



**an equal opportunity
employer**

Ladies and Gentlemen:

The Board of Public Education
208 Bull Street, Savannah, Georgia, 31401 912-201-5600

The Savannah-Chatham County Public Schools take this opportunity to announce that we are requesting proposals for **Re-bid Student Activity Fund Accounting System**. All proposals should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Proposals will be accepted prior to **11:00:00 AM, May 12, 2009** at which time they will be publicly opened and a list of offerors registered. If you are unable to submit a bid response at this time, and wish to remain on our list of potential suppliers, complete and return the Certification and Local and/or Minority/Women Business Enterprise Development (LMWBE) Information document found in this packet marked "No Response". All proposals will be evaluated as described in the attached document. Time is of the essence and any proposal received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated. **Late proposals received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late proposals will not be considered.**

Enclosed is a proposal packet, which outlines the items being solicited and instructions which describe the submission of the proposal.

All proposals must be submitted in duplicate in the enclosed special envelope. If proposal materials require additional envelopes, then all mailing articles must be combined together with the special envelope on top. If you wish to receive a copy of the proposal register, enclose a self-addressed stamped envelope and a copy of the register will be returned to you.

Please include in the proposal package a copy of the current business license if the prospective vendor is located within the City of Savannah of the County of Chatham.

If you have any questions concerning this proposal, please submit them in writing to at the address above or fax them to 912-201-7648. Your interest and participation in submitting a proposal will be appreciated.

Sincerely,

Sabrina Scales
Purchasing Director

REQUEST FOR PROPOSAL # 09-65

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed proposals for **Re-bid Student Activity Fund Accounting System** as specified in this Request for Proposal (RFP). The successful bidder(s) (hereinafter referred to as "the offeror") shall meet the terms and conditions set forth in this document and all attachments.

I. Standard Terms and Conditions of Proposal

A. Definition

Competitive sealed proposals are being solicited in response to this RFP. The competitive sealed proposal process differs from competitive sealed bidding in two important ways:

1. It permits discussions with competing offerors and changes in their proposal including price; and
2. It allows comparative judgmental evaluations to be made on various criteria (in addition to cost) for award of the contract.

B. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful offeror upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this proposal.

In the event the offeror wishes to provide additional services above and beyond the stated requirements of this proposal at "no cost" to the Board, these services should be identified and included in the proposal response.

C. Shipping, Delivery, Terms of Payment & Invoicing

All orders shall be shipped F.O.B. Destination to the designated site after receipt of the purchase order. Since the successful offeror(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the offeror.

The successful offeror agrees to reference the following on all shipping documents and invoices:

- 1.) Purchase Order Number
- 2.) Serial Number (as applicable)
- 3.) Part Number/Description/Nomenclature
- 4.) Quantity Ordered
- 5.) Quantity Shipped
- 6.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. **Per Board policy, backorders will not be accepted.** Accordingly, successful offeror(s) should not invoice until one shipment has been made for all items on order.

Offerors shall guarantee delivery of supplies and services in accordance with such delivery schedule as may be provided in the specifications.

The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education
Attn.: ACCOUNTS PAYABLE
208 Bull Street, Room 119
Savannah, GA 31401

Terms of payment will be 2% 10th Net 40 Days.

D. General Specifications/Scope of Work

Specifications/Scope of Work for **items/services** to be purchased are detailed in the attached Specifications Sheet "Attachment A" following Section III.

When reference is made in the specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event an offeror is proposing another manufacturer and/or model number other than stated in the specification, the offeror must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the offeror. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the offeror but shall put the offeror on notice to inquire of or identify the same from the Board.

E. Discontinuation of Equipment

In the event items requested are discontinued by the manufacturer, offeror shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

F Submittal of Objections

Objections from offerors to this Request for Proposal and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The offeror should submit any objections in writing not less than (5) days prior to the opening of the proposal. The objections contemplated may pertain to form and/or substance of the RFP documents and specifications. Failure to object in accordance with this

procedure will constitute a waiver on the part of the offeror to protest this Request for Proposal.

G. RFP Interpretations/Addenda

If any questions should arise pertaining to the RFP documents, the offeror may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education

Attn.:

208 Bull Street, Room 213

Savannah, GA 31401

Fax No.: (912)201-7648

Any interpretation of documents shall be made by addendum to the RFP. Copy of such addenda will mailed or faxed to each offeror receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, **02:00:00 PM on May 1, 2009**. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact offeror for pickup of any addenda prior to the **close of business on May 5, 2009**.

Any addenda issued during the time of the RFP shall be covered in submitted proposals, and in closing the contract shall become a part thereof.

H. Failure to Respond

If a proposal is not to be submitted but the offeror wishes to remain on the Board's list of offerors, the offeror should complete and return the Certification LMWBE Information document found in this packet marked "No Response".

I. Receipt & Registration of Proposals

Proposals and modifications shall be time-stamped upon receipt. Proposals shall not be opened publicly but shall be opened in the presence of two or more Purchasing officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

J. Errors in Proposals

Offerors or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the offeror's own risk. The offeror may withdraw a proposal prior to the proposal opening date and time by requesting to do so in writing.

K. Standards of Acceptance of Proposal for Contract Award

The Board reserves the right to reject any and all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a proposal of any offeror as being unresponsive when such offeror cannot document its ability to deliver requested services or when investigation show it is not in a position to perform the contract.

L. Compliance With Laws

The offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the offeror. Any such requirement specifically set forth in any contract document between the offeror and the Board shall be supplementary to this section and not in substitution thereof.

M. Indemnity Provisions

Where offeror is required to enter or go onto property to provide services or gather information, the offeror shall be liable for any injury (including death), damage or loss occasioned by negligence of the offeror, his agent, or any person the offeror has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

N. Cancellation/Default of Contract

In the event the successful offeror, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

O. Certification of Independent Price Determination

By submission of this proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this Request for Proposal:

1. The pricing structure in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
2. The pricing structure which has been quoted in this proposal has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

P. Local and/or Minority/Women Business Enterprise (LMWBE)

It is Board policy to improve opportunities for Local and/or Minority/Women Business Enterprise (LMWBE) to participate competitively in proposals for materials and supplies, and professional services.

All bidders must read and complete all documents included in Attachment "C" with all pertinent Exhibits.

Q. "Responsive" Offeror Criteria

* Availability of Products/ Services

- * Warranties/Guarantees
- * Ability to Meet Equipment Specifications/Proposal Conditions
- * Documented Quality of Product and Manufacturer
- * Service and Support Capability

R. Qualification of Offeror

A responsible offeror is defined as one who meets, or by the date of the proposal acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposal. The Board has the right to require any or all offerors to submit documentation of the ability to perform, provide, or carry out the service requested.

S. Proposal Discussion with Individual Offerors

Discussion may be held with offerors submitting proposals acceptable or potentially acceptable. The purpose of the discussions are:

1. Promote understanding of the Board's requirements and the offeror's proposals; and
2. Facilitate arriving at a contract most advantageous to the Board taking into consideration price and other evaluation factors set forth in the RFP.

T. Compliance with Specification/Terms and Conditions

The Request for Proposal, Legal Advertisement, General Terms and Conditions, Proposal Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Vendor's Response, any addenda, and/or any other pertinent documents form a part of the offeror's proposal and by reference are made a part hereof.

U. Award of Contract

The contract, if awarded, will be awarded by means of a two- step process as described in Attachment "A" Specifications for .

Product quality, service issues and other factors stipulated above in Condition "O" must be met to the satisfaction of the Board for a proposal to be considered responsive. Moreover, the Board will award the contract to the next most qualified offeror if the selected offeror is unable to execute a contract and provide delivery within the time parameters specified in this RFP.

In the case of a tie of more than three offerors at the conclusion of the first step, the top three offerors will be determined by the following criteria:

1. Savannah-Chatham County LMWBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If proposals remained tied, then award will be made by means of a public coin flip performed by the buyer and witnessed by one other Board employee and all interested parties.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal.

At its option, the Board may take either of the following actions in order to form an agreement between the Board and the selected offeror:

1. Accept a proposal by issuing a written "Notice of Award" to the selected offeror, which incorporates the proposal documents by reference and accepts all or selected portions of the offeror's proposal. This "Notice of Award" will represent a contractual obligation, and will be executed by both the Board and the selected offeror.
2. Enter into negotiations in an effort to reach a mutually satisfactory agreement entitled "Memorandum of Agreement for **Re-bid Student Activity Fund Accounting System**", which represents a contractual obligation and will be executed by both the Board and the selected offeror. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

V. Vendor Performance

The successful offeror(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future proposals.

W. Signed Proposal Considered Offer

The signed proposal shall be considered an offer on the part of the offeror, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the offeror after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

X. Public Information

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

II. Proposal Submittal Instructions

All proposals must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

A. Completion of Certification Form & LMWBE Program Information Form

1. Complete the attached Certification Form. Include a contact person for this proposal with a phone number where that person may be reached. **Include this form as the first page of the submittal.**

The offeror is required to provide references, including phone number and contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority designation.

3. Complete the "Where Did You Hear About This Proposal" section. This information is for statistical use

only.

4. Complete all pertinent documents within Attachment "C".

B. Completion of Proposal Submittal Form

For each item listed on the Proposal Submittal Form, complete with the requested information.

C. Proposal Preparation and Submittal

All proposals shall be:

* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.

* Submitted in the provided manila envelope, which is plainly marked with the proposal number and title, and date and time of proposal opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.

* Submitted on proposal forms as included in this RFP and in accordance with instructions stated above.

* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Proposal Opening date and time. Whether sent by mail or by means of personal delivery, the offeror assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the offeror.

* Proposals submitted by facsimile transmission will not be accepted.

* Considered an irrevocable offer for a period of sixty (60) days from the date of public proposal opening.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

Offerors shall provide **two (2) copy(s)** of submitted proposal proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

III. Special Terms and Conditions

The offeror agrees that the Board shall have the right to place purchase orders referencing **09-65** for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an "all or nothing" basis or an item by item basis based on the best interest of the Board.

A. Pricing

The offerors shall provide a **unit price for each item** on this RFP which will remain valid throughout the stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

OR

The bidder shall provide a **lump sum price totaling all items** on this RFP.

B. Samples/Demonstrations

The Board reserves the right to request samples after proposals are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will, upon request be returned at the offeror's expense. A call tag must be furnished and all shipping costs shall be at the offeror's expense. Each individual sample must be labeled with the offeror's name and manufacturer's brand name and part/model number.

C. Warranty

The offeror shall guarantee the products to be free of defects of material and/or workmanship for a period of at least **one (1) year** from the date of delivery. Any additional warranty offered by the offeror should be so stipulated in the proposal documents. If, during the warranty period, such faults develop, the successful offeror agrees to replace the unit or part affected without cost to the Board.

**CERTIFICATION FORM
BOARD OF PUBLIC EDUCATION
FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

RFP # 09-65

The undersigned offeror certifies that he/she has carefully read the preceding list of instructions to offerors and all other data applicable hereto and made a part of this Request for Proposal; and further certifies that the proposal submitted is in accordance with all documents contained in this request for Proposal package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This _____ day of _____, 20 _____. By _____
Name (printed)

Title Signature

Company

Address (Street, City, State, Zip)

Phone No. Fax No.

Federal Taxpayer I.D. No. e-Verify No.

Contact Person for This Bid Phone Number

REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:

1. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

2. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

3. Company Name: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Acknowledge Receipt of Addendum(s) # _____ # _____ # _____



Local and/or Minority/Woman Business Enterprise Development Information

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

OFFEROR: _____ RFP #

Please check ownership status as applicable:

____ Local ____ Woman

____ African American ____ Hispanic

____ Majority ____ Non-Local

Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF
_____, 201_____

Expires: _____ Notary Public; My Commission

HOW DID YOU HEAR ABOUT THIS RFP?

(This information is for statistical use only.)

____ City of Savannah, Department of Economic Development ____ The Herald Legal Ad

____ Received Request for Qualifications by Mail ____ Savannah News Press Legal Ad

____ The Savannah Tribune Legal Ad ____ Visiting the Purchasing Office

____ Other

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Savannah-Chatham County Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____, 201_
in _____(city), and _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201_

NOTARY PUBLIC

My Commission Expires: _____

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE
SUBCONSULTANT/SUPPLIERS

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ and _____ on behalf of (Savannah-Chatham County Public School Systems ("SCCPSS")) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS

DISCLOSURE OF RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
4. List any prior suspensions or debarments by any government agency.
5. List any contracts not completed on time.
6. List any penalties imposed for time delays and/or quality of material and workmanship.
7. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
8. List any pending civil actions against company for nonperformance of contract.

I, _____,
Name of Individual Title & Authority

Of _____
Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this ____ day of ____ 20____ by representing him/herself to be of the company named herein.

PROPOSER SUBMITTAL FORM

RFP # 09-65

SUBMITTAL REQUIREMENTS:

Proposals must be prepared simply and concisely on 8 1/2" x 11" paper. Elaborate artwork, expensive paper, bindings, visual, and other presentation aids are not required. Proposals should be as thorough and detailed as possible so that the Board may properly evaluate the Offeror's capabilities to provide the required services. In order to be considered for selection, Offerors must submit a complete response to this RFP to the Board as indicated on the cover sheet. Offerors shall provide one (1) unbound original and five (5) copies of the submitted proposal containing all pertinent documentation and one (1) CD-ROM copy of the response in word processing format. The Board assumes no responsibility nor obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal. No other distribution of the proposal shall be made by the Offeror. Offerors are required to submit the following items as a complete proposal:

The **return** of this **Request For Proposal** document, signed and filled out as required. No alterations shall be made to this document.

1. EXECUTIVE SUMMARY: This section shall provide a summary of the Offeror's proposal to provide the services detailed in the specifications. The Offeror shall clearly specify its proposed Student Activity Fund Accounting System and the ability to meet specifications as defined in the RFP.

- A. Documented quality of product relative to similar products on the market.
- B. Product expansion ability
- C. Features of solution to be provided

2. GENERAL: Location of Offeror's headquarters; nearest office; applicable telephone, facsimile numbers; email addresses and any other pertinent information relative to the size and organizational structure of the company. There shall be one point of contact for the Student Activity Fund Accounting System.

3. PROJECT TEAM: An organizational chart (block diagram) and written description of the proposed Project Team, with names and titles of the key individuals shown. Include supporting narrative to describe the qualifications, education and experience of the personnel to be assigned.

4. FINANCIAL DATA: Pertinent data which demonstrates the Offeror's corporate capability to successfully perform. This shall include information about the financial stability of the firm; e.g. annual financial reports and statements, Dun and Bradstreet and/or other credit bureau ratings.

5. PROJECT UNDERSTANDING: The Offeror shall provide a written narrative statement to demonstrate his or her understanding of the scope of work.

6. APPROACH/METHODOLOGY: The Offeror shall provide a written narrative describing the approach/methodology to providing services. Specifically describe your approach to providing the Student Activity Fund Accounting System.

7. EXPERIENCE: Describe the Offeror's prior related experience of providing Student Activity Fund Accounting Systems , for school divisions of similar size and scope. Responses must include the names, addresses, telephone numbers, fax numbers, and email addresses of contact persons, number of schools supplied, size and scope (magnitude and complexity) of that served, dollar value of contract, date of award and period of performance.

8. SUPPORT VERIFICATION: The Offeror shall submit a detailed description of their pre-sales and post-sales telephone and on-site support capabilities. Offeror's shall provide sufficient detailed information to assess their ability to work with the Board's personnel for pre-sales consultation and post-sales support. The information needs to include telephone support, available on-site support, including hours available and turn-around time for response follow-up.

9. VENDOR CHECKLISTS: The following checklists shall be completed and returned with the proposal.
Vendor Technical Checklist (Attachment "A-1")
Vendor Functional Checklist (Attachment "A-2")

10. VENDOR PROFILE: The Vendor Profile form (Attachment "A-3") shall be completed and returned with the proposal

11. COST PROPOSALS: The offeror shall complete the Vendor Cost Checklist ("A-4"). **The Vendor Cost Checklist shall be submitted in a separate sealed envelope.**

ATTACHMENT "A"

SPECIFICATIONS

RFP # 09-65

Re-bid Student Activity Fund Accounting System

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GENERAL INTENT:

The intent of these specifications is to set forth contract under which the Savannah-Chatham County Public School System (SCCPSS) may secure a vendor to replace the School Activity Funds Accounting System which supports the processing of school activity funds received and disbursed at individual schools. Any deviation from these specifications must be clearly noted by the offeror. Adequate information to allow the Board to evaluate those exceptions must be submitted with the proposal. Offerors must also submit descriptive literature with the proposal. All equipment must be new.

PERFORMANCE PERIOD AND PRICE ADJUSTMENTS:

If awarded, the successful offeror will be awarded an agreement for the hardware, software and installation as well as a 1 year agreement for technical support effective the day of award. The Savannah-Chatham County Public School District will not honor nor consider any price increase, fuel surcharge or add-on costs during the established initial performance period. Offerors shall submit a firm fixed price. The agreement may be renewed for two (2) additional twelve (12) month periods with bilateral agreement. The technical support purchased under this agreement may be subject to a price increase at the time of renewal based on the current Consumer Price Index. If the index does not accumulate data on the services defined by these specifications, by mutual agreement, the successful offeror may increase its prices for an amount not to exceed 5%. Any request for a price increase must be presented to the District at least 60 days before the expiration of the current agreement. Price decreases are permitted at any time.

RFP ACCEPTANCE PERIOD:

A ninety-day (90) period from RFP closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time. If we envision the process will not be completed by the end of the ninety-day period, the district will request a time extension, if the evaluation process is active.

AWARD:

If awarded, the resulting contract will serve as a one-time purchase for School Activity Funds Accounting System to include hardware, software delivery, set-up, installation and training. and two years technical support, The successful offeror shall be responsible for removing all dunnage following the final installation of the equipment. Proposals will be evaluated based on the established criteria listed in Attachment A, A-1, A-2, A-3, & A-4. The evaluation panel will review the proposals for completeness and rate them based on the criteria as listed in the Evaluation Criteria Section.

TRANSITION PERIOD:

Due to the nature of our purchasing process, oft times a transition period is required during the evaluation period, final contract negotiations or contract award and execution. The successful vendor shall agree to maintain the same terms and conditions as the original contract/agreement for a period not to exceed ninety (90) days, if necessary, as a transition period. In addition, if the current provider is not the successful proposer, he or she shall agree to provide the same level of services for a period not to exceed ninety (90) days, allowing for an orderly transition.

FISCAL FUNDING

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor by the Savannah-Chatham County Public School System (SCCPSS) solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereinafter referred to as "Event"). In such Event, the Purchasing Director of SCCPSS shall certify to the Contractor the occurrence thereof.

RIGHTS OF THE DISTRICT:

The district reserves the right to require additional information from respondents and to conduct necessary investigations to determine performance and the accuracy of information supplied. In addition, the district reserves the right to award partial contracts, no contract, cancel the RFP, or make any decision regarding this procurement that is in the best interest of the district.

BILLING:

The selection committee must clearly understand the basis under which SCCPSS may be billed for services. All conditions and assumptions must be stated within the RFP response.

EXAMINATION OF CONTRACT CONDITIONS:

It is the intent of the **SCCPSS**, through this RFP and contract conditions contained herein, to establish to the greatest extent possible complete clarity regarding the requirements of all parties to the Agreement(s) resulting from this RFP. Before submitting a proposal,

the Offerors should be familiar with all contract conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda will be incorporated with the RFP and shall be made a part of the contract documents as well as the Offeror's response to this RFP. It shall be the Contractor's responsibility to ensure the proposal includes an acknowledgment of the receipt of all addenda issued along with the proposal on the submission deadline as well as any other submittal requirements. The Offerors shall determine by personal examination, and by such other means as may be preferred, as to the actual conditions and requirements under which the Agreement must be performed. The SCCPSS will not be responsible for the Contractor's misunderstanding of the scope of work. Offerors must carefully review this RFP for defects and questionable or objectionable materials. Offeror's comments concerning defects and questionable or objectionable material in the RFP must be made in writing and received by Purchasing no later than the last day to submit questions as outlined in the this document.

PERMITS AND LICENSES:

The successful Offeror must be responsible for obtaining all necessary city and state permits/licenses and must comply with all local codes and ordinances. Copies of such permits/licenses shall be made available to the SCCPSS upon request.

SOFTWARE LICENSES:

The SCCPSS reserves the right to protect its reputation and its investment in computer software/hardware by enforcing strong internal controls to prevent the purchase of unlicensed copies of software. Be aware that software piracy is subject to both civil and criminal penalties. These acts can produce serious impact on the offending company's reputation and worst case, potential loss of customers. Therefore, if the SCCPSS suspects that any unauthorized pricing or unlicensed product is proposed, the SCCPSS will report such to the appropriate authorities and will reject such proposal.

INQUIRIES:

Interested PROPOSERS may contact the DISTRICT to get clarification of the proposal. All inquiries must be received no later than 2:00 PM, May 5, 2009. All questions shall be directed to Vanessa M. Kaigler, Director, **in writing**, to The Savannah-Chatham County Board of Public Education,

Purchasing Department, Room 213, 208 Bull St., Savannah, GA, 31401, or by fax at (912)

201-7648. No employee of The District is authorized to interpret any portion of the proposal or to give information as to the requirements of the proposal in addition to that contained in the written document. Interpretations of the proposal or additional information as to its requirements, where necessary, shall be communicated to proposers by written addendum to all PROPOSERS who requested the RFP. No verbal or e-mail responses will be provided.

SILENCE OF SPECIFICATIONS:

The apparent silence of any specifications and any supplemental specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of the specification shall be made upon the basis of this statement.

CONE OF SILENCE:

“Cone of Silence” means a prohibition of any communication regarding a particular request of proposal, bid, or other competitive solicitation:

1. Any person who seeks an award there from; including a potential offeror or offeror’s representative; and
2. Any School Board member or the member’s staff, the Superintendent and their respective support staff, or any person appointed by the School Board to evaluate or recommend selection in such procurement process.

CONTRACTOR'S PERSONNEL:

Contractor’s staff is to present a professional appearance. Personnel shall be neat, clean, well groomed, properly uniformed and conduct themselves in a respectable and courteous manner while performing duties and while at any SCCPSS facilities.

1. Qualifications of new people working under this contract will be submitted to the SCCPSS, in writing, for approval prior to them conducting any service under this contract. Submit list of all employees that will be working under the current contract and any intention for additional personnel, and back-up personnel for each function.
2. Employees shall wear a recognizable uniform. No hats shall be allowed indoors. Each technician performing work for the SCCPSS must carry a picture ID issued by the State

of Georgia (drivers license or State issued ID) that shall be presented upon request while on SCCPSS property. This provision will be strictly enforced.

3. Use of tobacco products shall only be allowed in designated area(s).

4. Contractor's personnel shall not play loud music, make unnecessary noises, or use language that causes offense to others.

5. The Contractor is not to use any Day Labor or temporary workers at any SCCPSS facility. This includes all technicians that are added subsequent to award. Failure to comply with this specification could result in immediate termination of the award and liquidated damages.

6. The employment of unauthorized aliens by any Contractor is considered a violation of Section 247 A (e) of the Immigration and Nationalization Act. If the Contractor knowingly employs unauthorized aliens, such a violation shall also be cause for cancellation of the contract.

7. Possession of firearms will not be tolerated on SCCPSS property; nor will violations of Federal and State laws and any applicable SCCPSS policy regarding Drug Free Workplace be tolerated. Violations will be subject for the immediate termination of any contract resulting from this Invitation to Bid.

8. "Firearm" shall mean any weapon (including a starter gun or antique firearm) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any destructive device; or any machine gun.

9. No person who has a firearm in their vehicle may park their vehicle on SCCPSS property.

If any employee of a Contractor or Sub-Contractor is found to have brought a firearm on SCCPSS property, said employee will be terminated from the SCCPSS contract by the Contractor or Sub-Contractor. If the Sub-Contractor fails to terminate said employee, the Sub-Contractor's agreement with the Contractor for the SCCPSS contract shall be terminated. If the Contractor fails to terminate said employee or fails to terminate the agreement with the Sub-

Contractor who fails to terminate said employee, the Contractor's agreement with the SCCPSS shall be terminated.

INSTALLATION AND PROGRAMMING:

Where stated on the Response Form and upon notification from SCCPSS of receipt of this equipment, the vendor will schedule installation in a time period acceptable to the Board. Installation shall proceed in a timely manner and shall be completed within (14) business days from start to finish. All items will be installed with new cables, connectors, etc. and shall be thoroughly tested. No cable splices shall be allowed. All equipment shall be properly and professionally installed, configured, programmed and tested to ensure the goals defined in the scope of this project are met in the optimal fashion using the equipment provided.

INTERVIEWS / PRESENTATIONS

Offerors who submit a proposals in response to this RFP may be required to give an oral presentation/ interview of their proposal to the Selection Committee This provides an opportunity for the offeror to clarify or elaborate on the proposal.

GENERAL INTENT

To upgrade the current system (Manatee) and associated hardware in order to support a web-based centralized solution for school activity funds collection, disbursement, reporting and auditing.

VENDOR PROFILE SPECIFICATIONS

The Objectives of this Project are to provide:

1. A system to efficiently provide for accounting of money collected by teachers, groups and organizations received from various sources at each individual school.
2. School Activities Funds accounting hardware and software.
3. A web-based computer system.
4. Appropriate security for various levels of use.
5. Adequate user training and system documentation.
6. Additional utilities to permit reporting capabilities by school and fund.
7. An interface to the AMS financial system as follows:

The Savannah-Chatham County Public School System currently uses the Manatee Accounting Software version 9.2. Manatee is an automated accounting system for public schools. It integrates cash receipts, cash disbursements, transfers, adjustments, general accounting and multiple reporting functions within a specific fiscal year.

Access to the system is by unique login name and password with multiple security levels available based on administrative function and school location.

The system includes separate menus for the various system functions and provides for both month end and year end processing. Check printing options, system backups and fiscal year initialization are also provided in the system.

8. Audit trails as required by the Internal Auditing Department.

System audit trails should include reports on system access (User ID, time, date, and screen accessed) and permanent shadow files on data updated (before and after images, User ID making change, time, and date).

9. Data conversion of ending and open balances and outstanding checks from the current Manatee system.

10. A formal project plan with milestones and deadlines, conduct regular project, vendor and sponsor meetings, .participate in project audits as requested for the duration of the implementation phase of the project as detailed in the Statement of Work (SOW).

11. Storage of all project documentation, project plans, issues logs, training schedules and communications in ACORN (Share Point Services).

The proposed system shall:

12. Comply with additional functional and technical requirements as outlined in the School Activity Funds Accounting System RFP.

13 The ability to convert the following current Chart of Accounts to a new configuration beginning in fiscal year 2010:

SCCPSS Chart of Accounts - General Ledger Number Format

FUND = LENGTH 3 CHAR

AGENCY = LENGTH 3 CHAR

ORG = LENGTH 4 CHAR

ACTIVITY = LENGTH 4 CHAR

OBJECT = LENGTH 4 CHAR

TOTAL 18 CHAR

XXX-XXX-XXXX-XXXX-XXXX

Fund-Agency-Org-Activity-Object

FUND: A set of interrelated accounts to record revenues and expenditures associated with a specific purpose. Funds are established as fiscal accounting entities in order to segregate financial records for purposes of legal compliance, accountability of special activities, measurement of different objectives, and management control.

Agency: Displays valid agency codes and related information. In addition to the agency code and name, agency displays the hierarchy elements (category, type, and group) associated with each agency.

Organizations: School or ancillary departments within the district.

Activity: An activity is an internal program that you want to define for budgeting and/or reporting purposes. Activities can cut across agency and fund boundaries. For example, more than one agency can spend money for the same activity, and more than one fund can supply money for the same activity.

Activity Charter:: An Activity Charter is a document that identifies the purpose of a school activity. The proposed software shall be able to upload/store and view such a document as an object in the SAF database.

OBJECT CODE: Expenditure classification, which describes the items purchased or services obtained. Examples include salaries, supplies, professional services, etc. This is the most detailed expenditure classification.

CHECKLISTS:

The following checklist attachments are to be completed and returned **with** the proposal.

The following attached four checklists (technical, functional, vendor profile and budget) in Excel format shall not be changed or altered in any way. They are provided for the insertion of responses only. Any proposal submitted with changed or altered checklists shall be disqualified.

The above **Checklists** are available by either **logging on to our website "SCCPSS. com"**, **select Bids & RFPs, select RFPs, select Student Activity Fund Accounting System , double click the above excel files** or by submitting an e-mail request to Joanna.Martin@SCCPSS.com before 2:00 P.M. on May 1, 2009..

*****The A-4 Budget (Cost) Checklist shall be returned in a separate sealed envelope clearly marked "Cost Proposal".**

HARDWARE:

The purchase of the hardware as detailed on the cost (budget) checklist is dependent on the successful vendor's specifications. SCCPSS reserves the right to purchase none, any or all of the aforementioned hardware.

CONVERSION:

The offeror shall project the amount of time to complete the conversion. The SCCPSS currently uses the AMS Advantage Financial System version 2.7.1 from CGI Group Inc.

for general ledger and accounting. There are several requirements related to the AMS financial system within the RFP:

- a. The current SAF system does not maintain the same chart of accounts format as the AMS Advantage financial system (AMS SCCPSS chart format attached). It is expected that the new SAF software will follow the same chart format.
- b. The vendor will convert the historical SAF financial data from its current chart format into the current AMS Advantage chart format within the SAF application.
- c. The SAF vendor will provide an automated interface from the SAF to the AMS financial application.
- d. The SCCPSS expects to implement a new financial system by the year 2010. The SAF vendor is expected to provide a modifiable and flexible chart format to accommodate whatever chart format is developed (general ledger number length and number of nodes) and to provide a mechanism to convert the existing SAF chart format and data currently in use to the new format. The Fee Proposal shall include the total cost for conversion.

SILENCE OF SPECIFICATIONS:

The apparent silence of any specifications and any supplemental specifications as to any details or the omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of the specification shall be made upon the basis of this statement.

WARRANTY:

The proposer shall guarantee the hardware & software to be free of defects of material and/or workmanship for a minimum of one year. Both the parts and labor to repair/replace the defective part/unit shall be included in the warranty. If during the warranty period, such faults develop, the successful bidder agrees to replace the part/unit affected without cost to the Board. Any additional warranty offered by the bidder should be so stipulated on the bid page.

LIQUIDATED DAMAGES:

If the successful offeror neglects, fails, or refuses to complete any of the conversion within the time specified in the contract, SCCPSS will require the offeror to pay liquidated damages for such breach of contract, for each calendar day of delay of the conversion unless the offeror has been granted an extension in writing by SCCPSS.

Failure to perform in accordance with the specification and terms and conditions of the contract, after having been notified in writing by SCCPSS of the specific deficiency, may result in SCCPSS requiring the vendor to pay liquidated damages until the deficiency is corrected. The liquidated damages will be assessed according to the contract value. If the deficiency, is not corrected within five days, the offeror may be considered in

default. If offeror defaults on the contract, SCCPSS may purchase the services elsewhere and charge any increase in cost to the defaulting offeror.

EVALUATION CRITERIA:

FUNCTIONAL 20%:

Provides for creation and maintenance of accounts for money collected; includes all required purchasing functions; permits use of debit/credit cards; provides separate accounts for each school; provides adequate audit trails; processes petty cash; transfer balances; separate checking account for each school; provides district-wide summary accounting; ability to convert to new Chart in 2010; other as described. The use of debit/credit cards refers to accepting these types of payments within the system, for example to purchase tickets for a school sports event or school recital.

TECHNICAL 20%

Web-based system; ease of use; includes multiple security/access levels; has adequate pre-programmed reports; includes a report writer utility; includes data export capabilities; has an AMS interface; other as described.

SOFTWARE 20%

Provide a web-based, central server, computer software application to process cash receipts and disbursements related to unlimited student functions at multiple remote locations. System functionality will also include processing transfers and adjustments and providing unlimited checking accounts, standard reporting features, an interface (export/import) utility and multi-level security including both local site (individual school) and central office (all schools) access.

K -12 SUPPORT 10%

Demonstrated expertise and proven success in similar size K-12 School Districts with implementation of School Activities Funds Accounting Systems.

VENDOR PROFILE 10%

General Presentation; knowledge of application; knowledge of K12 school funds process; company vision; continued viability of company; other as described.

COST 20%

Software cost; implementation costs; two year maintenance cost

TOTAL _____ 100%

PROPOSED CONTRACT:

Offerors shall submit a copy of the proposed contract with the RFP proposal.

TERMINATION FOR CAUSE/DEFAULT:

In case of failure to deliver goods or provide services in accordance with the contract terms and conditions, SCCPSS, after due oral or written notice, may procure them from other sources and hold the proposer(s) responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which SCCPSS may have. Specifically, if, through any cause, the proposer(s) shall fail to fulfill

in a timely and proper manner their obligations under this contract, or if the proposer violate any of the covenants, agreements, or stipulations of this contract, SCCPSS shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding the above, the proposer shall not be relieved of liability to SCCPSS for damages sustained by SCCPSS by virtue of any breach of contract by the proposer. SCCPSS may withhold any payments to the proposer for the purpose of set off until such time as the exact amount of damages due to SCCPSS from the vendor is determined.

TERMINATION FOR CONVENIENCE:

SCCPSS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of SCCPSS. Any such termination shall be effected by delivery to the vendor, at least ten (10) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the vendor must stop all work or deliveries under the purchase order/contract on the date and to the extent specified; however, any contract termination notice shall not relieve the vendor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

ATTACHMENT "B"

INSURANCE REQUIREMENTS

Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.
2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than \$100,000 combined single limit per occurrence, \$500,000 per project aggregate covering all work performed under this contract.
3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of \$1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.
4. Umbrella Liability. With limits of not less than \$1,000,000 per occurrence covering all work performed under this contract.
5. The Board, its officers and/or officials, employees and volunteers shall be named as insured under awarded bidder's insurance policy for the duration of this contract.

ATTACHMENT C

LMWBE BUSINESS PARTICIPATION PROGRAM

It is the policy of the Board of Public Education (“owner”) that minority and women business enterprises shall have the maximum opportunity to participate in school board projects. The bidder who may receive contract award shall take all necessary and reasonable steps in accordance with this solicitation to insure that LMWBE’s have that maximum opportunity to participate in the resulting contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the bidder shall take affirmative action and otherwise make good faith efforts as described in the section below entitled “Good Faith Efforts” to select contractors, vendors, and suppliers from certified LMWBEs.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor’s request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)

DEFINITIONS OF LMWBE

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African - American - A person having origins in any of the Black racial groups of Africa;
2. Hispanic - American - A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race;
3. Local - A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

4. Women Business Enterprise - WBE - A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The School District's Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone 912-236-1766 and email sylvesterf@vangdist.com.

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Gail Delaney
Savannah Entrepreneurial Center
801 E. Gwinnett Street
Savannah, GA 31401
(912) 652-3582 (Phone)
email: gdelaney@savannahga.gov

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

ATTACHMENT C - Exhibit #1

PROPOSED SCHEDULE OF LMWBE PARTICIPATION

NAME OF BIDDER/PROPOSER: _____ BID NO.: _____

PROJECT TITLE: _____ TOTAL BID AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE
			\$
			\$
			\$
			\$
			\$
			\$

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: _____ % \$ _____

WOMEN PARTICIPATION TOTAL VALUE: _____ % \$ _____

OTHER MINORITY PARTICIPATION TOTAL VALUE: _____ % \$ _____

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

Signature: _____

Title: _____

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: _____

Signature: _____

Title: _____

Note: The School District's Program Management Firm is available to identify qualified LMWBE's. Please contact the Office at (912) 236-1766.

ATTACHMENT C - EXHIBIT #2

GOOD FAITH EFFORTS REQUIREMENTS

Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	Yes or No If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	Yes or No
Communicating with the School District's Program Management Firm to identify available qualified LMWBEs.	Yes or No If no, which agencies were used to identify potential LMWBE Subcontractors?
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	Yes or No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	Yes or No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

JOINT-VENTURE DISCLOSURE STATEMENT

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

Joint venture firms	Level of work	Financial participation

ATTACHMENT C - Exhibit #4

LMWBE MONTHLY REPORT

NAME OF CONTRACTOR/CONSULTANT: _____

BID NO: _____

PROJECT TITLE: _____

DATE: _____

PROJECT LOCATION: _____

CONTRACT AMOUNT: \$ _____

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUBCONTRACTED	MONTHLY PAYMENTS
			\$
			\$
			\$
			\$

PERCENTAGE OF TOTAL CONTRACT: _____%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: _____%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: Signature: _____ Title: _____

Notes:

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Form 1, including an accounting for any changes in LMWBE firms employed.

2. THIS REPORT MUST BE COMPLETED IN DUPLICATE AND ONE COPY SUBMITTED WITH CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS AND THE SECOND COPY DIRECTLY TO THE DISTRICT'S PROGRAM MANAGEMENT FIRM.

Company Name:
 Date Completed:
 Completed By:

Savannah Chatham County Public School System
 School Activity Funds Accounting System
 RFP # 09-65 Attachment # 1

Technical Checklist

SECTION	TECHNICAL AREA	YES	NO	COMMENT
1	Network Environment			
	SCCPSS is only interested in a web based solution. Solution to be provided are: LOCAL - hosted by SCCPSS and ASP - hosted by vendor.			
	System runs in a TCP/IP, Ethernet environment and supports port 80 and port 443 for secured connection (SSL). List any additional ports required.			
	System runs in a web based environment and support Internet Explorer. List versions supported and any snap-ins or required software, such as PDF support, java, quicktime, etc.			
	Response time benchmarking is provided by the vendor based on simultaneous users.			
	Transaction volume testing is provided by the vendor.			
2	Server Environment			
	Separate web, application and database servers are supported. List all servers needed and function.			
	System include a backup and recovery module.			
3	Operating System Environment			
	Application runs in a Windows environment.			
	The software vendor maintains the operating system vendor upgrade schedule, i.e. application software is upgraded prior to discontinuance of support by operating system vendor.			
	Operating system upgrades are installed by the vendor.			
4	Database Environment			
	Database software is included with the cost of the system.			
	A separate annual maintenance fee is required for database software.			
	System uses a vendor developed proprietary database.			
	System complies with open system architecture standards.			
	Backup and recovery programs are included.			
	A utility is included for mass updates of the database.			
	Database is ODBC compliant.			
	Database is relational. List any data that is kept non-relational.			
	Table space allocation is provided by the vendor based on client record counts and estimated expansion requirements.			

Company Name:
 Date Completed:
 Completed By:

Savannah Chatham County Public School System
 School Activity Funds Accounting System
 RFP # 09-65 Attachment # 1

Technical Checklist

	Load balancing/tuning is provided by the vendor.			
	Database maintenance procedure documentation is provided by the vendor.			
	Performance statistics are provided by the vendor.			
5	Application Environment			
	Client is able to make local modifications to application code. Can web pages be modified.			
	Application is written in native HTML or XML.			
	Web access ID and logon is same as Windows network ID and logon (Active Directory).			
	All modules are integrated so that information is automatically shared in all modules.			
	System permits establishment of customized client codes (table setup).			
	System includes a variety of user defined fields in all modules.			
	A student ID other than social security number can be used as the primary key to the individual's record.			
	System maintains an individual's primary key history on change.			
	System allows for record searching using partial name.			
	System maintains a history of name changes.			
	System allows for record searching using former names.			
	System displays a list of all records that meet criteria specified in a broad - based record search (partial name and former names).			
	In a broad-based search return, user can stipulate additional fields for display (date range, check number range, etc.).			
	Upgrades are performed by the vendor.			
	Upgrades do not require comparison with current production version of the software by the client prior to installation, i.e. if local code is permitted, it is preserved without manipulation to the application structure.			
	Service patches do not require manipulation of data or application software prior to installation.			
	Backup scripts for software refresh, exports and backups are provided with written documentation.			
	All data adds, updates and deletions are written to activity logs that are accessible by the client (full audit trails).			
	System has an archive/restore utility for all data			

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Technical Checklist

	Concurrent on-line and batch processing during database export and backup processing is permitted.			
	Vendor maintains a source code escrow account with a national escrow vendor and client is automatically included.			
	Vendor requires an additional fee for participation in source code escrow program.			
	Vendor provides written software change control procedures.			
	Vendor provides table (parameter) setup services.			
6	Client Environment			
	No required installation on user workstations except MS Internet Explorer. Identify any plugg-ins or required software such as PDF, quicktime, etc			
	User can move from screen to screen and from function to function without returning to the main menus.			
	On-line help screens are accessible from any screen.			
	Separate on-line help is provided for all screens.			
	On-line help is provided for all data elements.			
	System includes a utility to prevent entry of duplicate records.			
7	Data Manipulation and Reporting			
	Application includes a client import utility.			
	Application includes a client export utility.			
	Reports are run on the server.			
	Reports are run on the client.			
	System includes a query tool with access to all data files.			
	Query results can be seamlessly ported to Seagate Crystal Reports software.			
	Query results can be seamlessly ported from and to Microsoft Excel software.			
	Data filters can be customer defined			
	Can use queries to generate printable reports			
	Queries and reports can be saved for later retrieval			
	Queries support conditional statements			
8	Vendor Support			
	Vendor has a website to submit problem reports.			

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	Vendor provides 7X24 technical support.			
	All enhancements and upgrades are delivered as part of the annual maintenance fee.			
	Vendor has an active user group and listserv.			
	Vendor has a Helpdesk (telephone support).			
	Vendor technical support is provided 7 X 24.			
	Vendor provides written disaster recovery procedures.			
	Vendor maintains a Service Level Agreement (SLA) for product support.			
	9 Implementation			
	Vendor provides project manager.			
	Vendor provides hardware sizing based on client data requirements prior to hardware purchase.			
	All server hardware is installed and tested by the vendor.			
	Vendor provides database table sizing based on client data requirements prior to software install.			
	Database and application software are installed and tested by the vendor.			
	Vendor provides unit testing services including test scripts and multiple test runs prior to go-live.			
	Vendor provides integration testing procedures.			
	Vendor provides detailed project plans with milestones.			
	Vendor project manager is on-site for system go-live.			
	Vendor will provide additional training beyond scope of contract.			
	Training manuals are separate from user guides and technical manuals.			
	Detailed conversion of data from previous system is performed by the vendor.			
	Vendor provides multiple test runs of data conversion before final conversion.			
	Client is permitted to reproduce training and user reference materials free of charge as long as materials remain within client environment.			
	10 Security			
	Security is centrally controlled.			
	Web pages can be restricted to the system administrator.			
	System table updates can be restricted to the system administrator.			
	Security includes both classes of users and users within class.			
	User passwords can be required to be changed every 45 days.			

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Technical Checklist

	A user password history is maintained to prevent use of same password on change.			
	Minimum password length and makeup (alpha numeric) can be required.			
	All screens/panels can be restricted for add, modify, delete, view and query user levels of access.			
	Security can be restricted at the data element level.			
	Restricted access can be activated for FERPA requirements.			
	System controls multiple logons for the same user at the same time.			
	Report generation can be secured to specific users.			
	Web access can be secured by interfacing with Microsoft Active Directory ID and password accounts.			
	Web SSL is supported for application access.			

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Functional Checklist

Please respond in an honest and accurate manner.				
RFP Functional Checklist - Does Your System Perform The Following Function?				
Section	Functional Area	YES	NO	PARTIAL
1	Financial and Auditing Responsibilities			
	System to allow for multiple levels of access including separate security for local site (individual school) and central office (all school access)			
	Principal (designee - security requirement) maintains overall receipting and accounting responsibility with access to their specific school only			
	Ability to designate a bookkeeper and backup at each school with access to their specific school only			
	Individual school administration to initialize system to permit designated levels and dollar amount of approval			
	Require organization sponsor to approve all disbursements or transfers from an organization account in writing			
2	Account Creation and Maintenance			
	School Activity Funds - Permit creation and processing of an unlimited number of school district accounts based on a standard district Chart of Accounts to be used for money collection including fees for fines for damages to property, sale of materials and supplies, etc.			
	Electronic process for the creation, storage and retrieval of an Activity Charter which describes the purpose of the activity, method of generating funds and proposed use of funds at each school			
	Incidental accounts - unlimited accounts for all monies derived from school-community activities, patron contributions, school shows, and other accounts used to benefit the students			
	Organizational accounts - Financial activities recorded for clubs, classes and other in-school organizations such as newspaper, yearbook, school stores, etc. to include but are not limited to operating (common to most schools), special (where debits equal credits) and agency (custodial) accounts for each group			
	Other accounts - as required for money collected and disbursed on behalf of specific groups			
	Ability to transfer balances from inactive accounts to a related account with appropriate audit trail			
	Each school should be set up with a separate set of accounts based on the standard district Chart of Accounts			
	Ability to designate a separate checking account for each school			
	Provide for check and cash depository into the school checking account with appropriate audit trails			
	Provide for adjustments to funds based on notification of corrections from banks			
	Provide for additional processing fees as necessary			
	Provide for rollup of individual schools into summary accounting funds			
	Interface school accounting transactions into the general School District financial system			
	Manage savings account i.e. Certificate of Deposit			

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Functional Checklist

RFP Functional Checklist - Does Your System Perform The Following Function?				
Section	Functional Area	YES	NO	PARTIAL
3	Purchasing and Disbursements			
	Ability for sponsors/parents to use debit and/or credit cards for purchases			
	Ability to process sales tax (school activity funds are not tax exempt)			
	Ability to process petty cash for a specified dollar amount			
	Process refunds of fees and fines			
	Allow of purchases to a specific dollar limit			
	Provide for multiple approvals (at least four levels - sponsor, bookkeeper, principal, other) for specified dollar amounts			
	Post receipts and disbursements to a ledger			
	Perform a monthly trial balance			
	Process bank reconciliation			
	Process transfers and journal entries with security/workflow approval process			
	Transfer money between checking and savings accounts			
	Cancel outstanding checks			
	Correct posting errors			
	Enter bank charges			
	Enter interest earned			
4	Reporting			
	Provide standard financial reports - monthly accounting, bank reconciliation, trial balance, monthly report of receipts - for a user specified timeframe by individual school			
	Include a cash receipts journal and cash disbursements journal - for a user specified timeframe by individual school			
	Provide reports by accounting fund for a specified timeframe			
	Gift and donation report by donor			
	Grant reporting			
	Rollup reports of summary accounting funds			
5	Special Considerations - July 2010			
	Ability to convert existing Chart of Accounts to new finance system			

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 RFP # 09-65 Attachment # 4

Budget Checklist

Section	Item	Purchase Price	Year 1 Maintenance	Year 2 Maintenance	Additional Information
1	System Hardware				
	Database Server Costs				
	CPU				Manufacturer:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Additional Server 1 Cost				
	CPU				Manufacturer: Purpose:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Additional Server 2 Cost				
	CPU				Manufacturer: Purpose:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Additional Server 3 Cost				
	CPU				Manufacturer: Purpose:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Other Hardware:				
	Purpose:				
	Purpose:				
	Total Hardware Cost				
2	System Software				
	Application Software 1 Cost				Name: Version: Required/Optional:
	Application Software 2 Cost				Name: Version: Required/Optional:
	Application Software 3 Cost				Name: Version: Required/Optional:
	Application Software4 Cost				Name: Version: Required/Optional:
	Third Party Software 1				Name: Version: Required/Optional:
	Third Party Software 2				Name: Version: Required/Optional:
	Third Party Software 3				Name: Version: Required/Optional:
	Third Party Software 4				Name: Version: Required/Optional:
	Total Software Cost				

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Budget Checklist

3 Implementation Services					
Project Management Cost					Number of Vendor Staff Assigned:
	Management				# of Days:
	Workplan Dev.				# of Days:
	Table Set Up				# of Days:
	Security Set Up				# of Days:
	Report Set Up				# of Days:
Testing					Number of Vendor Staff Assigned:
	Unit				# of Days:
	Integration				# of Days:
	Stress				# of Days:
Conversion Programming					Number of Vendor Staff Assigned:
Training (specify course names separately)					# of Days: # Client Seats:
	Course 1				# of Days: # Client Seats:
	Course 2				# of Days: # Client Seats:
	Course 3				# of Days: # Client Seats:
	Course 4				# of Days: # Client Seats:
	Course 5				# of Days: # Client Seats:
Go Live Support					# of Days:
Post Go Live Support					# of Days:
Other Services					# of Days:
Total Implement Cost					
4 Interface Services					
Interface 1:					Name: Seats/CPU's:
	Addl Customization Cost				
Interface 2:					Name: Seats/CPU's:
	Addl Customization Cost				
Interface 3:					Name: Seats/CPU's:
	Addl Customization Cost				
Other					Name: Seats/CPU's:
Total Interface Cost					
5 Miscellaneous Equipment					
Purpose:					Manufacturer: Model:
Total Misc Equipment Cost					
6 Miscellaneous Costs					

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Budget Checklist

	Additional Consulting - Hourly Rate				
	Other Costs				Type:
					Specify:
	Total Miscellaneous Cost				
7	Total System Cost				

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Vendor Profile Checklist

Section	Question	Response
VENDOR GENERAL INFORMATION		
1.1	Vendor Name & Corporate Address	
1.2	Form Completed By	
1.3	Date Completed	
1.4	State of Incorporation	
1.5	Dunn & Bradstreet number	
1.6	Product /Application name	
1.7	Local Sales Office Address	
1.8	Sales Associate Name, Address, Phone and email	
1.9	Years in Business - Overall	
1.10	Include detail of current K-12 education clients	
1.11	Does your company have a parent company? If so, what is it and how long has this relationship existed?	
1.12	Is your company public or private? If private, are you venture capital funded?	
1.13	Describe your executive management team and investors background.	
1.14	Number of Employees. Are you currently expanding or decreasing your workforce?	
1.15	Number of Employees in Product Development	
1.16	Number of Employees in Product Support	
1.17	Number of Employees in Product Implementation	
1.18	Number of Employees in Product Training	
1.19	Location of Support Office(s)	
1.20	Hours of Support Office(s)	
1.21	Has your company been involved in any acquisitions or mergers in the last three (3) years?	

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Vendor Profile Checklist

Section	Question	Response
1.22	Is your company for sale or currently involved in any transactions to expand or become acquired?	
1.23	Has anyone brought legal action against you in the last three (3) years? If so, what is the status or was the outcome?	
1.24	Recent Certifications or Awards	
FINANCIAL INFORMATION		
Revenue Projections		
2.1	Total Revenue (provide 2008 (projected), 2007, 2006)	
2.2	Total R&D Budget (provide 2008 (projected), 2007, 2006)	
2.3	Percent of Total Revenue Derived from Product* Sales Revenue (provide 2008 (projected), 2007, 2006)	
2.4	Percent of Total Revenue Derived from Product* Services Revenue (provide 2008 (projected), 2007, 2006)	
2.5	Percent of Total R&D Budget invested in Product* R&D (provide 2008 (projected), 2007, 2006)	
Miscellaneous		
2.6	Are you profitable? If not currently profitable, when do you project becoming profitable?	
2.7	Provide a copy of your most recent audited financial statement.	
2.8	Individual(s) who have the authority to negotiate and approve any final contract or agreement on behalf of your company.	
CURRENT IMPLEMENTATIONS		
3.1	Industries/Business Lines Supported	

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Vendor Profile Checklist

Section	Question	Response
3.2	Total number of customers. Number breakdown of customers by industry and employee size.	
3.3	Experience with organizations with our number of employees, system users, student population, etc.	
3.4	Number of fully implemented systems?	
3.5	Number of your customers in K-12 education that are currently using the product(s) that you are proposing to our company	
3.6	Company names and contact information for three (3) comparably sized customer references in K-12 education that are currently using the product(s) that you are proposing that we may call.	
3.7	How many new customers have acquired the proposed system? This year? Last year?	
3.8	The number of customers that have ceased using your software in the past three years. Why do these former customers no longer use the software?	
SOFTWARE PROFILE		
4.1	Provide copies of installation, maintenance and support agreements/contracts.	
4.2	If you maintain a support website, describe its functions and contents and provide the domain name.	
4.3	Provide a description of your training program with sample training manuals.	
4.4	What is the name and current release (version number) of the application software?	

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Vendor Profile Checklist

Section	Question	Response
4.5	When was the software first developed and installed?	
4.6	When was the last major release or upgrade?	
4.7	When is the next major software upgrade planned for this system?	
4.8	Briefly, what will be new?	
4.9	Are all software upgrade costs (i.e. custom programming, installation, training) included in support (maintenance) fees? If not please explain.	
4.10	What is your software warranty period and what is covered?	
4.11	Define all Service Level Agreements (SLAs) included in the maintenance contract.	
4.12	Will your company guarantee in the contract that the software will comply with all published current and future federal and state regulations? Describe any non-compliance issues.	
4.13	Will your system be capable of readily incorporating new requirements dictated by the client or by a regulatory agency? Describe how your software will comply with this requirement.	
4.14	Does the software provide for import and export of data? If yes, explain process including required file formats.	
4.15	Will you provide the client with a copy of the source code for all applications with purchase? Do you maintain a source code escrow account with a national escrow vendor? If yes, please provide name and address.	

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Vendor Profile Checklist

Section	Question	Response
4.16	Provide a description and samples of reference and technical documentation provided with the application.	
4.17	Provide a description of the marketing assistance you provide to clients for project rollout notification to the user community.	
4.18	If you have a user group, what is the name of your users group? Define the role your company plays in it	
4.19	How do you keep the product current with the changing compliance requirements and regulations? How does the fluidity of business practices impact your system changes? Please describe.	
4.20	What sources are used for future system development (i.e., customers, focus groups, industry experts, etc.)? If you use multiple sources, how are they weighted? How is the final decision for product enhancement made?	
4.21	What is the overall vision of the functional capabilities of product for the next 5 years?	
4.22	Are there any plans to update the system's architecture? Do you expect or require the client to upgrade to the newer system software and/or hardware? If so, what would be the transition plan?	
4.23	Describe your vision for technology and system architecture over the next 5 years. How does this support the functional product vision?	

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Section	Question	Response
4.24	How do you continue to stay current with technology? Are there positions within your Marketing or Product Management groups specifically focused on technology?	
4.25	Please provide a listing of all standard reports in the system. This can be provided as a separate document.	
4.26	a) Does your system have 'Ad Hoc' or on demand reporting capability? b) Please describe capability.	
4.27	a) Can Ad Hoc or on-demand reports be developed by end users or is reporting language knowledge required? b) Is training included in the cost estimates?	
4.28	a) Can the Ad Hoc report writer report on all fields in the database including user-defined fields? b) Can fields and user-defined fields within a report be used to calculate another field in the report? c) Can subtotals be defined by the user?	
4.29	Describe the process to export data to Excel, Access, CSV or .pdf format?	
4.30	a) Does your system have the capability to provide point-in-time reporting on all data? If not, which data is not included? b) Is point-in-time reporting available in both the standard and ad hoc reporting?	
4.31	On what types of platforms do you offer your proposed product(s) - licensed (self-hosted), licensed (hosted by you or a 3rd party), and/or ASP?	

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Vendor Profile Checklist

Section	Question	Response
4.32	a. Is your product Web native? b. Please provide a brief description of your application architecture including the number of tiers and technology infrastructure.	
4.33	a. Identify any third party technology components used in your solution such as application servers, search engines, report writers and integration servers. b. Are these third party technology components licensed as part of your standard solution or is the client required to license them directly from the third party technology provider?	
4.34	a. Describe the programming language your software uses. b. Are there additional modules/components written in a different language?	
4.35	a. Describe how your product's architecture will scale to support growth. b. How large can the database become before response-time or system degradation is realized? c. How many users can be simultaneously accessing the system before impacting system performance? d. How often do you benchmark this information? Answer in terms of locally hosted and ASP platform.	
4.36	Briefly describe your backup and disaster recovery process. If using the redundant servers, outline the geographic regions where these are located.	
4.37	What operating system(s) do you support or require?	

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Vendor Profile Checklist

Section	Question	Response
4.38	What are the server hardware requirements? (Both minimum and recommended requirements)	
4.39	What are the minimum and recommended hardware and software requirements for the end user's PC?	
4.40	a. Are all user and administrator functions accessible through a Web browser? b. If no to above question, describe which Web browsers you currently support and your plans to support future versions. Does your product require any browser plug-ins?	
4.41	a. Does your solution require any PC installations? b. Do you require a client-install? If so, describe the client install? c. Can they be implemented via Citrix?	
4.42	a. Describe how your solution integrates with MS Outlook. What versions of Outlook are currently supported? b. What are the minimum and recommended hardware configurations for the groupware server?	
4.43	a. Describe your process to prioritize bugs and deliver fixes to customers. b. How frequently do customers receive urgent bug fixes or patches?	
4.44	a. Briefly describe your release process. b. How frequently do customers receive major and minor releases? c. How many previous releases do you support and when are customers required to upgrade to the latest release?	

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Vendor Profile Checklist

Section	Question	Response
4.45	a. Briefly describe your product development methodology and change control process. b. How are new enhancements prioritized? c. How do customers have input into the product planning process?	
4.46	Describe your quality assurance process and automated testing tools. How many people are dedicated to QA?	
4.47	a. Does your solution include a testing environment for new releases that is available to administrative users? b. If so, briefly describe testing environment. c. Describe the instances of the database that are available for testing, training, development, etc.?	
4.48	For Integrated and User Acceptance Testing, do you provide templates for Test Scripts? If not, how do customers gain access to your solution to develop their own test scripts?	
4.49	a. Does your solution date/time stamp changes or transactions for tables, organizational information, profiles, users, etc.? b. Can this data be used in trend reports? c. Is this data stored in separate, shadow tables? d. Are the original values stored? e. Please provide sample of your audit logs	

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Vendor Profile Checklist

Section	Question	Response
4.50	a. Is a user account automatically disabled after a certain number of login attempts? b. Are all security violations logged and available for review online? c. Do you force password changes? If so, how often?	
4.51	a. What is the required length and strength of passwords and/or personal identification numbers (PINs)? b. Do you support LDAP authentication for all components of your system? If so, which versions of LDAP are currently supported? c. Describe your support for digital certificates and public key infrastructures.	
4.52	a. Does the software provide role-based security? b. Is there any limit to the number of unique roles that can be created? c. Can the customer's systems administrator easily set up roles through a graphical user interface? d. Can a user have multiple roles assigned to them? e. What is the average length of time to set up a user login?	
4.53	Do you have an automated solution for maintaining users in a manager role? Please describe.	
4.54	How long do you support previous release versions?	

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Vendor Profile Checklist

Section	Question	Response
4.55	a. In addition to yearly maintenance, what other types of support do you offer? b. By what means of communication do you offer support (i.e. phone, fax, e-mail, web)? c. How much training does your support staff receive before handling client calls? d. What is your staff turnover in your support department? e. What are the hours of your support group?	
4.56	a. What percentage of your support calls are resolved with the first call? b. Describe how calls are prioritized and outline your escalation process. c. What is the average hold time for support calls?	
4.57	a. What kind of support do you offer for third party tools such as for reporting? b. What support do you offer for any third-party courseware or course content?	
4.58	Do you offer support of customized menus and reports? If so, please describe.	
4.59	a. Can forms, and more specifically menus, be added or modified? b. How is this accomplished and what is the level of effort? c. How do form modifications impact system upgrades? d. What is the approval process to put changes into production?	

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Vendor Profile Checklist

Section	Question	Response
4.60	a. Describe the steps to add user-defined fields to the system? b. Can user-defined fields contain calculations? c. Can these fields be accessed via the report writer? d. Can user-defined fields be access in normal viewing of the front-end application? e. Does the system have audit trails for user defined fields?	
4.61	Is there a session time-out limit set after which the applicant has to re-enter their application information again? Describe	
4.62	a. Are all necessary table links predefined? b. How does system security handle a third-party reporting tool?	
4.63	Describe your solution's method for archiving?	
4.64	a) Describe the capability to modify standard code tables and add user-defined codes. b) Are all user-defined codes and expanded descriptions accessible to the report writer to generate custom reports? c) Is there any limit to the number of user-defined code tables?	
4.65	Describe your system's integration capabilities and standard Application Programming Interfaces (APIs).	
4.66	Provide an implementation plan with tasks, duration and responsibilities.	

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Vendor Profile Checklist

Section	Question	Response
4.67	a. What is the typical number and type of client staff resources needed to maintain the system after implementation? b. Describe the involvement of your technical resources regarding communications with the customer through out the life cycle of your product.	
4.68	Implementation - Methodology a) Briefly describe your implementation methodology. b) Define the implementation resources and roles required, both from your organization and ours. c) Please include a sample implementation plan.	
4.69	Implementation - Time to Implement a) On average, what is the time required to bring a system live, based on the requirements and size of our organization? b) Have you done phased implementations, such as rolling out to hiring managers in a second phase?	
4.70	Based on your previous experience with companies of our size, provide any ROI case studies to demonstrate a three year ROI. These can be provided as separate documents.	
4.71	a) Describe your capability to transfer data to a Student Information System b) Do you have any clients currently integrating with Pearson's PowerSchool?	