



## Richmond Public Schools

2395 Hermitage Road

Richmond, VA 23220-1307

Procurement and Property Management

Phone: (804) 780-6090

Fax: (804) 780-6151

Charles T. Ward, Director of Procurement

Cward2@rvaschools.net

January 22, 2020

To All Interested Offerors:

Please find attached here to our Request for Proposal (RFP) **20-6943-01 for providing an Enterprise Resource Planning (ERP) System for Richmond Public Schools**. Please read carefully the information contained herein.

You are requested to submit **one (1) Electronic Copy** of your response **no later than 7:00 p.m. Eastern Standard Time (EST), Friday, February 21<sup>st</sup>, 2020** utilizing the instructions that can be found in Attachment "A" of this RFP.

If you have any questions concerning this RFP, please call me at (804)780-6090.

Respectfully,

Charles T. Ward,  
Director of Procurement & Property Management  
Richmond Public Schools  
2395 Hermitage Road, Votex Bldg.  
Richmond, VA 23220



# THE CITY OF RICHMOND PUBLIC SCHOOLS

Procurement Department  
2395 Hermitage Road  
Richmond, Virginia 23220

## COVERSHEET RFP

### Request for Proposals (RFP)

**\*\*\*THIS FORM MUST BE SIGNED BELOW AND RETURNED WITH THE PROPOSAL TO BE CONSIDERED A VALID OFFER\*\*\***

ISSUE DATE: January 22, 2020

Title: Enterprise Resource Planning (ERP)  
System

DIRECT INQUIRIES TO: [https://  
rps.bonfirehub.com/opportunities/23106](https://rps.bonfirehub.com/opportunities/23106)

**RFP NUMBER: 20-6943-01**

**Procurement Officer: Mr. Charles Ward, C.P.M., VCO**

**How did you hear about this Bid / RFP?**

Sealed proposals will be received until **7:00 p.m., February 21, 2020** for furnishing goods and services described herein. If necessary, any addendums will be posted on the Bonfire Portal and the Richmond Public Schools Procurement website which can be found at: <https://www.rvaschools.net/Page/1697>

**Proposals will only accepted via the electronic Bonfire Portal. Instructions can be found in Attachment "A" of this RFP.**

Richmond Public Schools reserves the right to accept or reject any or all proposals or any part thereof. Richmond Public Schools reserves the right to award multiple contracts to more than one Offeror, in part or in whole, whichever is deemed to be in its best interest. Offerors must **clearly** identify any information considered by the offeror to be confidential. However, offerors shall invoke the protection of this data or other materials prior to or upon submission of such data or material, and state the reasons why protection is necessary. Any contract resulting from this solicitation may be extended to the City of Richmond or any public agency or body in, but not necessarily limited to, the Central Virginia area to permit those public agencies or bodies to purchase at contract prices, in accordance with the terms, conditions and specifications of this solicitation. The successful offeror(s) shall deal directly with each agency in regard to order placement, delivery, invoicing and payment.

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***THIS SECTION MUST BE COMPLETED AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF YOUR FIRM.***

In compliance with the above Request for Proposals and subject to all the terms and conditions thereof, the undersigned offers, and agrees, if this proposal is accepted within \_\_\_\_ calendar days from the date of the receipt of proposals, to furnish any or all of the items and/or services delivered to the point specified.

**Name and Address of Firm:**

\_\_\_\_\_  
(Firm) Date: \_\_\_\_\_

\_\_\_\_\_  
(Street Address) Signature: \_\_\_\_\_  
(Please sign in ink)

\_\_\_\_\_  
(City) Name: \_\_\_\_\_  
(Please print signer's name)

\_\_\_\_\_  
(State) (Zip Code) Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

FEI #: \_\_\_\_\_ DUNS #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Please Initial to Acknowledge Receipt of Addenda: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_**

The Vendor certifies and acknowledges that the information stated below is proprietary and confidential. Please list all sections of the proposal that contains proprietary and confidential information.

<u>Section Number</u>	<u>Page number</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**REQUEST FOR PROPOSALS # 20-6943-01**  
**ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM FOR THE CITY OF**  
**RICHMOND PUBLIC SCHOOLS**

**PURPOSE:**

This Request for Proposals (RFP) is for services from qualified firms for software and implementation services of an Enterprise Resource Planning (ERP) System. Offerors' responses will be evaluated and ranked based on the criteria described in this RFP. If a system is available that meets RPS's needs, RPS may then enter into negotiations and/ or contract discussions with the selected Offeror. In addition to soliciting written responses, this document provides information to assist Offerors in preparing their responses and facilitates the subsequent evaluation and comparison process. In that regard, this RFP:

- Provides information essential to soliciting meaningful recommendations and realistic commitments from the Offerors;
- Specifies the desired format and content of proposals in response to this RFP;
- Outlines RPS's evaluation and selection procedures;
- Establishes a schedule for the preparation and submission of proposals in response to this RFP; and,
- Establishes a performance standard for the selected Offeror.

This RFP and the selected proposal in response to this RFP will be incorporated into the contract resulting from this solicitation; provided, however, that the contract may contain terms different from or in addition to this RFP and the successful proposal. For purposes of this RFP, the term "contractor," "offeror," and "proposer" are considered to have the same meaning.

Richmond Public Schools, referred to as "RPS", is planning to replace the current software system environment that supports various business processes with a new Enterprise Resource Planning System (ERP). In doing so, RPS seeks to address several challenges in the current environment, including but not limited to:

- Limited Electronic workflow in the current application.
- An overall lack of user-friendly functionality in the current system has created the need for manual processes or separate systems.
- There is limited query and reporting capabilities in the current system.
- Current applications do not provide sufficient automation functionality.
- Lack of Human Resource Management capabilities.

In order to address these challenges and others, RPS has initiated an enterprise-wide project to adequately plan for, select, and implement a replacement software system, or systems. The primary objective is to procure, implement and maintain a system, or an integrated system of systems, that eliminate the challenges listed above, allow for streamlined collection and processing of information, and to facilitate standardization and timely access to information.

The selected Offeror shall have demonstrated understanding of best practices for financial management in school divisions and/or governmental agencies, has a strong commitment to training and support, and has demonstrated experience with Virginia school divisions. RPS is interested in implementing commercially available software that can provide a proven, integrated, and fully developed financial management system.

RPS current ERP is CIMS (Comprehensive Information Management System) by Weidenhammer and contains these fully functional components:

1. Employee Management
  - Payroll processing
  - Employee management
  - Time and Attendance
  - TSSI Time and Attendance
  - Voluntary deductions & benefits
  - Teacher licensing
  - Position control
  - W2 processing
  - Employee contracts
2. Financial Management
  - Budget (not currently used)
  - General ledger
  - Purchasing
  - Receiving
  - Accounts payable
  - Cash disbursements
  - Cash receipts
  - 1099 processing
3. Fixed Assets Management (not fully used)

RPS uses separate software systems and/or spreadsheets for budgeting, time and attendance, work order processing, student activity funds, asset management, and student information.

RPS is primarily motivated to evaluate its current financial management software due to concerns about the reliable life cycle of both the software and the operating hardware. In addition, many users find the current software deficient in various ways (functionality, usability, accessibility, etc.). Consequently, the current software is either underutilized or fails to provide desired services and results.

RPS's desire is to replace the current financial management software with the acquisition of a new system that will offer opportunities to improve internal processes, provide integration with some existing software systems, maximize software utility by expanding the financial system components used, reduce operating costs, and, potentially, interface with citizens.

#### **No Obligation, Right of Rejection, and Multiple Awards**

The inquiry made through this RFP implies no obligation on the part of RPS. This RFP does not constitute an offer or a contract with any proposed Offeror or other party.

RPS reserves the right to reject any or all Proposals, in whole or in part, or to waive any informalities. RPS further reserves the right to award all, part, or none of the components/functional areas included in this RFP.

In addition, RPS reserves the right to make one or more awards to competing Offerors for subsets of functionality as a result of this RFP. In the event RPS should make awards to one or more competing Offerors, it shall be expected that additional discussion will take place between RPS and the Offerors to define requirements and an approach to building an integration or interface between the selected systems. In such an instance, RPS expects that the Offerors will work together as necessary to develop the necessary integration once one has been identified.

In the event that RPS rejects all proposals, RPS may re-advertise or make the purchase on the open market.

RPS reserves the right to negotiate with any or all Offerors with respect to any or all terms of a Proposal or Contract, including but not limited to the fees. RPS also reserves the right to refrain

from making an award if it determines it to be in its best interest.

If a Proposal is selected by RPS for negotiation of a Contract, it is anticipated that any final Contract will be in substantial compliance with this RFP; however, Offerors are advised that any final Contract may deviate from the RFP as the parties may agree during the course of negotiations.

### **Partnerships**

Offerors are encouraged to establish partnership relationships to fully provide all requirements defined by the RFP. Contractors engaged in a partnership relationship shall submit a single proposal in response to this RFP. Partnership relationships shall be clearly defined by proposal responses. Such definition shall identify the entity in the partnership relationship deemed to be the Prime Contractor. The relationship between Offerors that propose under a partnership shall be that of Contractor and Subcontractor. Please see Section III –Part B (Tab14) for further details on Subcontracting. Any item in the proposal response guidelines that relates to an individual Contractor's capabilities shall be responded to for each Contractor in the partnership relationship.

Offerors who elect not to partner, or not to partner to provide functionality for all functional areas shall clearly describe the functionality proposed.

Richmond Public Schools will select the firm(s) who they determine most closely satisfies the needs of RPS. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of RPS.

## **I. STATEMENT OF NEEDS/ SCOPE OF SERVICES:**

### **A. Functional Areas**

The following table contains the list of functional areas of the desired ERP system.

<b>No.</b>	<b>Functional Area</b>	<b>No.</b>	<b>Functional Area</b>
<b>1</b>	General Ledger and Financial	<b>12</b>	Payroll
<b>2</b>	Fixed Assets	<b>13</b>	Student Activity Reporting
<b>3</b>	Budgeting		
<b>4</b>	Purchasing, Bids, and Contract		
<b>5</b>	Accounts Payable		
<b>6</b>	Accounts Receivable		
<b>7</b>	Cash Receipts		
<b>8</b>	Project Accounting		
<b>9</b>	Grant Management		
<b>10</b>	Time Entry		
<b>11</b>	Human Resources Management		

The List of Functional and Technical Requirements contained in Attachment B contains the detailed functionality RPS requires within each functional area in a future system(s).

### **B. Project Staffing**

RPS intends to have both functional and technical resources available during implementation. Additional resource planning will be done based upon the selected Contractor.

### **C. Number of Users**

RPS currently has approximately 3900 full-time employees and 700 part-time and seasonal employees.

### **D. Current Applications Environment**

A variety of applications and databases exist in the current environment to support RPS's core business processes. The application environment includes both commercially available applications and locally developed applications as described further below.

- Comprehensive Information System III (CIMS): CIMS is the primary ERP software application used at RPS for Financial Management, Employee Management, Human Resource Management and Fixed Assets. These applications include the following modules: Accounts Payable, Payroll, Budgeting, Accounts Receivable, Purchasing, Fixed Assets, Employee Information, Employee Attendance, Employee Benefits, Substitute Management, and Position Control. RPS implemented CIMS in the 1990s and has been keeping the system up-to-date through both in-house customizations/enhancements and vendor supplied updates. The CIMS system is a green-screen system that runs on an AS400 platform (renamed to IBM eServer iSeries). RPS has implemented a new iSeries server to host the CIMS system. RPS has developed manual workarounds to track key information in MS Excel such as some financial reporting, fixed assets and human resources information, due to the limited use of or non-existent functionality within the system. End users at RPS reported several challenges with the current environment, including a lack of functionality such as workflow, electronic document management, embedded reporting, and executive performance dashboards. As the primary system for ERP functions, it is anticipated that CIMS will be replaced with the future financial system.

RPS currently uses the following modules within the CIMS system:

Financial Management System (FMS)
<ul style="list-style-type: none"> <li>• Financial Reporting</li> <li>• Accounts Payable</li> <li>• Payroll</li> <li>• Budgeting (available, but not used)</li> <li>• Accounts Receivable</li> <li>• Purchasing</li> <li>• General Ledger</li> <li>• Cash Disbursements</li> <li>• Cash Receipts</li> <li>• 1099 Processing</li> </ul>
Employee Management System (EMS)
<ul style="list-style-type: none"> <li>• Employee Information</li> <li>• Time and Attendance</li> <li>• Benefits</li> <li>• TSSI Time and Attendance</li> <li>• Teacher Licensing</li> <li>• W2 Processing</li> <li>• Employee Contracts</li> </ul>
Human Resource Management (HMS) (not fully functional)
<ul style="list-style-type: none"> <li>• Position Control</li> <li>• Applicant Tracking</li> </ul>
Fixed Asset Inventory System (FAS)
<ul style="list-style-type: none"> <li>• Fixed Asset Tracking and Reporting (not fully using)</li> </ul>
TSSI (SmartFind/CIMS Interface)
<ul style="list-style-type: none"> <li>• Employee Attendance and Sub Work Reporting</li> </ul>

## E: Data or Reporting exchanges from the AS400

- SmartFind Employee and Substitute Tracking System (SFE) - SmartFind Express is RPS' current employee absence tracking/ substitute finding system on the web. New Employees, New Substitutes, Employee absences and Sub hours worked data is exchanged between the AS400 and SFE.
- Allvue Data Exchange – Budget/Finance data feed to Allvue for dashboard reporting
- Aspen 5 – Day and W9 truancy reporting
- IDauto Account Provisioning – Staff data feeds to IDauto. IDauto provisions new employee user



accounts (Gmail & AD).

- Google Email distribution group builds – Teacher, Assistant Principal, Principal, and Office Associate Google groups are automatically created.
- RPS Web timesheet system – RPS is an in-house AS400 developed timesheet system.
- QuickBase table updates – QuickBase is RPS' new application development tool. Data to/from the AS400 is integrated into QuickBase. QuickBase is currently used to track fixed assets.
- RPS Email Birthday Recognition – Automated Birthday recognition emails sent to employees
- Thrive Reporting – Employee data feed to Thrive. Thrive is a web-based Professional Development tracking tool.
- TIG Fixed Asset Reporting – Fixed assets data received from TIG updated into FAS.
- TalentED – Employee, Job and Supervisor data feed to TalentED.
  - Record management of Contracts, e-signatures, digital storage, e-forms, employee submissions, and exit processing. For evaluations, system provides an HR dashboard, evaluation task, provides tablet and mobile access, supervisor weekly e-mail, and state requirements. For recruiting and hiring, system provides automated video interviewing, application management, advanced analytics, interview management, and online reference checks. It is anticipated that this system will be replaced with the future financial system.
- Aspen Staff – Staffing data feed to Aspen (Student Information System)
- ParentLink Staff File Exchange – Staffing data from the AS400 is sent to ParentLink
- Payroll
  - Time & Attendance: We have multiple sources of time and attendance data feeding into our payroll time and attendance system. They are: Web time and attendance, TSSI and Transportation. This time and attendance data represents regular and overtime hours worked for contracted and non-contracted employees.
  - Employee Basic Information: This contains demographic employee data and employee payroll and tax data. This is a standard part of CIMS which is developed and supported by Weidenhammer.
  - Employee Assignments: This contains detailed information on the employee's position including contract effective start and end dates, salary, FTE%, medical deduction, Group Term Life (GTL) deductions, VRS deductions, specific leave that the employee is eligible for, work hours, number of checks, YTD salary amounts, etc. All of this data feeds the payroll process. This is a standard part of CIMS.
  - Employee Voluntary Deductions: This contains voluntary payroll deductions that employees have elected to be deducted from their semi-monthly payroll. The voluntary deductions are maintained manually by Benefits and Finance. We also receive bi-monthly deductions updates from our benefits provider EFP (Employee Family Protection). RPS has created custom applications that are used to accept the file from EFP and update our deductions accordingly.
  - Wells Fargo Positive Pay: Payroll and A/P Check positive pay reconciliation data sent to Wells Fargo.
  - Pay Flex: Employee Data feed to PayFlex who administers RPS's Flex Spending Accounts.
  - OnBase: Finance uses OnBase to view various payroll reports. These payroll reports are automatically imported into OnBase after every payroll run.
  - Child Support file build: This is a custom application and is run by Finance after each payroll.
  - Lincoln Financial: Lincoln Financial manages our 403B/457 employee deductions. I have developed custom applications that accept updates from Lincoln Financial which are updated in our employee payroll deductions data for payroll processing. I have also developed custom applications that build files which are submitted to Lincoln Financial after each payroll run.
  - REA file build: This is a custom application that builds a file which is submitted to REA after each payroll.
  - Direct Deposit: This is a standard part of CIMS and is used after each payroll to build an ACH direct deposit file which is submitted to Wells Fargo.
  - Teacher Credit Union file build: This is a custom application that creates two credit union files which are submitted to the credit union after each payroll.

- VRS (Virginia Retirement System): Highly customized payroll processor to fully support rules dictated and put in place by VRS. And I have developed custom applications which Human Resources uses to build and submit VRS batch files to VRS. The file format is dictated by VRS.
- Special STIPND payrolls: Once a month we have a special payroll run to process employee stipends. I have developed applications that accept stipend data that is uploaded into our payroll time and attendance system. These applications also temporarily update employee tax data so that they are taxed correctly for these STIPND payrolls.
- Accounts Payable: Invoices are typically keyed into our Accounts Payable system by A/P Technicians in Finance. The invoices are posted and paid through our A/P checks process which runs every Tuesday and Thursday night.
  - A/P Direct Payments: RPS has developed customized interfaces to our A/P checks process and vendor maintenance. A vendor can be setup for direct payment. After each A/P checks run, Finance will run an application RPS created that will build a direct payment file which is downloaded and submitted to Wells Fargo. The file format is dictated by Wells Fargo.
  - A/P Direct Deposits: RPS has developed customized interfaces to our A/P checks process and vendor maintenance. A vendor can be setup for direct deposit. After each A/P checks run, Finance will run an application RPS created that will build a direct deposit file in standard ACH format which is downloaded and submitted to Wells Fargo.
- Budget
  - Budget Generator interface: Created by Old Dominion Solutions Inc (ODS), this system exports the adopted budget to the General Ledger budget field at the beginning of each fiscal year via an ODBC connection to the AS/400. An interface created by ODS called BudLink, exchanges data between the AS/400 and the Budget Generator software for revenue and expenditure reporting and extracting payroll data for position budgeting.
  - Purchase Order files to and from VDOE: RPS has developed custom interfaces to our Purchase Order input system that creates two weekly files that are automatically sent to Budget. These files are submitted to VDOE by Budget. Budget emails the I/T department weekly files from VDOE (usually two files per week) that RPS uses a custom application developed in-house to automatically send VDOE approved PO's to our Purchasing office so they can be approved. For those PO's denied by VDOE, the internal application will automatically send emails to the PO creators letting them know the PO has been denied and what the reason is for denial.
- Benefits: Several custom applications that build and download various files that are used by our Benefits department.
  - Employee census files for EFP: Employee census files for contracted and non-contracted employees. This application is run every Thursday morning and files are submitted to EFP's secure web site. The file formats are dictated by EFP.
  - Employee terminations file for EFP: Weekly employee terminations file which is submitted to EFP. The file format is dictated by EFP.
  - Selerix file build: Weekly employee file that is submitted to Selerix by Benefits.
  - Cushion New Hires and Terminations: Custom applications that build weekly files that are submitted to Cushion Employee Services by Benefits.
  - Address Changes: Custom applications that build a weekly file containing employee address changes. This file is used by Benefits.
  - Pay History file for EFP: Custom interface to our payroll processor so that it will automatically build a pay history file that is submitted to EFP after each payroll run.
- Purchasing
  - PO's vs. SP's: Our Purchasing system requires a differentiation between SP's (small purchase orders) and PO's (unapproved purchase orders). SP's have a maximum amount of \$999.99 and do not require purchasing approval. PO's do not have a maximum amount and require approval by our Procurement Office. SP's can be restricted so that certain specific organizations cannot enter SP's and must enter unapproved PO's.

- VDOE requirements: As required by VDOE, PO input applications are modified to collect certain specific data that is automatically sent to Budget on a weekly basis. Budget submits these files to VDOE depending on budget code chosen at the point of PO entry.
- W2's and 1099 processing and ACA (Affordable Care Act): These are standard components of CIMS. Process and print W2's and 1099's in house.
- Human Resources.
  - Employee Contracts: HR processes employee contracts every June in TalentEd using data extracted from the AS/400 using queries developed in house.
  - Monthly EAP (Employee Assistance Program) files: HR requires a monthly EAP file. Custom built application that produces this file as requested by HR.
- Robot Scheduler: Job scheduler that we use to automatically run AS/400 jobs at specific times.
- Fixed Assets: Fixed Assets management is a standard part of CIMS, however not fully functional.
  - Retire assets at a specific location: Custom built applications that can be run to retire all assets at a specific location.
  - Retire assets from a spreadsheet: Custom built applications that can be run to retire all assets from an Excel spreadsheet.
  - Weekly assets transfers file builds: Custom built applications that are run automatically on a weekly basis that creates files and emails them to specific recipients.
- FormSprint: This is software that is installed on the AS/400 which is used to format our pay checks and A/P checks. It provides support for including graphics on the checks such as a signature.
- Microsoft (MS) Excel: MS Excel is extensively used for a number of different processes at RPS due to a perceived lack of functionality in the current software applications. Most departments are using MS Excel for business process workarounds, information tracking, data transferring between systems, and querying and reporting activities. MS Excel is an excellent tool for business; however, limited security, a lack of audit-trail functionality, and ease of data manipulation do not provide for MS Excel to be the primary tool for many of the uses identified at RPS. It is anticipated that in the future environment, MS Excel will continue to be utilized; however, many of the activities being performed in the current environment will transition to the future financial system.
- Manual and Paper-Based Processes: Although not an application, it is important to identify that a number of processes at RPS rely heavily on manual and paper-based processes due to a lack of functionality in the current software applications. In the current environment, these include but are not limited to time entry processes, Financial Reporting, Human Resources Management, Purchase Requisitions, and Leave Tracking.
- Versatran: Transportation fleet management routing software. It is used to establish bus routes for students to and from school. It is anticipated that this system will integrate with a new system.
- EPPS: This is an accounting system used by approximately 50 schools and locations to manage their non-division funds. EPPS, is a web-based software application, is designed to automate the tracking of any funds collected and disbursed at the school building level. EPPS is an accounting system engineered to meet the needs of the dynamic school financial environment. Those funds could include proceeds from PTA, fund raisers, ice cream sales, clubs, ticket sales, yearbook sales, pictures, etc. There are separate checking accounts that is used to manage these funds. The bank accounts are reconciled monthly and EPPS keeps track of the incoming and outgoing funds into that account. The Finance Department at the Central Office serves as the administrator of the system and handles any maintenance on EPPS such as adding vendors, account GL lines, etc.
- MySchoolBucks: This is the online meal payment system used by the Schools. It is anticipated that this system will integrate with a new system.
- Cafe Enterprise: Cashiering/POS system. It is anticipated that piece of the system will integrate with a new system.

The following Table contains functional statistics of RPS. These statistics are estimates and are provided or planning purposes only.

No.	Functional Area/Metric	Statistics
1	General Ledger and Financial Reporting	
	Number of Funds	125
	Number of Accounts	27,779
2	Fixed Assets	
	Number of Fixed Assets	> 50,000
3	Budgeting	
	Operating Budget	\$311,213,760
	Capital Budget	\$19,000,000
	Number of departmental budgets prepared annually	266
	Number of capital budgets prepared annually	1 - includes projects for all departments
4	Purchasing, Bids, and Contract Management	
	Number of Purchase Orders per year	17,000
	Number of Contracts / Renewals generated annually	100
5	Accounts Payable	
	Number of Vendors	11,200
	Number of Invoices/Transactions per Year	45,000
	Number of 1099's issued per Year	300
6	Accounts Receivable	
	Number of Invoices/Statements generated annually	140
7	Cash Receipts	
	Number of Cash Collection Points	50
	Number of Cash Receipts per Year	400

8	Project Accounting	
	Number of Active Projects	75
9	Grant Management	
	Number of Active Grants	124
10	Time Entry	
	Number of exception-based employees	3,700
	Number of Hourly employees	720
11	Human Resources	
	Number of Employees	5,000
12	Payroll Processing	
	Number of W2s per Year	5,900
	Number of pay periods per year	20
14	Student Activity Reporting	
	Number of Sites	50

## E. Implementation Project Plan

As part of the Project Scope, the Contractor(s) must develop and provide RPS with a detailed Implementation Project Plan that, at a minimum, will include the components listed below.

**Offerors shall provide a preliminary Implementation Project Plan as part of their responses in accordance with their Submittal Response.**

If the various sections outlined below are substantiated in separate documents as part of the standard implementation approach of the Offeror, those documents should be submitted as part of the Offeror's submittal and an explanation given as to the approach used.

**Section #1 - Project Objectives:** This section of the Implementation Project Plan should include overall Project objectives.

**Section #2 - Project Deliverables and Milestones:** This section of the Implementation Project Plan should include a list of deliverables and milestones of the Project, and with each deliverable or milestone, this section should describe exactly how and what will be provided to meet the needs of RPS.

**Section #3 - Project Schedule (Project Management Software):** This section of the Implementation Project Plan should identify the dates associated with deliverables and milestones described in Section #1 – Statement of Need / Scope of Services. In addition, this section should reflect Project predecessors, successors and dependencies. RPS requires the development and maintenance of a Project schedule, Resource Plan, and Gantt chart.

**Section #4 - Project Management Processes:**

- a. **Resource Management:** This section of the Implementation Project Plan County should describe resources, Contractor resources, and the overall Project team structure, including an organizational chart. Roles identified for the Contractor, its subcontractors, and RPS should also include a detailed

description of the responsibilities related to the identified role as well as the communication process for each party.

- b. **Scope Management:** This section of the Implementation Project Plan should describe the approach the Contractor will use in order to manage Project Scope and the process used to request changes to Project Scope. It is RPS's desire to use the proposed enterprise software system(s) "as is" and, as such, any changes must be reviewed and approved by RPS's Implementation Project Team.
- c. **Schedule Management:** This section of the Implementation Project Plan should describe the approach the Contractor will use in order to manage the Project schedule and the process used to submit requested changes to the schedule. The Contractor must ensure that the Project schedule is kept current and report any missed milestones to RPS.
- d. **Risk Management:** This section of the Implementation Project Plan should describe the approach the Contractor will use to document existing Project risks, provide recommendations for mitigating the risk, and how this will be communicated to RPS Implementation Team.

**Section #5 - Data Conversion Approach:** As part of the Implementation Project Plan, the Selected Contractor will develop and provide a detailed Data Conversion Plan that describes how files will be converted to the proposed system (e.g., through software conversion aids/utility programs or special programs that must be written, the actual conversion procedures, etc.). RPS would like to understand how the selected Contractor will approach developing the data conversion plan, and what processes will be undertaken by the Selected Contractor's Project team to convert existing data as well as to interface with identified source systems. A conversion schedule should identify planned conversion steps, estimated hours, and what resources will be required (by County or Selected Contractor) for all pertinent legacy data. Data conversion shall occur when migrating to the new application. The Selected Contractor is expected to assist RPS in the conversion of both electronic and manual data to the new system. It is expected that RPS will be responsible for data extraction from current systems and data scrubbing and that the Selected Contractor shall be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new system(s). Selected Contractors should plan to have converted data ready for the User Acceptance Testing phase of the Project.

**Offerors shall also complete Attachment H – Responsibility of Data Conversion Activities.**

The data conversion information contained in Attachment B – Functional and Technical Requirements are estimates and are provided for planning purposes only. The table contains information on the data that RPS wishes to convert during the implementation of a new system.

**Section #6 – Training:** As part of the Project Scope, the Contractor will develop, provide, and manage a detailed plan for training. This Training Plan must include the information described below.

- a. The role and responsibility of the software and/or any sub-contractors in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to County end users).
- b. The role and responsibility of RPS staff in the design and implementation of the training plan.
- c. Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end users, and technology personnel.
- d. Proposed training schedule for County personnel of various user and interaction levels.
- e. Descriptions of classes/courses proposed in the training plan. (The Offeror should specify the unit of measure for its training, e.g., units, classes, days, etc., and define the hours associated with these units of measure.) The Offeror must be very clear about exactly what training courses are included in the cost of the proposal and what training materials will be provided.
- f. The knowledge transfer strategy proposed by the software and/or implementation Offeror to prepare County staff to maintain the system after it is placed into production.
- g. Detailed description of system documentation and resources that will be included as part of the implementation by the Contractor including, but not limited to, detailed system user manuals, "Quick Reference" guides, online support, help desk support, user group community resources, and others as available.

It is RPS's intention that the Contractor will coordinate the training of RPS personnel in the use of its application and that satisfactory implementation of an approved training plan will be a key component of this project's deliverables.

Documentation, including training manuals and agendas, will be provided by the Offeror before each training session with RPS staff.

**Section #7 - Bi-Weekly Status Reports:** This section of the Implementation Project Plan should describe the approach the Contractor will use to provide bi-weekly status reports throughout the course of the Project. This section should include an example of the bi-weekly status report and identify the expected delivery mechanism that will be used to provide the report to RPS.

## **F. System Interface Plan**

As part of the Project Scope, the selected Contractor will develop and provide a detailed System Interface Plan that contains the proposed strategy for interfacing to all applications described in the Interfaces section of Attachment B, Functional and Technical Requirements.

## **G. Testing and Quality Assurance Plan**

As part of the Project Scope, the selected Contractor shall develop and provide a Testing and Quality Assurance Plan that describes all phases of testing: unit, system, interface, integration, regression, parallel, and user acceptance testing (UAT). It is RPS's expectation that the Testing and Quality Assurance Plan govern all phases of the project and that the Contractor shall also provide assistance during each testing phase involving RPS users. The Contractor shall develop the initial UAT plan, provide templates and guidance for developing test scripts, and shall provide on-site support during UAT. The Contractor shall also provide a plan for stress testing of the system that will occur during or after UAT.

## **H. Pre- and Post-Implementation Level of Support**

As part of the Project Scope, the selected Contractor shall develop and provide a Pre- and Post- implementation Support Plan that describes the approach to software support during the implementation and after go-live.

### **System Documentation**

As part of the Project Scope, the selected Contractor shall develop and provide documentation that describes the features and functions of the proposed application software. The documentation shall be provided for both users and the technical personnel who will administer and maintain the system. It is desirable that differing levels of documentation (user documentation and technical documentation) exist. The selected Contractor shall provide documentation in web-based and PDF forms for each application module.

## **I. Risk Register**

As part of the Project Scope, the Contractor(s) shall develop and maintain a documented Risk Register. Such Risk Register will be maintained in a centrally accessible location (i.e., Project portal) and be regularly updated. For each risk identified, the Contractor shall be responsible to develop an impact summary and a mitigation strategy in a timely fashion.

## **II. OFFEROR'S INSTRUCTION:**

### **A. PROPOSAL PREPARATION:**

1. An **optional** pre-proposal meeting will be held via Zoom on January 28<sup>th</sup>, 2020 at 10:00 am. Interested offerors may attend in person at 2395 Hermitage Road, Richmond, VA 23220 in the Large Conference Room. Zoom login information can be found below:

Register in advance for this meeting:

<https://zoom.us/meeting/register/upYscuiurDguRatIlnZIA3IfM0WPfdwVkg>

After registering, you will receive a confirmation email containing information about joining.

2. Offerors may submit any questions or requests for additional information regarding the project in written format by Friday, January 31<sup>st</sup>, 2020. All questions shall be entered into the Bonfire Portal in the "Opportunity Q&A" area for answers via a posted addendum on February 7<sup>th</sup>, 2020 to all known potential proposers. This addendum will also be posted on the RPS Procurement website under the "Current Bids/RFP's" section.
3. The Offeror must submit a proposal, which demonstrates and provides evidence that the Offeror has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The Offeror shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by RPS. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award.
4. Proposals shall be signed by the authorized representative of the Offeror on the RFP Cover page.
5. Proposals should be prepared simply and economically, providing a straightforward, concise, detailed description of capabilities to satisfy the requirements of the RFP.
6. All expenses for making proposals to RPS shall be incurred by the Offeror.
7. Offerors must be authorized to transact business in Virginia as a domestic or foreign business entity as required by the State Corporation Commission, if such is required by law. Such status shall be maintained during the term of a contract. A contract entered into by a business in violation of the requirements is voidable at the option of the public body.
8. Offerors are reminded that all changes to the RFP will be communicated in the form of addenda, and issued between the issue date and within 5 days of the due date of the solicitation. All addenda must be acknowledged on the RFP Cover Page. Notice of addenda will be posted in eVA, Bonfire Portal, and on the RPS Procurement Current Bids / RFP's website located at:  
<https://www.rvaschools.net/Page/1697>



**B. PROPOSAL SUBMISSION:** The following table contains the organization guidelines for Proposal responses:

Proposal Requirements	Proposal Section
<b>Procurement Required Documents</b>	<ul style="list-style-type: none"> <li>- Signed original of the completed Request for Proposal Cover Page (Attachment A)</li> <li>- Contractor Reference Form x 5 (Attachment B)</li> <li>- Minority Business Form (Attachment C)</li> <li>- Virginia SCC Form (Attachment D)</li> <li>- Certificate of Insurance for all required Coverages (Attachment E)</li> <li>- Certification of Interests &amp; Relationships with School Board &amp; RPS Employees (Attachment F)</li> <li>- Proposed Functional Area Form (Attachment G)</li> <li>- Responsibility of Data Conversion Activities (Attachment H)</li> <li>- Company Background History Form (Attachment I)</li> <li>- Contractor Project Team Resumes (Attachment J)</li> <li>- Cost &amp; Resource Hours Excel Workbook (Attachment K &amp; L)</li> <li>- Ownership of Deliverables Form (Attachment M)</li> <li>- Crimes Against Children Certification (Attachment N)</li> </ul>
<b>Tab 1</b>	Executive Summary
<b>Tab 2</b>	Project Approach and Software Solution
<b>Tab 3</b>	Implementation Methodology
<b>Tab 4</b>	Company Background and History
<b>Tab 5</b>	Key Proposed Personnel and Team Organization
<b>Tab 6</b>	Project Roles and Responsibilities
<b>Tab 7</b>	Project Schedule
<b>Tab 8</b>	Functional and Technical Requirements Response
<b>Tab 9</b>	Training Plan
<b>Tab 10</b>	Data Conversion Plan
<b>Tab 11</b>	Software Hosting
<b>Tab 12</b>	Testing and Quality Assurance Plan
<b>Tab 13</b>	Ownership of Deliverables
<b>Tab 14</b>	Sub-Contracting
<b>Tab 15</b>	References
<b>Tab 16</b>	Site Visit References
<b>Tab 17</b>	Response to Narrative Questions
<b>Tab 18</b>	Exceptions to Terms and Conditions (Other Than Liability)
<b>Tab 19</b>	Attachments: Required Forms
<b>Tab 20</b>	Pricing Proposal

**Tab1 - Executive Summary**

The first tab of the Proposal should contain the Executive Summary which should provide a brief summary of the Proposal contents, emphasizing any unique aspects or strengths of the overall Proposal.

**Tab 2 - Project Approach and Software Solution**

The second tab of the Proposal shall include a description of the proposed approach for providing the services described in Section I, Statement of Need/Scope of Services. This section shall also include a summary description of the capabilities for each functional area of the Functional and Technical Requirements contained in Attachment B in narrative format. The purpose of this summary is so that RPS has a high-level understanding of the proposed solution. The narrative should be written for an audience of the end-user community. Descriptions should be included for any products proposed by third-parties to meet the capabilities described in the Functional and Technical Requirements in Attachment G.

Offerors shall clearly identify any modules or functionality that is being proposed as complementary or is otherwise optional. Likewise, Offerors shall clearly indicate which proposed modules will satisfy the requirements associated with the functional areas identified in this RFP by completing Attachment G Proposed Functional Areas.

In proposal responses to this RFP, Offerors shall describe what level of support is available under the proposed fee structure. If varying levels of support are available, this section of the Offerors response should clarify these potential services and highlight the level of support that has been proposed.

Marketing materials shall not be submitted on the proposed functionality.

**Tab 3 - Implementation Methodology**

The third tab of the Proposal shall include a comprehensive description of the proposed implementation methodology for the Project. The description should include how the Offeror has developed this methodology to both incorporate lessons learned from past experiences as well as to meet the needs described in Section I, Project Scope.

RPS is interested to understand the approach to analysis of current business processes, and the approach to configuring a new system to address the needs of RPS's operating entities which all intend to use the same system selected through this solicitation. The proposed approach should detail the ways in which the Offeror will configure unique workflows for each entity; help to define and structure separate reporting functions and requirements for each entity; and how security and roles may be established that are unique within each entity. It is the intent of RPS to use a shared general ledger and chart of accounts within a single system that is used to support each of the entities.

Offerors shall describe any assumptions made in Proposals in detail. These should include any assumptions related to the current technical environment, staffing, project management approach, and resources available during implementation and support phases. Offerors shall also include a sample Project Plan as part of the third tab.

**Tab 4 - Company Background, Experience and History**

The fourth tab of the Proposal shall include a comprehensive narrative history of the firm, including the development of its experience in providing services similar to those described in Section I, Project Scope for school systems and/or Virginia entities.

If a partnership with third-party companies is a part of a Proposal, the company background and history shall be provided for all third-party companies. It is expected that all of the points detailed in Attachment I – Company Background and History shall be addressed for each company involved in a Proposal, prime or third-party.

**Tab 5 - Key Proposed Personnel and Team Organization**

The fifth tab of the Proposal shall include the resumes of the proposed Project personnel as well as the structure of the proposed Selected Contractors Project Team, including a response to Attachment J – Contractor Project Team Resumes Form. The resumes and structures shall be provided for the implementation team as well as the personnel involved in live operation and ongoing support and maintenance. It would be preferable if key personnel assigned to our project have had previous experience with Virginia school systems or other government localities.

RPS reserves the right to require background checks be conducted and be paid by the Contractor on any individual conducting work as either an employee of the Contractor, or on the Contractor's behalf.

#### **Tab 6 - Project Roles and Responsibilities**

The sixth tab of the Proposal shall include the proposed resource levels for RPS Implementation Project Team and Selected Contractor Project Teams. The tab shall include the completed Resource Hours Worksheets contained in Attachment L.

Offerors shall provide resource hour estimates by system module for each of the project activities contained in the two worksheets. A worksheet is provided for RPS Implementation Project Team and a second worksheet is provided for the Selected Contractor Project Team. Resource hour estimates provided should be based on the descriptions in Section I, Project Scope.

#### **Tab 7 - Project Schedule**

RPS has a preference towards a phased approach to implementing the selected software (as opposed to a “big-bang” cutover), and recognizes that the phasing and timelines of such an approach may be influenced by any decisions to select a single software solution, the selection of point or best of breed solutions, or any partnerships that may be formed. RPS operates on a July 1 – June 30 fiscal year. RPS encourages vendors to identify recommendations for phasing of modules and target go-live dates in their proposal. In identifying recommended timelines, Offerors shall explain any rationale behind their proposed timelines to help RPS understand the recommendation. Any proposed timelines and phasing shall be subject to further project planning and negotiation between RPS and the selected vendor(s).

As part of the seventh tab of the proposal, Offerors shall include a proposed Project schedule, including their recommended phased implementation plan. The proposed Project schedule shall also include major milestones, activities, and timing of deliverables. The Project schedule shall be in a Gantt chart format.

#### **Tab 8 - Functional and Technical Requirements Response**

The eighth tab of the Proposal shall include the proposed capability to provide RPS’s requirements as defined in Attachment B, Functional and Technical Requirements. This tab shall include the completed requirements worksheet in Attachment B.

When providing responses to the requirements in Attachment B, Offerors shall use the response indicators contained in the following table.

Indicator	Definition
<b>S</b>	Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from Offerors in accordance with agreed upon configuration planning with RPS.
<b>F</b>	Feature/Function will be available in a future software release available to RPS by July 1, 2020 at which point it will be implemented in accordance with agreed upon configuration planning with RPS.
<b>C</b>	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated in Attachment K – Cost Worksheet.
<b>T</b>	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified.
<b>N</b>	Feature/Function cannot be provided.

If a response indicator of “F” is provided for a requirement that will be met in a future software release at no additional cost, the Offeror shall indicate the planned release version as well as the time the release will be generally available. If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Offeror shall indicate the cost of such a modification. If a response indicator of “T” is provided for a requirement that will be met by integration with a third-party system, the Offeror shall identify this third-party system and include a cost Proposal to secure this system.

**Offerors are instructed to enter one response indicator in response to each requirement. Responses to an individual requirement that contain more than one indicator (ex. C/T) will be treated as a response of “N”.**

#### **Tab 9 – Training Plan**

The ninth tab of the Proposal shall include the proposed Training Plan and approach, described in detail. This tab shall include any optional training offerings (e.g. train the trainer, training all end- users, system administrator training) and clearly indicate which training model has been proposed. The tab shall also include responses to the following questions, in addition to completing the table for Tab 13:

- a. What provision does the Offeror have for providing primary training for the proposed system? Training shall be adequate to the needs of the typical systems user and administrator as defined by RPS.
- b. What provision does the Offeror make for training the typical system user to address those issues that will be encountered during day-to-day use? Be sure to include training on all system functionality—including screen and report use—and ad hoc report creation and use.
- c. What provision does the Offeror make for Administrator training to address those issues involved with the administration of the system? Should it be a separate training session?
- d. What provision does the Offeror make to provide technical training to IT staff, as necessary? Please address how the Offeror will address training on the responsibilities related to system operation and management, security, problem identification, and problem resolution.
- e. Does the Offeror have the ability to provide interactive web-based training, and has this been included in the proposed training plan?
- f. What provision has the Offeror made for having a system environment available for training exercises?
- g. Include each training module/class, its length, whether or not it is on-site, whether it is designed for technical or administrator/user level audience, and if optional or required.

#### **Tab 10 – Data Conversion Plan**

The tenth tab of the Proposal shall include the proposed Data Conversion Plan that will ensure RPS's desired data is transferred to the new system. The Plan shall include estimated work levels as well as roles and responsibilities related to data conversion, for both RPS and the Selected Contractor, organized by module.

#### **Tab 11 – Software Hosting**

The eleventh tab of the Proposal shall include a full description of the Offeror's technical and operational capabilities for software hosting.

The Offeror shall include the following information in addition to this description:

1. Where are the data center and storage facilities and what tier is each?
2. Total number of active clients currently served by hosted solutions provided by your company.
3. How many years has your company provided hosted solutions?
4. How are hosted software applications deployed for use by numerous customers?
5. What availability and response time do you guarantee?
6. What forms/levels of client relief are made available for unplanned outages?
7. How many instances of unplanned outages have any of your customers experienced within the past five (5) years?
8. What is your process for notification of standard maintenance and down-time?

The Offeror shall provide relevant documentation related to any recent certifications related to their hosting technical and operation capabilities.

The Offeror shall also provide, as part of this tab, reference information for a minimum of three clients that are currently using the Offeror's hosted solution.

#### **Tab 12 – Testing and Quality Assurance Plan**

The twelfth tab of the Proposal shall include the proposed Testing and Quality Assurance Plan. This Plan

should be based on the Offeror's standard approach for achieving quality assurance.

**Tab 13 - Ownership of Deliverables**

As part of the thirteenth tab, Proposals shall identify the ownership of each project deliverable. Ownership should be identified using the roles described in the following table. The resource hours provided as part of Tab 6 should be appropriate based on the roles identified for each Project deliverable.

Role	Summary
Lead	The party ultimately responsible for the development of the deliverable.
Assist	The party provides active assistance in development of the deliverable.
Participate	The party provides passive assistance in the development of the deliverable.
Owns	The party is solely responsible for the development of the deliverable.
Share	Both parties share equal responsibility for the development of the deliverable.
None	The party has no role in the development of the deliverable.

A sample format of how the ownership of Project deliverables shall be included in the Offeror's Proposal is included in Attachment M - Ownership of Deliverables.

**Tab 14 – Sub-Contracting**

The fourteenth tab of the Proposal shall identify any of the required services that are proposed to be sub-contracted, if any. RPS has the expectation that the use of sub-contractors will include a prime contractor that is responsible for the delivery and oversight of services provided by sub- contractors. For each of these services the following, shall be provided:

1. Summary of service
2. Reasons for sub-contracting
3. Proposed sub-contractor
4. Detailed sub-contractor responsibilities
5. Sub-contractor name
6. Sub-contractor location
7. Sub-contractor experience
8. Previous use of sub-contractor
9. Sub-contractor references and
10. Any additional relevant information

**Tab 15 - References**

The fifteenth tab of the Proposal shall identify the Offeror's references for the Project using Attachment B – Contractor Reference Form.

**Tab 16 - Site Visit References**

The sixteenth tab of the Proposal shall include the contact information for three (3) similarly-sized school districts and/or municipal governments with which RPS may conduct site visits.

**Tab 17 - Response to Narrative Questions**

The seventeenth tab of the Proposal shall include the Offeror's response to the following narrative questions. The total tab length shall not exceed ten pages. Responses to narrative questions will be evaluated within the appropriate evaluation criteria.

1. Based on information provided in this RFP and experience in working with other Virginia localities, what is

the Offeror's perspective on the most significant risks to this Project and how do you plan to mitigate these risks?

2. What is your process for monitoring, escalating, and resolving issues that will arise during the Project?
3. Provide a clear description of Project management responsibilities between RPS and the Selected Contractor.
4. RPS intends to abide by an aggressive implementation timeline. What is the earliest you can begin implementation after contract signing, and how long does your firm expect will be needed to complete all phases of the project?
5. Please describe your organization's recommended approach toward retention of legacy data. Please describe what options are available / supported within your proposed solution. Also, please provide any relevant references of organizations that have successfully addressed legacy data with your solution.
6. What other system modules or products would the Offeror recommend to be complementary to the Project Scope as described in Section I?
7. What strategic decisions or direction is your firm taking or making related to the product being proposed today?
8. When will the next release be available (both major and minor releases)?
9. How long does the typical implementation of the product being proposed take for an organization of similar size to RPS?
10. Does your firm complete the implementations of the product being proposed or is this effort outsourced?
11. What other applications will the product being proposed integrate with or have integrated with in the past? Specifically, please indicate which document management systems your product can integrate with and if there are additional costs to integrate with a document management system.
12. What sets your firm's proposed product apart from your firm's competitors?
13. Please describe your experience and approach to projects that involve creating the ability to provide data and reports to various agencies with whom RPS interacts: City, State & Federal.
14. Does the system(s) have the ability to operate across platforms? (i.e., Windows, Mac, Chrome, etc.)
15. Please explain the way in which the software supports the use of a single vendor record across modules. Does the system support the use of a consolidated vendor and customer file, and if so, what is the process of managing the vendor/customer file?

#### **Tab 18 - Exceptions to Terms and Conditions (Other Than Liability)**

The eighteenth tab of the Proposal should include any exception the Offeror takes to the terms and conditions requirements, other than liability provisions, set forth in this RFP. The offeror shall state any exceptions to liability provision in writing at the beginning of negotiations. The successful Offeror will be required to execute the attached contract, which includes all terms and conditions of this RFP by reference. Offerors intending to request additional or different language, or taking exception to these terms and conditions, must include such language or note such exceptions, with their proposal. Failure to provide additional or different language, or noting specific exceptions to these terms and conditions, with the proposal submission shall be considered as acceptance of all terms and conditions of the contract and this RFP.

Offeror should identify the areas where they feel the requested service or product is not available, deviates from the specific requests, or is deemed to be an unwise or unwarranted approach. The Offeror will describe exceptions to the RFP and identify their impact to RPS, including, but not limited to, workarounds, reductions in

performance, capacity, flexibility, accuracy, and ultimately cost and value. RPS reserves the right to disallow exceptions it finds that are not in the best interests of RPS. Any and all exceptions to the requirements of this RFP must be identified and fully explained in the submitted Proposal.

#### **Tab 19 - Attachments: Required Forms**

The nineteenth tab of the Proposal should include the following Forms and Attachments:

1. Attachment A – Bonfire Portal Submission Instructions.
2. Attachment B – Contractor Reference Form
3. Attachment C – Minority Business Participation Form
4. Attachment D – Virginia SCC Form
5. Attachment E – Certificate of Insurance
6. Attachment F – Certification of Interests & Relationships with School Board and Richmond Public Schools Employees
7. Attachment G – Proposed Functional Areas Form
8. Attachment H – Responsibility of Data Conversion Activities
9. Attachment I – Company Background and History Form
10. Attachment J – Contractor Project Team Resumes
11. Attachment's K & L – Cost & Resource Hours Excel Workbook
12. Attachment M – Ownership of Deliverables Form
13. Attachment N – Crimes Against Children Certification.

#### **Tab 20 - Price Proposal**

The Price Proposal, to be submitted under separate cover, should consist of three sections:

1. Cost Worksheets as contained in Attachment K, which should include all customization costs; Offerors shall not modify the worksheets in any way.
2. Contractor's Travel and Expense Policy.
3. Brief Statement of Agreement with Payment and Retainage Terms identified in the terms and conditions of this RFP. If an Offeror does not agree with all items, a description of those items should be provided for which exception is taken.

**SUBMISSION OF PROPRIETARY INFORMATION:** All information submitted to RPS in response to this solicitation will constitute public information and will be available to the public for inspection upon request pursuant to the Virginia Freedom of Information Act (FOIA). All topics relating to proposed costs are FOIA-able and cannot be considered proprietary and withheld.

### **III. PROPOSAL EVALUATION PROCESS:**

RPS shall appoint a Selection Committee to review and evaluate all proposals submitted by Offerors responding to this RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria listed in Section IV. RPS will require top ranked Offerors to provide system demonstrations as part of the final evaluation process. Demonstrations will be conducted at RPS offices TBD. Firms invited to provide demonstrations should be prepared to have general discussions on non-binding estimates of cost to provide requested services. **Selection and award.** Selection shall be made of two (2) or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the request for proposal, including price if so stated in the request for proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. Request for proposals for information technology goods and services shall not require that an offeror state any exception to any liability provisions. If selected for negotiations after the proposal is submitted, the offeror must state any

exception to the liability provisions in writing at the beginning of the negotiations. After negotiations have been conducted with each offeror so selected, RPS shall select the one (1) which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the request for proposal; awards may be made to more than one (1) offeror. Should RPS determine in writing and in its sole discretion that only one (1) offeror is fully qualified, or that one (1) offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

RPS further reserves the right to make more than one award under this solicitation, and enter into negotiations with more than one Offeror.

Selected proposals best suited to meet the needs of RPS, at RPS's sole discretion, will then be short-listed. Contractors selected for the short list will be notified in writing and will be required to provide system demonstrations. Demonstrations will be conducted at RPS offices. Time limitations and demonstration requirements will be provided with the Offeror demonstration notification

RPS may elect, at its sole option, not to conduct discussions or demonstrations with respondents. Demonstrations will involve a scripted demonstration and potentially a separate room for questions and answers. Offerors who are invited to participate in demonstrations are advised that the provided scripts must be strictly adhered to while presenting. Optional modules or functionality shall not be presented if they fall outside the scope of requested functionality or that functionality which has been proposed by the Offeror. RPS Evaluation Committee will conduct a scoring meeting following demonstrations, Reference checks, and if necessary site visits, will be conducted following the demonstration process for selected offerors.

RPS may request additional information or clarification of proposals.

#### **IV. PROPOSAL EVALUATION CRITERIA**

The respondents will be evaluated on the following criteria:

1. **Functionality** - This criterion considers the ability of the proposed software to meet RPS's functional areas listed in the table above. This includes the ability to meet the Functional and Technical Requirements contained in Attachment B for the functional areas and the ability for the proposed software to integrate with RPS's system environment. **(25 points)**
2. **Technical** - This criterion considers the ability of the proposed software to align with RPS's preferred technical specifications and interface requirements. This criterion will also consider the level of integration among proposed system modules. This may include warranty provisions (both professional services and software), as well as software support and maintenance terms. **(15 points)**
3. **Approach** - This criterion considers the Offeror's understanding of the scope of work and the quality and clarity of the Offeror's written methodology and description of the proposed approach to accomplish the work. This criterion also considers the Offeror's approach to training and support. **(20 points)**
4. **Experience** - This criterion considers the Offeror's experience in providing the services solicited by this RFP as set forth in the Offeror's response. Offeror must have previous experience working with local governments and/or schools (preferably former Virginia BAI/Bright system users) within the last three (3) years. This criterion also considers information gained through reference checks and site visits. **(20 points)**
5. **Cost** – This criterion considers the price of the services solicited by this RFP. Proposals will be evaluated on their pricing scheme as well as on their price in comparison to other Offerors. **(15 points)**
6. **Other** – Any other relevant information offered or discovered during the evaluation process. **(5 points)**

**TOTAL = 100 Points**

RPS reserves the right to evaluate any sources of information available.



The selection process shall be governed by and completed in accordance with the Richmond Public Schools Procurement Ordinance. If any provision of this Request for Proposal shall be found to be inconsistent or in conflict with such policy, the terms of the ordinance shall govern.

RPS reserves the right to reject any or all proposals.

## **PROPOSED SCHEDULE**

The School Board has tentatively determined the schedule for selection of the consultant as follows: (All dates are all "approximations" and can be moved up / moved out as necessary)

1/22/2020	Release Request for Proposal in eVA
1/28/2020	Optional Pre-proposal meeting via Zoom or in person
1/31/2020	Cut-off for Questions from potential offerors
2/07/2020	Issue Addendum with Answers to Questions
2/21/2020	Proposals Due by 7:00p.m. (EST) in Bonfire Portal
2/24/2020 - 2/28/2020	Proposal Review and Rankings
3/2/2020 – 3/5/2020	Finalist Interviews and Rankings (If needed)
3/6/2020 – 3/11/2020	Negotiations
After 3/11/2020	School Board Approval
After 3/11/2020	Legal Review, Signatures, Final Executed Contract

## **PROPOSAL REQUIREMENTS**

General Requirements:

The proposal shall contain, at a minimum, the following information under the following sections organized in the order given below. Firms may use a format of their choosing within the sections however a format easy for uploading would be your best choice. Any proposal not containing the required information may be rejected by the division.

### **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

Offerors shall submit their proposal, electronically, as detailed in Attachment "A" and follow the instructions contained in this Request for Proposals and supply all information as requested. Proposals not conforming to this Request for Proposals or failing to comply with these instructions may be categorized as nonresponsive, and thereby disqualified. Additionally, proposals that repeat the language of this solicitation without further development will be considered nonresponsive.

The proposal will be concise, typed, and submitted as outlined in Attachment "A". All documents must also be submitted electronically in accordance to Attachment "A", and signed by the offeror's contractual binding authority. Proposals must be received no later than 7:00 p.m., EST, on February 21, 2020. Proposals will not be accepted after the closing date and time as the submission portal will not allow late nor incomplete submissions.

Any additional information regarding the firm that the firm believes would be helpful in evaluation of the proposal. Do not include advertising brochures or other promotional material in the proposal.

## TERMS AND CONDITIONS:

1. **Proposal Acceptance Period:** This proposal shall be binding upon the offeror for 90 calendar days following the proposal due date. Any proposal on which the offeror shortens the acceptance period may be rejected.
2. **Cancellation of Contract:** RPS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Contractor for just cause or as provided in the Contract. Any contract cancellation notice shall not relieve the Contractor of the obligation to provide services until the effective date of cancellation.
3. **Availability of Funds:** It is understood and agreed between the parties herein that RPS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **Default:** In case of failure to deliver goods or services in accordance with the terms and conditions, RPS, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.

This remedy shall be in addition to any other remedies, which RPS may have. Any local stocking facilities, local representative or any other training or personnel requirement furnished under this contract must remain in effect for the entire duration of the contract. Any manufacturer reorganizations or other considerations that alter the contract requirements without RPS approval shall be deemed breach of contract and grounds for RPS to void such contract.

5. **Ethics in Public Contracting:** By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or endorsements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any; payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
6. **Closing Date and Time:** To be eligible for consideration, proposals must be received on or before February 21<sup>st</sup>, 2020 at 7:00PM EST.
7. **Submittals:** All documents must also be submitted electronically in accordance to Attachment A, and signed by the offeror's contractual binding authority.
8. **Inquiries:** It is the responsibility of the proposed offeror to inquire, in writing, about any portion of this RFP that the offeror does not understand. RPS will not be bound by verbal responses to questions. All inquiries concerning this RFP should be made not less than five (5) days prior to the closing date.
9. **Minority Business Participation:** RPS, in awarding contracts to its contractors and suppliers, shall strive to obtain a minimum twenty percent (20%) of the annual aggregate expenditure of contracts and services from minority-owned business enterprises. (See Attachment C)

Such contracts and services shall include, but are not limited to, contracts for the sale and furnishing of supplies, materials and equipment, for providing contractual services, and for writing and furnishing policies of insurance and surety bonds in which RPS is the principal insured or party from whom such bond is written and for which policy of insurance or bond the premium charged is billed to RPS.

Minority means a minority that has been subjected to legally-mandated racial segregation in the City of Richmond (African-Americans).

10. **Advertising:** It is understood and agreed that, in the event a contract is awarded for the services to RPS, it shall not be used in any way in product literature or advertising, without prior, written approval or RPS.

**11. Virginia Public Procurement Act/Nondiscrimination  
Employment Discrimination by Contractor Prohibited  
(Section 11-51, Code of Virginia)**

a. During the performance for this solicitation/contract, the Contractor (professional) agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

b. The Contractor will include the provisions of the foregoing paragraphs a.1, 2 and 3 in every subcontract or purchase order of over \$10,000 so that the provision will be binding upon each subcontractor or vendor.

**12. Contract Document – Option to Renew:** This RFP, its addenda, successful offeror's proposal, and additional information requested, the RPS Standard Contract and negotiated changes will constitute the final contract. These documents will be incorporated by reference into all purchase orders processed as part of this contract. Wherever used herein, this contract refers to the final contract resulting from this RFP evaluation and negotiation process. It is further understood and agreed that a resulting contract may be extended by mutual consent thirty (30) days prior to the expiration of resulting one (1) year terms. RPS and the Contractor may, in writing, one to the other, mutually agree to extend such contract for two (2) successive five (5) year terms upon mutual agreement or until terminated with the provisions contained herein.

**13. REJECTION OF PROPOSALS:** RPS reserves the right to reject any and all proposals. The Richmond City School Board reserves the right to negotiate with the selected Offeror(s) in order to best serve the needs of the School Board, in respect to both cost-effectiveness as well as providing the requested services.

**14. EQUAL EMPLOYMENT OPPORTUNITY:** In accordance with federal laws, the laws of the Commonwealth of Virginia, and the policies of the School Board of the City of Richmond, RPS does not discriminate on the basis of sex, race, color, age, religion, disability, or national origin in the provision of employment and services. RPS operates equal opportunity and affirmative action programs for students and staff. RPS is an equal opportunity/affirmative action employer.

**15. FAITH BASED ORGANIZATION:** RPS does not discriminate against faith-based organizations.

**16. INSURANCE:** The successful Offeror(s) must furnish to the School Board evidence of its professional liability insurance with limits of \$1,000,000 for each occurrence.

The Offeror(s) also agrees to defend, save harmless, and indemnify the School Board from and against any and all claims for damages against the School Board allegedly caused by its errors, omission, or negligent acts in the performance of services under this contract. The Offeror(s) further agrees to defend, save harmless, and indemnify the School Board from and against all claims for damages against the School Board allegedly caused, or efficiently contributed to, by its intentional failure to perform pursuant to the terms and conditions of this contract. **(Attachment E)**

**17. DRUG FREE WORKPLACE: During the performance of the contract, the Offeror agrees to:**

- Provide a drug-free workplace for the Offeror's employees.
- Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- State in all solicitations or advertisements for employees placed by or on behalf of the Offeror that the Offeror maintains a drug-free workplace.
- Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Offeror in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Any such behavior or activity shall be grounds for termination of Contract and possible legal penalties against vendor. Subcontractors shall be subject to the same requirements.

**18. TAXES: RPS is exempt from federal, state, and excise taxes. The contractor shall not include such taxes in any invoices under this agreement. Exemption certificates, if required, will be provided upon request. The contractor shall pay all sales, consumer, use and other similar taxes for the work or portions thereof provided by the contractor which are legally enacted at the time proposals are received, whether or not yet effective. All taxes – City of Richmond business license, personal property, real estate and all other applicable tax requirements – are the responsibility of the contractor. RPS assumes no tax liability under the RFP and any resulting contract.**

**19. INVOICES: Contractor shall submit to RPS all invoices promptly upon completion of the requirements for and acceptance of the services required under any resulting contract.**

Invoices shall not include any costs other than those identified in the executed RPS purchase order processed under this contract or any subsequent change orders issued by the RPS Purchasing Department.

All shipping costs are the contractor's responsibility, except to the extent such charges are identified in the executed RPS purchase order or change orders.

Contractor's invoices shall provide at a minimum:

- Type and description of the service provided;
- This RFP number and the RPS Purchase Order number.

**20. NON-ASSIGNMENT: The contractor shall not, under any circumstances, assign the whole or any part of this contract or any monies due or to become due hereunder without prior written consent of RPS. In case the contractor assigns all or any part of any monies due to or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due to or to become due to the contractor shall be subject to prior liens of all persons, firms and corporations for services rendered or materials supplied for the performance of work called for in this contract.**

**21. NO CONTACT POLICY:**

Any contact with any RPS representative, other than that outlined in IV.G concerning this RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.

## **22. AWARD**

Proposals will be evaluated and an award will be made to the Offeror who best meets the qualifications set forth in the RFP in accordance with the provisions of the Code of Virginia, Virginia Public Procurement Act. Award of contract shall be at the sole discretion of Richmond Public Schools. Such award shall be based upon the evaluation of all requested information. Richmond Public Schools reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in the process. Further, Richmond Public Schools reserve the right to enter into any contract deemed to be in the best interest of the School Division.

Richmond Public Schools is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

## **23. STANDARD CONTRACT**

The selected Offeror will be expected to enter into an agreement as contained in a standard RPS contract.

## **24. TERMS OF CONTRACT**

RPS and the Contractor may, in writing, one to the other, mutually agree to extend such contract for two (2) successive five (5) year terms upon mutual agreement or until terminated with the provisions contained herein.

## **25. ANTI-COLLUSION CLAUSE**

During the preparation and submission of this proposal, the Offeror agrees as follows:

Offeror did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competitive negotiation in violation of the Sherman Act (15 U.S.C. Section 1 et seq.), Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia. Any perceived incidence of price fixing or anti-trust violation shall be reported to the State Attorney General for possible enforcement of the anti-trust laws.

Offeror hereby certifies that the contract, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, Richmond Public Schools has an interest in, or is concerned with, this proposal, and, that no person or persons, firm or Corporation other than the Offeror, have, or are, interested in this proposal.

## **26. APPLICABLE LAW**

The contract shall be deemed to be a Virginia contract and shall be governed as to all matters, whether of validity, interpretations, obligations, performance or otherwise, exclusively by the laws of the Commonwealth of Virginia. All questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, the contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

## **27. LAWS AND REGULATIONS**

Offeror attention is directed to the fact that all applicable federal, state and local laws, municipal ordinances, including all rules and regulations of all authorities having jurisdiction over the project shall apply to the contract. They will be deemed to be included in the contract the same as though herein written out in full. Offeror must possess all necessary licenses and permits required to conduct its business and will acquire any additional licenses and permits necessary for performance of the contract prior to the initiation of work. If the Offeror is a corporation, Offeror further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions.

**28. NOTICES**

All notices, requests, demands, and elections under the contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals.

To Richmond Public Schools: **Director of Procurement & Property Management**

To Successful Offeror: **Manager as defined in successful Offeror proposal.**

Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

**29. HOLD HARMLESS – INDEMNIFICATION**

It is understood and agreed that contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of the contractor, or its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by the contract. Contractor agrees to indemnify and hold harmless Richmond Public Schools and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this contract, and (c) the performance of the work by contractor or those for whom contractor is legally liable. Upon written demand by Richmond Public Schools, contractor shall assume and defend at contractor's sole expense any and all such suits or defense of claims made against Richmond Public Schools, or its agents, volunteers, servants, employees or officials.

**30. ADA COMPLIANCE**

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding should contact the Purchasing Officer no later than five (5) business days prior to the meeting at (804) 780-6162. If you are hearing or speech impaired, please contact the agency by calling the Americans with Disability Act Office TTY: Contact Relay Center at 711.

**31. CERTIFICATION OF CRIME AGAINST CHILDREN**

The Contractor shall provide certification that Contractor and Contractor's employees, and all other persons who will have direct contact with students on school property during regular school hours or during school-sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. In accordance with this paragraph, Contractor shall execute the certification attached hereto as "**Attachment N**" and submit the certification contemporaneously with this executed Contract.

Pursuant to Code of Virginia §22.1-296.1, any person making a materially false statement regarding offenses which are required to be included in the certification reference above shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Richmond Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract.

**32. CERTIFICATION OF INTEREST & RELATIONSHIPS WITH SCHOOL BOARD AND RICHMOND PUBLIC SCHOOLS EMPLOYEES**

To the extent that neither Contractor nor any of Contractor's officers, directors, or executive employees, maintains a financial or familial relationship with any person acting for or employed by, the School Board or RPS, Contractor shall reveal such relationships to the School Board. In accordance with this

paragraph, Contractor shall execute the certification attached hereto as **Attachment F** and submit the certification contemporaneously with this executed Contract.

**33. UNAUTHORIZED ALIENS**

The Contractor certifies that it does not, and shall not during the performance of this Contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**34. AUDITS**

RPS shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to any resulting contract or agreement (including any and all documents and other materials, which support or underlie those books and records), kept by or under the control of the contractor, including, but not limited to those kept by the contractor, its employees, agents, assigns, successors and subcontractors. The contractor shall maintain such books, and records, together with such supporting or underlying documents and materials, for the duration of this contract or agreement and for at least three (3) years following the completion of this contract or agreement, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to RPS, through its employees, agents, representatives, contractors or other designees, during normal business hours at the contractor's office or place of business in Richmond, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Richmond, Virginia, which is convenient for RPS. This paragraph shall not be construed to limit, revoke or abridge any other rights, powers or obligations relating to audit, which RPS may have by state, RPS, or federal statute, ordinance, regulation or agreement, whether those rights, powers or obligations are express or implied.

**35. COMMONWEALTH OF VIRGINIA REGISTRATION**

Pursuant to Code of Virginia §2.2-4311.2 as amended, the Contractor warrants that it is authorized to transact business in the Commonwealth of Virginia if so required by Title 13.1 or Title 50 or as otherwise required by law, and agrees to maintain such authorization during the performance of this Contract. **Vendor must submit appropriate documentation with their proposal, if required. (Attachment D)**

**36. SEVERABILITY**

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.

**37. EXTENSION OF CONTRACT**

Richmond Public Schools reserves the right to extend the resulting contract for any reason for a period(s) up to but not to exceed 12 months. Any extension beyond 12 months will be subject to RPS renewal clause as stipulated above. This provision in no way impacts or alters the RPS's ability to renew the resulting contract consistent with the renewal option clause. This extension clause may be exercised when RPS determines that an extension of the contract is advantageous to the School Board. If it is then decided to renew the resulting contract, the renewal date will commence on the day following the last day of the contract extension.

**38. CONSUMER PRICE INDEX (CPI)**

For future contract periods, price increases shall be limited to the percentage increase in the Consumer Price Index, Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average, Professional Services for the most recently published twelve months as published by the U.S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made shall be the prices in effect during the contract terms prior to the proposed term.

### **39. CONTRACT PERIOD AND CONTRACT ADMINISTRATION**

The contract shall be for a 10 year maximum timeframe to include two (2) successive five (5) year renewal options. The effective date for the contract start date will be from the Date of Award and continuing through 5 years after date of contract award.

The successful administration of this contract will require close coordination with School Board. The Procurement Department has designated the Contract Administrator Nicholas Cammarano, Information Technology Services Director, who shall coordinate the work, and shall have the authority to make decisions in writing binding their respective employers on matters within the scope of the contract. Any modifications made must be authorized by the Director of Purchasing and issued as a written amendment to the Contract.

#### **Additional Provisions**

Pursuant to the requirements of Section 2.2-4354 of the Code of Virginia of 1950, as amended the Contractor shall include the following in any Contract with a subcontractor related to this Contract:

1. The Contractor shall take one (1) of the two (2) following actions within seven (7) days after receipt of amounts paid to the Contractor by the School Board for work performed by the subcontractor under this Contract:
  - a. Pay the subcontractor for the proportionate share of the total payment received from the School Board attributable to the work performed by the subcontractor under this Contract; or
  - b. Notify the School Board and subcontractor, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. The Contractor shall provide its federal employer identification number to the School Board.
3. The Contractor shall pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the School Board for work performed by the subcontractor under this Contract, except for any amount withheld as allowed in subdivision 1.b above.
4. Unless otherwise provided under the terms of this Contract, such interest shall accrue at the rate of one percent (1%) per month.
5. The Contractor shall include in each of its subcontracts a provision requiring each subcontractors to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Contractor's obligations to pay an interest charge to a subcontractor pursuant to the payment clause above may not be construed to be an obligation of the School Board.

#### **EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED**

1. During the performance of this Contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability or other basis prohibited by state law relating to discrimination, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.



- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The Contractor will include the provisions of the foregoing paragraph a., b., and c. in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.
3. The Contractor shall not discriminate against faith-based organizations pursuant to provisions of Section 2.2-4343.1 of the Virginia Code of 1950, as amended.

RPS does not discriminate against faith-based organizations pursuant to provisions of Section 2.2-4343.1 of the Virginia Code of 1950, as amended.

#### **DRUG-FREE WORKPLACE**

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

Drug-free workplace means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of this contract.



## Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement
Signed Cover Page	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Minority Business Form (Attachment C)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Crimes Against Children Certification (Attachment N)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required



## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
	.doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)		
Virginia SCC Form (Attachment D)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Certificate of Insurance for all required Coverages (Attachment E)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 1 - Executive Summary	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 2 - Project	File Type: Any (.csv,	Multiple	Required



## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
Approach and Software Solution	.pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)		
Tab 3 - Implementation Methodology	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 4 - Company Background and History	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 5 - Key Proposed Personnel and Team Organization	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required

## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
	.zip)		
Tab 6 - Project Roles and Responsibilities	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 7 - Project Schedule	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 8 - Functional and Technical Requirements Response	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 9 - Training Plan	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot,	Multiple	Required



## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
	.dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)		
Tab 10- Data Conversion Plan	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 11 - Software Hosting	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 12 - Testing and Quality Assurance Plan	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 13 - Ownership of Deliverables	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt,	Multiple	Required



## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
	.pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)		
Tab 14 - Subcontracting	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 15 - References	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 16 - Site Visit References	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv,	Multiple	Required



## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
	.zip)		
Tab 17- Response to Narrative Questions	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 18 - Exceptions to Terms and Conditions (Other Than Liability)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 19 - Attachments: Required Forms	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Tab 20 - Pricing Proposal	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot,	Multiple	Required





## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
	.dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)		
Contractor Reference Form x 5 (Attachment B)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Responsibility of Data Conversion Activities (Attachment H)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Company Background History Form (Attachment I)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Proposed Functional Area Form	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt,	Multiple	Required



## Attachment "A" Enterprise Resource Planning (ERP) System

Name	Type	# Files	Requirement
(Attachment G)	.pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)		
Cost & Resource Hours Excel Workbook (Attachment K &L)	File Type: Excel (.xls, .xlsx)	Multiple	Required
Contractor Project Team Resumes (Attachment J)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Ownership of Deliverables Form (Attachment M)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.



## Attachment "A" Enterprise Resource Planning (ERP) System

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

## 2. Upload your submission at:

<https://rps.bonfirehub.com/opportunities/23106>

The Q&A period for this opportunity starts Jan 22, 2020 7:00 PM EST. The Q&A period for this opportunity ends Jan 31, 2020 10:00 PM EST. You will not be able to send messages after this time. For any questions, please post them in the "Opportunity Q&A section" of the Messages tab in the Bonfire Portal.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Feb 21, 2020 7:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### Need Help?

Richmond Public Schools uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

**Attachment B – Contractor Reference Form**

*Offerors shall complete a Contractor Reference Form for each provided reference.*

- Offerors shall provide at least five (5) Pre-K-12 Public School Divisions with whom the Offeror has worked during the past three (3) years that are of similar size and complexity to the City of Richmond Public Schools. Further, the references provided shall meet the following criteria.
  - One (1) must be a Virginia client (per Section 1.9 – Minimum Qualifications).
  - Three (3) references that have been live with the software for a minimum of two (2) years.
  - Two (2) references that have been live with the current software version for less than one (1) year.
- Offerors shall provide an affirmative statement that the Offeror grants its consent for RPS to contact the Offeror's references for purposes of evaluating the Offeror for this Project and acknowledges that any information obtained from the Offeror's references will not be disclosed to the Proposer.
- Offerors should also include the contact information for three (3) similarly-sized Public School Districts with which RPS may conduct site visits. RPS prefers that site visit references be provided for Virginia clients.

**1. General Background**

Name of Client:		Address:	
Number of Employees:			
Operating Budget:			
Project Manager/Contact:		Title:	
Phone Number:		E-Mail Address:	
Summary of Project and Current Status:			

**2. Project Scope**

Please indicate all modules that were implemented as part of the project:

General Ledger and Financial Reporting	<input type="checkbox"/>	Human Resources	<input type="checkbox"/>
Fixed Assets	<input type="checkbox"/>	Payroll	<input type="checkbox"/>
Budgeting	<input type="checkbox"/>	Student Activity Reporting	<input type="checkbox"/>
Purchasing, Bids, and Contract Management	<input type="checkbox"/>		<input type="checkbox"/>
Accounts Payable	<input type="checkbox"/>		<input type="checkbox"/>
Accounts Receivable	<input type="checkbox"/>		<input type="checkbox"/>
Cash Receipts	<input type="checkbox"/>		<input type="checkbox"/>
Project Accounting	<input type="checkbox"/>		<input type="checkbox"/>
Grant Management	<input type="checkbox"/>		<input type="checkbox"/>
Time Entry	<input type="checkbox"/>		

**3. Project Information**

Total Project Budget:	
Project Start Date:	
Project End Date:	



## Attachment C - RFP# 20-6943-01 Enterprise Resource Planning (ERP) System

### ***MINORITY BUSINESS/PARTICIPATION COMMITMENT FORM***

Richmond Public Schools, in awarding contracts to its contractors and suppliers, shall strive to obtain a minimum of twenty percent (20%) of the aggregate expenditure from minority-owned business enterprises. To implement this policy, RPS shall encourage minority participation through subcontracting, joint ventures or other methods in contracting for jobs. You must complete this form, indicating the percentage of this contract that will be subcontracted to minority vendors and the level of participation awarded to minority contractors. **FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR PROPOSAL BEING DECLARED NONRESPONSIVE, THUS ELIMINATING YOUR FIRM FROM CONSIDERATION FOR THIS PROJECT.**

The offeror agrees to expend at least \_\_\_\_% of the contract if awarded for minority enterprises. For purposes of this commitment, the term "minority business enterprise" means a business at least fifty-one percent (51%) of which is owned and controlled by minority group members, or in case of a publicly-owned business, at least fifty-one percent (51%) of the stock of which is minority owned, and the business is controlled by minorities. For the purposes of the preceding sentence "minority group members" are citizens of the United States who are African-Americans. Minority Business Enterprises may be employed as subcontractors or as vendors or suppliers. The offeror must indicate the minority business enterprises it intends to utilize on this project and the percentage of the aggregate of the contract it intends to award to the minority firm.

**A. Offeror is a Minority Firm: \*Minority Group \_\_\_\_\_ (See Categories below)**

<b>B. Names and Addresses of Subcontracted Minority Firms</b>	<b>Contact Information (Phone and Email)</b>	<b>*Minority Group</b>	<b>Dollar Amount</b>
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____
			(Total)

**C. Offeror and the MBE(s) agree that the MBE shall not subcontract or assign any work described herein to another entity without the prior written approval of Richmond Public Schools.**

**D. The undersigned hereby certifies that he or she has read the terms of the commitment and is authorized to bind the offeror to the commitment herein set forth.**

#### **\*Minority Group Categories**

AFA	African American
HA	Hispanic American
AA	Asian American
NA	Native American
WO	Women Owned

\_\_\_\_\_  
Offer  
Name of Authorized Officer



## **ATTACHMENT D**

### **VIRGINIA STATE CORPORATION COMMISSION IDENTIFICATION NUMBER REQUIRED**

#### **RFP # 20-6943-01 Enterprise Resource Planning (ERP) System**

**The offeror shall check one of the following. The offeror is:**

- ☐ a corporation or other business entity with the following SCC Identification Number:  
\_\_\_\_\_ **-OR-**
- ☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- ☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**
- ☐ an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**\*\*NOTE\*\*** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SEC Identification Number after the due date for proposals. No award shall be issued to an offeror who fails to provide the required information unless a waiver of these requests is granted by the Director of Procurement.



**RPF# 20-6943-01 Enterprise Resource Planning (ERP) System  
SCHOOL BOARD OF THE  
CITY OF RICHMOND, VIRGINIA**

**ATTACHMENT E “CERTIFICATE OF INSURANCE”**

This is to certify that insurance policies covering the business operations mentioned below are in force in this company as follows:

Name of Insured:

Address:

Covering At:

Type of Work Covered:

<b>Insurance Coverage</b>	<b>Limits of Coverage</b>	<b>Policy No.</b>	<b>Effective</b>	<b>Expiration</b>
Workers' Compensation	Statutory—per the Virginia Workers' Compensation Act			
Employer's Liability	\$100,000—each accident \$100,000—each employee (disease) \$500,000—aggregate (disease)			
General Liability	\$2 million – general aggregate \$1 million – per occurrence			
Products & Completed Operations Liability	\$2 million – aggregate \$1 million – per occurrence			
Fire Damage Liability	\$500,000			
Medical Expense	\$2000			
Contractor's Protective Public Liability	\$2 million – aggregate \$1 million – per occurrence			
Contractor's Liability	\$1 million – per occurrence			
Automobile Liability	\$1 million – per occurrence			
Builder's Risk	100% of the completed value of the construction being performed			

The Workmen's Compensation policy covers the obligation of the insured under the Workmen's Compensation Law of Virginia. The above policies shall not terminate or otherwise expire to thirty (30) days after written notice to that effect is given by Certified Mail to the Purchasing Division of Richmond Public Schools:

**RICHMOND PUBLIC SCHOOLS**  
2395 Hermitage Road, Vatex Building  
Richmond, Virginia 23220-1307

at whose request this certificate is issued.

Date \_\_\_\_\_

Insurance Carrier

BY \_\_\_\_\_

Authorized Agent of Virginia



RFP# 20-6943-01 Enterprise Resource Planning (ERP) System

**ATTACHMENT “F”**

***CERTIFICATION OF INTERESTS & RELATIONSHIPS WITH SCHOOL BOARD  
AND RICHMOND PUBLIC SCHOOLS EMPLOYEES***

Contractor hereby certifies that neither Contractor, nor any of Contractor’s Officers, Directors, or Executive employees maintain a financial or familial relationship with any person acting for, or employed by the School Board or Richmond Public Schools (“RPS”).

To that extent that such relationships exist, Contractor shall reveal the relationship below by describing the nature of the relationship and identifying the person with whom such relationship exists.

Please complete and execute the certification statement(s) below.

\*\*\*\*\*

- Neither contractor nor its officers, directors, or executive employees maintain a financial or family relationship with any person acting for, or employed by, the School Board or Richmond Public Schools.
- The following individuals currently maintain a financial relationship with Contractor:

**RPS/School Board Employee’s Name:** \_\_\_\_\_

**Position with RPS/School:** \_\_\_\_\_

**Nature of Relationship:** \_\_\_\_\_  
\_\_\_\_\_

- The following individuals currently maintain a familial relationship with Contractor:

**RPS/School Board Employee’s Name:** \_\_\_\_\_

**Position with RPS/School:** \_\_\_\_\_

**Nature of Relationship:** \_\_\_\_\_

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Date**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_





## Attachment G – Proposed Functional Areas Form

Offerors shall complete Table G-01 in accordance with the RFP. Proposed modules that are required to satisfy the requirements associated with the functional areas identified in Table G-01 cannot be proposed complementary or optional.

**Table G-01: Proposed Functional Areas/Modules**

No.	Functional Area	Proposed Module(s) To Address Requested Functional Area	Third-party Partnerships and/or Solutions Successfully Integrated* with, in the Past	Licensing Model (Concurrent, Named User, Site License, etc.)
1	General Ledger and Financial Reporting			
2	Fixed Assets			
3	Budgeting			
4	Purchasing Bids, and Contract Management			
5	Accounts Payable			
6	Accounts Receivable			
7	Cash Receipts			
8	Project Accounting			
9	Grant Management			
10	Time Entry			
11	Human Resources			
12	Payroll			
13	Student Activity Reporting			

\*Successful integration should include only those instances where both the software and the client are in production environments.



## Attachment H - Responsibility of Data Conversion Activities Form

Vendors shall complete Table H-03 below based on whether the roles identified are supported by the proposed data conversion methodology and approach. The roles are defined below. Any conflicts shall be noted with a comment. In the event additional activities are proposed, the Proposers shall identify the roles for both the RPS and Implementation Vendor Project Teams.

**Table H-01: Definition of Roles**

Role	Summary
Lead	The party ultimately responsible for the activity.
Assist	The party provides active assistance for the activity.
Participate	The party provides passive assistance for the activity.
Share	Both parties share equal responsibility for the activity
None	The party has no role in the activity.

**Table H-02: Summary of Response Indicators**

Indicator	Response	Description
<b>S</b>	Supports	The proposal supports the prescribed responsibility roles with its proposed data conversion methodology and approach.
<b>C</b>	Conflict	The proposal has a conflict with the prescribed responsibility roles and proposed alternate responsibility in its proposed data conversion methodology and approach

**Table H-03: Responsibility of Deliverables**

No	Data Conversion Activity	Vendor Role	RPS Role	Response	Other Comments
1	Conversion Analysis	Lead	Participate		
2	Crosswalk Development	Lead	Participate		
3	Provide Conversion Data	None	Lead		
4	Provide File Layouts/Data Maps of Existing System	None	Lead		
5	Proof Data Provided	Assist	Lead		
6	Analysis of Data to be Converted	Lead	Assist		
7	Developing and Testing Conversions	Lead	None		
8	Review and Correct Errors	Share	Share		
9	Load Converted Data into Training Database	Lead	Participate		
10	Confirmation of Converted Data in Training Database	None	Lead		
11	Approval/Sign-Off of Converted Data in Training Database	None	Lead		
12	Load Converted Data into Live Database	Lead	Participate		
13	Confirmation of Converted Data into Live Database	None	Lead		
14	Approval/Sign-Off of Converted Data in Live Database	None	Lead		



## Attachment I – Company Background and History Form

Offerors shall complete a Company Background and History Form. If a partnership with third-party companies is a part of a Proposal, the company background and history form shall be provided for all third-party companies. It is expected that all of the points shall be addressed for each company involved in a Proposal, prime or third party.

**Table I-01: Company Background and History**

Metric	Response
Total number of employees	
Total number of employees committed to the product and support being proposed	
Office locations	
Total number of active clients	
Total number of active government clients	
Total number of active Pre-K-12 clients	
Total number of Virginia clients	
Total number of Virginia County clients	
Total number of combined County/School clients (or other clients with multiple separate legal entities)	
Total number of completed implementations of the proposed product and version	
Total number of active government clients using the proposed product version	
Total years offering government financial systems	
Largest active government installation including population	
Smallest active government installation including population	
Other products offered by company	



## RFP# 20-6943-01 Enterprise Resource Planning (ERP) System

### Attachment J – Contractor Project Team Resumes Form

Offerors shall complete a Contractor Project Team Resume Form. Resumes shall be specific to the actual personnel to be assigned to this Project for all primary roles.

<b>Name and Title:</b>		<b>Description of Project Roles and Responsibilities:</b>	
<b>Role on the Project:</b>			
<b>Home office location:</b>		<b>Listing of past projects where resource implemented the proposed product:</b>	
<b>Educational Background:</b>			
<b>Professional registrations and memberships:</b>		<b>Listing of past projects where resource implemented other software products:</b>	
<b>Professional references:</b>			
<b>Additional relevant information:</b>			

<b>Name and Title:</b>		<b>Description of Project Roles and Responsibilities:</b>	
<b>Role on the Project:</b>			
<b>Home office location:</b>		<b>Listing of past projects where resource implemented the proposed product:</b>	
<b>Educational Background:</b>			
<b>Professional registrations and memberships:</b>		<b>Listing of past projects where resource implemented other software products:</b>	
<b>Professional references:</b>			
<b>Additional relevant information:</b>			

<b>Name and Title:</b>		<b>Description of Project Roles and Responsibilities:</b>	
<b>Role on the Project:</b>			
<b>Home office location:</b>		<b>Listing of past projects where resource implemented the proposed product:</b>	
<b>Educational Background:</b>			
<b>Professional registrations and memberships:</b>		<b>Listing of past projects where resource implemented other software products:</b>	
<b>Professional references:</b>			
<b>Additional relevant information:</b>			

## Attachment M – Ownership of Deliverables Form

Offerors shall complete Table M-03 below based on whether the roles identified are supported by the proposed approach and implementation methodology. The roles are defined in Table M-01 and Table M-02 contains the indicators Contractors shall use to report their support of the identified roles. Any conflicts shall be noted with a comment. In the event additional deliverables are proposed, Offerors shall identify the roles for both the RPS and Contractor Project Teams. The resource hours provided as part of *Attachment L – Resource Hours Worksheets* should be appropriate based on the roles identified for each Project deliverable.

**Table M-01: Definition of Roles**

Role	Summary
Lead	The party ultimately responsible for the development of the deliverable.
Assist	The party provides active assistance in development of the deliverable
Participate	The party provides passive assistance in the development of the deliverable.
Owns	The party is solely responsible for the development of the deliverable.
Share	Both parties share equal responsibility for the development of the deliverable.
None	The party has no role in the development of the deliverable.

**Table M-02: Summary of Response Indicators**

Indicator	Response	Description
<b>S</b>	Supports	The proposed supports the prescribed ownership roles with its proposed implementation methodology and approach.
<b>C</b>	Conflict	The proposed has a conflict with the prescribed ownership roles and proposed alternate ownership in its proposed implementation methodology and approach

**Table M-03: Ownership of Deliverables**

No	Deliverable	Vendor Role	RPS Role	Vendor Response	Comments
1	Implementation Project Plan	Lead	Assist		
2	System Interface Plan	Lead	Assist		
3	Data Conversion Plan	Lead	Assist		
4	Testing and Quality Assurance Plan	Share	Share		
5	Pre- and Post-Implementation Support Plan	Share	Share		
6	Training Plan	Lead	Participate		
7	System Documentation	Owns	None		
8	Risk Register	Share	Share		



**ATTACHMENT "N"**  
**RFP# 20-6943-01 Enterprise Resource Planning (ERP) System**

***CERTIFICATION  
OF  
CRIMES AGAINST CHILDREN***

The Contractor shall certify that Contractor, Contractor's employees, and all other persons who will have direct contract with students on school property during regular school hours or during school-sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. In accordance with this paragraph, Contractor shall execute the certification attached hereto as Exhibit IV and submit the certification contemporaneously with this executed Contract.

Pursuant to Code of Virginia §22.1-296.1, any person making a materially false statement regarding offenses which are required to be included in the certification referenced above shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Richmond Public Schools shall not be liable for materially false statements regarding the certifications required under this Contract.

\*\*\*\*\*

Have you or, to the best of your knowledge, any of your employees who will have direct contact with students been convicted of a felony or any offense involving the sexual abuse or rape of a child?

☐ NO

YES (please explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Date**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_