yearend		
107.	Error correction capability for both closed and unclosed transactions		
108.	Extensive ad hoc/query reporting capability (necessary for all modules)		
109.	Ability to generate and upload files/reports necessary to meet DOAA or Georgia Department of Education (GDOE) requirements		
110.	Capable to upload files to various agencies, other than DOAA & GDOE (all modules)		
111.	Ability to post subsidiary ledgers/files to the general ledger, such as P-card and Warehouse		
112.	Security access controls (for all modules)		
113.	Ability to create/edit/process 1099s		
114.	Ability to generate/edit/post summer salary/benefit accruals		
115.	Ability to automate a report that provides budget actual comparison for all funds		
116.	Ability to delete an unclosed transaction		
117.	Ability to manually enter a check		
118.	Ability to print preliminary monthly journal reports		
119.	Ability to create local account number structure that maps to the Georgia State Chart of Accounts for all modules		
120.	Ability to update fiscal year code, reset receipt numbers, balance sheet account numbers		
121.	Multiple bank accounts utilized in a consolidated general ledger		
Required Accounts Payable/Encumbrance/Expenditures System Specifications			
122.	Ability to upload Bank of America purchasing (Visa) card data directly from the WORKS program (Bank of America)		
123.	Uploaded procurement card data to the general ledger should include all transactional data (vendor name, amount, date, etc.)		
124.	Ability to interface with Kelly/AESOP Sub Management System.		
125.	Ability to upload files from Kelly/AESOP Sub Management		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
	System.		
126.	Ability to have open contracts/encumbrances and have payments against them automatically post.		
127.	Track and alert duplicate invoice payments		
128.	Track and alert duplicate vendor invoice numbers		
129.	Ability to run new vendor listing on a periodic basis.		
130.	Ability to see vendor name on transactions from more than one account at a time.		
131.	Ability to work in multiple years: Have checks posted to previous year with current date.		
132.	Ability to work in multiple years: Have 13 th and 14 th periods at year end.		
133.	Ability to work in multiple months: Post checks in following month while current month is still open		
134.	Ability to work in multiple months: Ability to correct or write new checks with current month date after payroll is run.		
135.	Sequential voucher numbers		
136.	Ability to view/update A/P transactions prior to printing checks		
137.	Scan invoice(s) as they are entered into the system		
138.	Ability to view A/P scanned documents		
139.	Ability to view/update encumbrance entries		
140.	Ability to view/update vendor information		
141.	Vendor remittance address information will appear when entering invoices for payment.		
142.	Ability to have all account codes used to rollover each year so they do not have to be set up every time		
143.	Ability to see the entire PO # including the location #		
144.	Ability to run A/P listing by Vendor/Name		
145.	Ability to run multiple check runs by bank code		
146.	Ability to reprint a PO after it has been modified.		
147.	Ability to correct PO account codes to more than one line, if amount agrees at the end.		
148.	Ability to pay subs, contractors and regular payroll at the same time.		
149.	Ability to update encumbrance account numbers		
150.	Ensure checks are written to only approved vendors		
151.	Prevents duplicate check numbers		
152.	Prints charge code on check stubs.		
153.	Vendor Change Tracking Mechanism: Record of who changes banking information and when.		
154.	Does the system provide for an open-ended voucher numbering system to eliminate the need for number tracking?		
155.	Avoid multiple bank choices when posting invoices		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
Required Accounts Receivable/Revenue System Specifications			
156.	Receipt system that uses numerical sequencing with document scanning capabilities		
157.	Ability to print automated receipts		
158.	Ability to run A/R listings by Vendor/Name		
159.	Ability to manually enter a receipt		
Required School Reimbursement System Specifications			
160.	Ability to track purchases to be reimbursed by the schools to the school system, such as p-card purchases, substitute costs, etc.		
161.	Ability to run a report containing detailed transactions by school		
Required Budgeting System Specifications			
162.	Ability to enter/edit original budget transactions		
163.	Ability to enter/edit budget amendments		
164.	Ability to track budget amendments by all users		
165.	Ability to modify salary/benefit criteria for various budgeting scenarios		
166.	Automated posting of annual salaries/benefits to the budget module		
Required Bank Reconciliation Program System Specifications			
167.	Ability to upload an Excel spreadsheet list of checks for the purpose of clearing outstanding checks		
168.	Automated process of clearing of outstanding checks in the reconciliation program		
169.	Ability to produce an exceptions report for variances between checks written on the system and checks that have cleared the bank.		
170.	Ability to manually clear individual checks in the reconciliation program		
171.	Ability to create outstanding check reports		
172.	Ability to create cancelled check reports		
173.	Ability to clear direct deposits		
Required School Activity System Specifications			
174.	Automated writing and printing of checks		
175.	Ability to manually enter a check		
176.	Ability to perform vendor searches		
177.	Does the system eliminate the need for pre-numbered receipts?		
178.	Ability to enter receipts		
179.	Ability to enter journal entries and transfers		
180.	Ability to make corrections to checks written/receipts entered		
181.	Automated process for clearing of outstanding checks		
182.	Ability to create specified reports		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
183.	Ability to query system for current and prior year transaction		
184.	Ensure checks are written to only approved vendors		
185.	Ability to separately account for multiple school ledgers		
186.	Ability to reset receipt numbers		
187.	Sequential check numbers		
188.	Post school activity purchasing card transactions directly to school ledgers		
189.	Ability to add vendors on a limited basis utilizing a unique vendor number, currently using a "P" vendor number		
190.	Ability to reprint receipts		
Required Compensated Absences System Specifications			
191.	Capable of extracting total sick carry over, accrued, used, etc., and vacation data from the leave module and calculating totals based on the employee's daily rate.		
Required Payroll System Specifications			
192.	Ability to record payroll year separately from work year.		
193.	Ability to designate pertinent personnel information to be updated immediately.		
194.	Ability to integrate with time tracking/time sheets (or to replace them.)		
195.	Ability to update/edit monthly salary information on payroll side only (for temporary salary changes like FMLA, etc.)		
196.	Comprehensive master list of budgeted pay sources that contribute to salary and other pay. Available by drop-down, auto-fill or search.		
197.	Capable of entering/creating a direct deposit file that is uploaded to our banking institution		
198.	Capable of entering different pay periods, employee types, pay types, retirement codes		
199.	Capable of entering/editing tax withholding information and tax tables		
200.	Ability to create and process a W-2 file		
201.	Supports Affordable Care Act (ACA) reporting requirements (average hours worked per week, etc.)		
202.	Capable of updating pertinent data separate from Personnel module, such as hire/termination dates, employment status		
203.	Capable of scanning employee data directly to employee files		
204.	Ability to interface with external payroll processors (i.e. ADP, etc.)		
205.	Terminated employees' data are frozen so that their salary does not update after the date of termination.		
206.	Extended Disability Leave - Determine salary recalculations		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
	upon employee's return, when necessary		
207.	Allow imputed income calculations.		
208.	Allow more than one person to enter additional pay/time loss at any given time		
209.	Ability to view all employee-related data in one report, such as demographics, salary/earning, tax, and leave information		
210.	Ability to calculate TRS correctly		
211.	Ability to set up multiple accounts for direct deposit		
212.	Ability to integrate with time keeping system(s)		
213.	Ability to calculate days worked based on contract date and the current date		
214.	New hire report		
Required Agency Funds System Specifications			
215.	Capable of adding/updating agency funds (Child Support, Garnishments, etc.) with an interface to the general ledger		
216.	Ability to designate payment method, such as one check, multiple checks, no check		
217.	Ability to designate cafeteria plans for benefits		
218.	Ability to enter an applicable percentage for matching contributions with maximum percentage limits (i.e. percentage of gross for supplemental retirement plans, percentage of salary for life insurance)		
Required Voluntary/Involuntary Deductions System Specifications			
219.	Capable of allowing individual employee updates and global changes involving multiple employees		
220.	Capable of interfacing with deductions entered through the Benefits system		
221.	Ability to calculate involuntary deductions/court orders based on applicable federal and state laws		
222.	Ability to calculate multiple involuntary deductions for an employee		
223.	Ability to edit/update deduction amount		
Required Additional Pay/Time Loss System Specifications			
224.	Capable of entering additional pay/time loss in hours and calculating amount based on hourly rate in the system		
225.	Capable of entering specified amount in additional pay/time loss		
226.	Allows for multiple additional pay/time loss account numbers for an individual employee on one screen		
227.	Able to designate if retirement deduction is necessary		
228.	Ad Hoc report based on designated exceptions criteria		
229.	Ability to process multiple payrolls during the same period of time (i.e. Monthly, Substitute, Summer)		
230.	Capable of building multiple work calendars		
Required Leave/Extended Disability Leave System Specifications			

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
231.	Post leave accrual on monthly basis based on contract length and employee position		
232.	Designate work days and non-work-days in calendar by employee such that leave requested on existing non-work day is not charged to leave balance.		
233.	Flag employees that have been on leave 6 or more consecutive days		
234.	Ability to track sick leave greater than 100 days for TRS reporting.		
235.	Ability for individual employees to see leave balance and make leave requests with automated supervisor approval within policy boundaries.		
236.	Calculates and posts time loss dates based on overdrawn leave and contract length		
237.	Generate detailed report for Extended Disability Leave (EDL) based on specific school system requirements		
238.	Adjust the leave accrual based on the number of actual work days, not contracted days		
239.	Calculate available personal leave balances as set forth by the school system		
240.	Generate preliminary overdraft reports based on specific criteria, such as for Critical Days		
241.	Capable of updating leave system in current month and prior months		
242.	Automatically update leave balances when any changes are made		
243.	Automatic flag of leave requests that would result in overdrawn leave.		
244.	Capable of automatically changing any overdrawn leave to LWOP code upon posting of leave		
245.	Multiple leave posting for a single calendar month (i.e. June)		
246.	Generate final yearend leave audit report based upon school system's specific criteria, such as cumulative balances for carryover, leave types, ending balances		
247.	Ability to reverse or delete a leave posting in the event of errors		
248.	Post year-end carry over leave balances to new fiscal year		
249.	Ability to edit leave system due to Military Leave, Sick Leave Bank withdrawals		
250.	Manage Sick Leave Bank membership and specified days deducted		
Required Asset Management System Specifications			
251.	Asset management system		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
252.	Ability to add, delete, change assets		
253.	Ability to depreciate certain assets monthly		
254.	Purchases of capital assets should be automatically flagged and sent to a designated user.		
Required Human Resources System Specifications			
255.	Utilize existing employee ID #'s		
256.	Prevent duplicate employee ID#s for new employees		
257.	New employee notifications to IT, Operations and other relevant stakeholders.		
258.	Update employee name and address changes in Human Resources to master vendor list		
259.	Integrate with ASPEN SIS, Horizon OneSource, and State Health.		
260.	Ability to generate separation notices.		
261.	Ability to collect and store emergency contact information electronically, such that user can update their own.		
262.	Ability to upload previously scanned documents to avoid visiting multiple sites for documents		
263.	Allow multiple users in the same database, but not individual entry, at one time (HR and Payroll)		
264.	Ability to track and search employment history including prior work history		
265.	Salary computation ability once variable information has been entered (Annual leave computation available)		
266.	Temporary Change of Pay (Worker's Compensation Light Duty, Leave Without Pay): Ability to keep original pay rate and also add a second pay rate for specific dates.		
267.	Ability to calculate salary based on hourly pay, salary schedule, or other methods as needed. (annual experience calculation available)		
268.	Ability to calculate pro-rated portion of contract salary for partial-year employee.		
269.	Field to note whether employee is exempt or non-exempt.		
270.	Field to note whether employee is classroom teacher or not.		
271.	Ability to add custom HR category fields.		
272.	Field to note Previous Employee Name (for name changes)		
273.	Field to note employee aliases.		
274.	Field to note whether employee is full-time or part-time (in addition to existing fields for percentage of day and hours per day)		
275.	Field to note whether employee is previously retired.		
276.	Field for Working Title		
277.	Employee tenure field will allow entries greater than 30 years. (Field to note whether employee is tenured)		
278.	Fields to track CPE/PLU credits		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
279.	Employee Benefits processing (to include effective dates, beneficiaries, dependents, etc.)		
280.	Must be able to import Certificate data from Professional Standard Commission (PSC)		
281.	Integrate with CPI state reporting		
282.	Capable of entering sick leave and vacation codes based on contract length of employee		
283.	Ability to make CPI assignment changes without re-entering prior data		
284.	Ability to maintain, administer system, track and store prior data for position codes, job codes, subject matter codes, qualification field codes, EEOC codes, sex/race codes, fund codes; and all other HR related fields.		
285.	Integrate with Retirement Manager (Valic, TIAA-CREF)		
286.	Integrate with SHBP System files. (AUF, SHALLMBR, SHCHG2ST, SHDATRMS, SHERRADP, SHMISSSN, SHOEUPDT, SHPDBILL, SHWBNCFM, SH61110r, SHSHBPIN)		
287.	Leave Management Ability (accrual, history, balances) all employees, to assist with calculating when employee's leave has been exhausted for direct payment purposes		
288.	Access to Open Enrollment info (i.e. roll benefit codes/reduction codes to next fiscal year, roll employee benefits/reductions to next fiscal year, recalculate benefits, etc.)		
289.	Ability to maintain benefit options (opt life rates, benefit code descriptions, print codes, etc.)		
290.	Ability to make changes to Cafeteria Plan Reporting Options		
291.	Ability to make changes to Payroll Data Maintenance Options or view Payroll Data (i.e. refunds made to non-cafeteria deductions, enter TSA codes, etc.)		
292.	Ability to do payroll check inquiry to view benefit deductions, refunds, etc.		
293.	Ability to associate (link) employees with positions. Position Control.		
294.	Ability to associate locations with employees and positions.		
295.	Ability to associate employees to Position Description and other reference documents.		
296.	System provides searchable position description repository and archive.		
Required School Nutrition System Specifications			
297.	Ability to print reports at any time without contacting other departments to exit system.		
298.	Retain monthly meal counts, inventory and food cost data up to a minimum of one year.		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
299.	File transfer capabilities for monthly DOE School Nutrition Reimbursement claim and financial data submission.		
300.	Ability to work with Horizon (School Nutrition point of sale system, Free and Reduced, and cash journals)		
301.	Ability to prints reports in all areas before uploading to DOE		
Required Purchasing/Receiving/Warehouse System Specifications			
302.	Ability to create system numbered requisitions by end users		
303.	Purchase Order numbers to be assigned by system		
304.	No possibility of duplication of requisition, purchase order or vendor (system assigned) numbers		
305.	Ability to easily view a purchase order or requisition at any time during or after the process has been completed		
306.	Electronic Approval process for requisitions		
307.	Notify approver of requests awaiting their approval, showing all that are waiting		
308.	PO's automatically reference the requisition number and vice versa		
309.	Ability to check the status of a PO, i.e. paid, check #		
310.	Ability to cancel lines and add lines to requisition prior to it becoming a PO		
311.	Ability to cancel a requisition in prior to it becoming a PO		
312.	Ability to check the status of an order (if it has been received)		
313.	Encumber funds as PO's are created		
314.	Ability to take PO's off encumbrance		
315.	Must have the capability of maintaining a vendor database for approved vendors		
316.	Ability to run a vendor report to see orders placed with a certain vendor		
317.	System to assign a number to each vendor added		
318.	Vendor name, address, fax number, vendor number to be shown on requisitions and PO's		
319.	One vendor number assigned to each unique FEI number with the ability to assign multiple addresses/locations		
320.	Must have a warehouse inventory component that ensures accurate issue and receipt of stock items		
321.	Ability to receive items into warehouse stock by Purchase Order		
322.	Warehouse requisition system for end users to request stock items		
323.	Ability to put a full description (viewable by end users) of warehouse stock items with multiple locations within the warehouse		
324.	Ability for end users to view warehouse orders (requisitions) for the entire FY anytime during the FY		

#	Requirement Specification	Yes or No	Additional Information / Explanation for Any No Responses
325.	Once an item is discontinued and out of stock, end users can't order the item		
326.	Ability to issue orders within two fiscal years – for example in March we begin pulling and delivering “summer orders” for schools and they are not charged until the next fiscal year begins (July). We would like to be able to issue these as they are delivered.		
327.	Ability to record all receiving purchase orders within the system, based off the PO Number, with the ability to have a duplicated receipting option.		
328.	Ability to scan all quotes with the requisition by the end user, to attach as a PDF file.		
329.	Ability to email all potential bidders on open solicitations, based off category codes		
330.	Inventory Management System capable of keeping accurate data and inventory of objects purchased.		
331.	Ability to classify all vendors within the system based off category or NIGP codes.		
Required Maintenance System Specifications			
332.	Maintenance work order module to manage the entry		
333.	Assignment prioritization can be coded and changed.		
334.	Coordination and tracking of requests for equipment/facility/grounds maintenance and repairs		

Section 7. Implementation Services

Please describe your approach and define your deliverables for the following implementation services. It is expected that your proposal includes these services at a minimum.

- | | |
|---|------------------------------------|
| 1. Project Scope Agreement | 8. Change Management Approach |
| 2. Project Assumptions | 9. Communication Plan |
| 3. Personnel Assumptions | 10. Quality Management and Testing |
| 4. Technical Support Assumptions | 11. Project Risk Management |
| 5. Operational & Knowledge Transfer | 12. Schedule Management |
| 6. General Project Activities and Deliverables | 13. Resource Management |
| 7. Data Conversion Process Steps and Activities | 14. Education Plan |
| | 15. Sample Implementation Plan |

Section 8. On-Going Support and Maintenance

Question	Response
1. What are the support hours of operation in Eastern Time?	
2. Which party or business unit is responsible for the following support options?	
a. On-site support	
b. Telephone support	
c. Operating system and database support	
d. Release Assistance	
e. Availability of user groups	
f. Escalation options and procedures	
3. What is your Help Desk "prioritization" of support calls?	
4. What are your call "escalation procedures?"	
5. Do you agree to waive the first year of application maintenance fees?	
6. What is the number for your toll-free support line?	
7. What regional and national User Groups exist for your system?	
8. Do you have an active Georgia-wide users group? If yes, where can it be found?	
9. Do you have an Annual User Conference? If yes, when?	
10. Do you assign one individual to take ownership of any support issues the District may have?	
11. Will you provide unlimited telephone support as part of the annual support agreement?	
12. Do you provide and maintain a searchable knowledgebase of product support materials made available to its client base?	
13. Do you provide a customer-only web site complete with	

Question	Response
documentation and or help videos, and software downloads?	
14. Do you provide an electronic forum for clients to communicate with each other and exchange information?	

Section 9. Software Releases and Distribution

Question	Response
1. How are server and client side software releases received, processed and distributed to the client environment?	
2. Describe the delivery method of future releases that may include product enhancements.	
3. What is the frequency of releases?	
4. Is an accumulative patch process an option?	
5. Describe how updates are incorporated with local custom modifications such that custom modifications will not be lost when a new release of the software is applied.	
6. Will the vendor make available all periodic releases to the software at no additional license or support fee charge, beyond the annual support fee?	
7. Do you offer a service to install and certify all releases for the District in a separate test environment?	

Section 10. Cost Proposal

Costs for the Vendor’s proposed solution should be submitted as outlined in this RFP. Costs should include the complete costs for the proposed solution. Use additional pages as needed to provide additional cost detail.

Specific payment terms will be negotiated as part of the final contract. It is expected certain payments will be made upon delivery of the software with additional payments made based on specific project milestones.

The District may, during the implementation period or thereafter, require modifications, interfaces, conversion or other services from Vendor. The vendor agrees to provide a written Change Order describing the work to be performed and estimating the costs, including expenses, for the District’s approval before any work not included in the original contract is initiated by Vendor. Vendor will not exceed the costs set forth in the mutually agreed to Change Orders without justification, in writing, that is acceptable to the District.

MCS encourages vendors to include all costs in this proposal to include the maximum amounts based on any stated assumptions. MCS will not allow cost to increase during contract negotiations.

Cost Category	Cost
1. First year cost of required licenses.	
2. Cost of annual software license and/or maintenance after the initial software purchase.	
3. Total implementation costs and first-year software with options for 2 to 5 years renewal, including discounts for longer contracted periods.	
4. Implementation consulting, including integrations.	
5. Data migration and conversion.	
6. Annual Support Services, including maintenance and functional & technological enhancements.	
7. Technical and/or system administration training – onsite.	
8. Instructional staff training – onsite.	
9. Access to a development environment to test new functionality and integrations.	
10. Other Costs.	
11. Other Benefits we should consider.	

By submitting a response, the Vendor agrees that it has read, understood, and will abide by all of the following instructions/rules:

1. The submitted cost proposal must include all costs of performing pursuant to the resulting contract. No additional charges, other than those listed on the price breakdown sheets, shall be made.
2. MCS will receive maintenance as well as functional and technological enhancements as part of the Annual Support Agreement.

3. The submitted cost must include all software modules, add-ons and/or modifications, costs of third party tools, implementation services, consulting, services, and training required for the software system to work as requested.
4. The submitted cost must include an itemized list of materials and cost. Include any and all anticipated cost, including travel.
5. The submitted cost must include a detailed payment schedule aligning to the project plan in the technical proposal with payment being based on deliverables and milestones.
6. The submitted cost must include a detailed payment schedule for post-implementation contract years.
7. All shipping and insurance costs to and from the site shall be included in this proposal.
8. Responses must include complete (bundled) pricing. This is an absolute requirement.
9. Responses that do not include comprehensive pricing will not receive further consideration.
10. If after award there is a decrease in the price of a product from the manufacturer, or a rebate, the successful vendor will pass that price decrease and/or rebate onto Marietta City Schools.
11. All payments to shipping agents and for insurance fees shall be made directly by the Vendor.
12. Vendor shall be responsible for all arrangements for the shipment of equipment / software to the District's prepared site.

Section 11. Marietta City Schools Vendor Registration Form

**(Please type or print/complete all items –
Fax to the attention of Accounts Payable, 770-429-3109)**

Business Address

(Please note Purchase Orders will be sent via fax or email to the information listed below.)

Business Name:		
Contact Name:		
Address:		
City, State, & Zip Code:		
Phone:	Fax:	Email:

Other Vendor Information

Federal ID Type: Federal Business ID _____ OR Social Security Number _____ (W-9 "Request for Taxpayer Identification Number & Certification" must be attached.)
--

Payment/Remittance Address

(If different from above.)

Business Name:		
Contact Name:		
Address:		
City, State, & Zip Code:		
Phone:	Fax:	Email:

Payment Information:

Do you accept ACH payment? _____	
(yes)	(no)
If yes, please complete:	Bank Routing Number: _____
	Bank Account Number: _____

To ensure timely receipt of purchase orders or payment, vendor must notify Marietta City Schools Accounts Payable Department of all address changes by letter or email, ap@marietta-city.k12.ga.us

Notification of changes on vendor's invoice will not suffice.

(Representative Signature)

(Date)

Please type or print representative name

Section 12: MCS Contract Agreement

THE CONTRACT AGREEMENT MUST BE COMPLETED BY THE VENDOR AND RETURNED WITH THE PROPOSAL PACKAGE. Representative's signature below confirms that terms listed below have been read and understood.

CONTRACT AGREEMENT

1. The Vendor has carefully examined and fully understands the General and Special Terms and Conditions and related documents in providing **Enterprise Resource Planning Software & Services** to Marietta City Schools. Vendor further understands that unless the vendor's exception to any RFP terms and condition, including any exhibits thereto, is specifically agreed to by MCS in writing, then the vendor agrees to abide by the RFP by so signing this document.
2. The Vendor has complied with O.C.G.A. §13-10-90, O.C.G.A. §13-10-91 and Georgia DOL Rule 300-10-1.02 which are conditions for contract award.
3. The Vendor affirms that we, nor any principal of the Vendor, are as of the date of the representative's signature listed on the Excluded Parties List System (EPLS). Any debarments or suspensions must be disclosed in writing to the Superintendent within ten calendar days of the notification of the debarment or suspension, to produce immediately upon request written documentation of any debarment or suspension and to cooperate fully in any Marietta City Schools' investigation.
4. The Vendor has completed in its entirety the Marietta City Schools' Vendor Registration Packet included in this RFP with IRS form W-9, Request for Taxpayer Identification Number and Certification.

Signing the Contract Agreement affirms that this original document has not been altered in any way.

_____ Company Name	_____ Representative's Signature (Must be signed in ink)
_____ Address	_____ Representative's Name (Please type or print)
_____ City, State, and Zip Code	_____ E-mail Address
_____ Date	_____ Telephone & Fax Number

Upon notice of Award, this page will become the prevailing Contract Agreement between your organization and Marietta City Schools.

Section 13: Marietta City Schools Vendor Reference Sheet

Provide five (5) clients references of similar size and requirements. These clients must be live on all modules of the software for a minimum of one year. Please include the following for each reference:

REFERENCES	
Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Software Modules Purchased:	
Annual Cost of ERP:	
Student Population:	

REFERENCES	
Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Software Modules Purchased:	
Annual Cost of ERP:	
Student Population:	

REFERENCES	
Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Software Modules Purchased:	
Annual Cost of ERP:	
Student Population:	

REFERENCES	
Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Software Modules Purchased:	
Annual Cost of ERP:	
Student Population:	

REFERENCES	
Client Name:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact e-mail address:	
Contract Date:	
Software Modules Purchased:	
Annual Cost of ERP:	
Student Population:	

Section 14: MCS Contractor Affidavit

TO ALL PROSPECTIVE CONTRACTORS/VENDORS:

Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance Act as amended, O.C.G.A. §13-10-90, O.C.G.A. §13-10-91, and Georgia Department of Labor Rule 300-10-1, et. seq. is a condition to the Contractor's bid/proposal/quote and contract.

If you are providing service, performing work or delivering goods to the Marietta City Schools, including but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal/quote.

1) The Marietta City School District shall comply with the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., the Contractor must initial below:

Initial here- ____ Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.

3)____ Contractor will not employ or contract with any subcontractor in connection with a covered contract with Marietta City Schools unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.

4)____ Contractor agrees that, if Contractor employs or contracts with any sub-contractor in connection a covered contract with the Marietta City Schools under the Act and DOL Rule 300-10-1-.02, that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et.seq.

5)____ Contractor agrees to provide Marietta City Schools with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rule 300-10-1-.02, 300-10-1-.03, 300-10-1-.07 and 300-10-1-.08 within five (5) business days of receipt.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

(1) the individual, firm, or corporation ("Contractor") which is contracting with the Marietta City Schools has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor's correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Marietta City Schools, unless at the time of the contract said subcontractor (a) is registered with and participates in the federal work authorization program; (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and (c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification. Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other applicable verification to the Marietta City Schools at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

(4) Contractor further agrees to and shall provide Marietta City Schools with copies of all other affidavits or other applicable verification received by Contractor (ie: sub-subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Contractor Name

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public

My Commission Expires:_____

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

- 511069_1.DOC
- Last revised" 06-10-2011

7. RFP Checklist

The following documents and worksheets must be completed and submitted to complete a proposal in response to this RFP:

- 1. Proposal Summary Form
- 2. Transmittal Letter (Two Page Limit)
- 3. Solution Summary (Three Page Limit)
- 4. Corporate Overview (Two Page Limit – See Attached)
- 5. Applications Software
- 6. Hardware, Operating System And Programming
- 7. Implementation Services
- 8. On-Going Support and Maintenance
- 9. Software Releases and Distribution
- 10. Availability and Recovery
- 11. MCS System Requirements Worksheet
- 12. Cost Proposal
- 13. Marietta City Schools Vendor Registration Form
- 14. MCS Contract Agreement
- 15. Marietta City Schools Vendor Reference Sheet
- 16. MCS Contractor Affidavit

Appendix A: District Demographics and Statistics

The District currently uses Software Systems Unlimited, Inc. The following shows an estimated summary of key transaction and operating volumes.

TRANSACTION AND OPERATING VOLUMES		CURRENT
DISTRICT		
MARIETTA CITY SCHOOLS Student population		8,600
MARIETTA CITY SCHOOLS FY15 expenditure budget		\$100M
MARIETTA CITY SCHOOLS proposed FY15 expenditure budget		\$100M
Total number of district locations		14
Total number of computer system users		1200
Desktop Hardware		DELL
Desktop Operating System		Windows 7
E-mail System		Exchange
Internet Browser		Internet Explorer, Safari, Chrome, Firefox
GENERAL LEDGER		
Fiscal year starts		July 1
Number of funds		30
HUMAN RESOURCES AND PAYROLL		
Number of full-time employees		1350
Number of part-time employees		100
Payroll frequency		Monthly
WORK ORDERS		
Number of work orders (yearly) (software should support different types of work orders for different departments, ex: Transportation, Facilities Maintenance, Information Technology)		20,000