

	Rock Hill Schools <i>Request for Proposals</i>	Solicitation Number Date Issued Procurement Director Phone E-Mail Address	16-1732 November 28, 2016 Nicole Hatch, CPPO 803-981-1154 Nhatch@rhmail.org
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Online Student Registration Management System RFP

The Term "Offer" Means Your "Bid" or "Proposal" or "Quotation"

The Term "Offeror" Means "Vendor" or "Contractor" or "Bidder" or "Consultant"

SUBMIT OFFER BY (Opening Date/Time): January 4, 2017 – no later than 2:00 p.m.

NUMBER OF COPIES TO BE SUBMITTED: one (1) original, seven (7) copies, and one (1) digital copy

Offer must be submitted in a sealed package. Solicitation number and opening date must appear on package exterior.

SUBMIT YOUR OFFER TO THE FOLLOWING ADDRESS:

MAILING ADDRESS
Rock Hill Schools Purchasing Dept. 2171 West Main Street Rock Hill, SC 29732 <small>See "Submitting Your Offeror" provision</small>

CONFERENCE TYPE: Pre-proposal Conference DATE & TIME: December 7, 2016 and 10:00am See conference call instructions in Section A, 1, B		LOCATION: Purchasing Conference Room 660 North Anderson Road Rock Hill, SC 29730	
AMENDMENTS	Any amendments will be posted at the following web address: http://www.rock-hill.k12.sc.us		
You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of one hundred twenty (120) calendar days after the opening date.			
NAME OF OFFEROR (Full legal name of business submitting the offer)		OFFEROR'S TYPE OF ENTITY: (Check one)	
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Tax exempt corporate entity <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other _____	
TITLE (Business title of person signing above)		(See "Signing your Offer" provision)	
PRINTED NAME (Printed name of person signing above)	DATE SIGNED		
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.			
STATE OF INCORPORATION		<small>(If offeror is a corporation, identify the State of Incorporation.)</small>	
TAXPAYER IDENTIFICATION NO.		<small>(See "Taxpayer Identification Number" provision)</small>	

PAGE TWO

(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code	Number	Extension	Facsimile
	E-mail Address			
PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)			
<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)			

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

Minority Participation:

Are you a SC Certified Minority Vendor - Yes ☐ No ☐

If yes, SC Certification # _____

Are you a Non SC Certified Minority Vendor - Yes ☐ No ☐

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SECTION A: GENERAL BID INSTRUCTIONS AND CONDITIONS

1. **INSTRUCTIONS TO BIDDERS:**

- A. Bids shall be publicly opened at 2:00 PM on the date stated in the RFP. Bid openings shall be conducted in a room designated by the Director of Procurement.
- B. The pre-proposal conference is December 7, 2016 at 10:00am EST. Instructions to join the conference.
Dial into the conference (United States): (712) 432-0185
Access Code: 434-037-774
International Dial-In Numbers: <https://www.freeconferencecall.com/wall/434-037-774#international>
- C. Sealed bids shall be enclosed in an envelope, and the "bid name and number" shall be clearly displayed on the lower left-hand corner of the envelope containing the bid. The name and address of the bidder shall also be displayed on the envelope. Bids that are mailed shall be addressed to the Director of Procurement, Rock Hill School District Three, 2171 West Main Street, Rock Hill, SC 29732. Hand carried bids shall be delivered to the same address.
- D. Bids shall be submitted NO LATER THAN 2:00 PM in the place and manner as described in paragraph 1C above. Bids received after 2:00 PM shall be late bids. Late bids shall not be considered for award and will be returned to the vendor unopened, unless the delay was caused by improper handling by District employees.
- E. The District shall not accept responsibility for unidentified bids.
- F. In the event that a bid is unintentionally opened prior to the official time set for a bid opening, the employee opening such bid shall immediately sign the envelope and deliver it to the Director of Procurement.
- G. All prices shall be entered in ink or typewritten and shall remain firm for not less than 120 days from the bid date. Mistakes may be crossed out, corrections may be inserted adjacent, and shall be initialed in ink by the person signing the bid.
- H. **The District shall not accept oral or FAX bids.**

2. **TAXES:** South Carolina Sales Tax shall be shown as a separate entry on the bid total, if applicable.

3. **AMBIGUOUS BIDS:** Bids, which are uncertain as to terms, delivery, quantity, or compliance to requirements/specifications, may be rejected or otherwise disregarded.

4. **BIDDERS QUALIFICATIONS:** Bids shall be considered only from bidders who are regularly established in the business called for, and who in the judgment of the District, are financially responsible and able to show evidence of their reliability, ability (to render prompt and satisfactory service in the volume required by this solicitation), experience, equipment, facilities, and personnel directly employed or supervised.

5. **ACKNOWLEDGEMENT OF AMENDMENTS:**

A. Bidders shall acknowledge receipt of all amendments either by signing and returning one copy of the amendment or by acknowledging the change on the bid form.

B. It is the bidder's responsibility to determine whether they have received any or all amendments.

6. **AFFIRMATIVE ACTION:** The successful bidder shall take affirmative action in complying with all Federal, State, and local requirements concerning fair treatment of all employees/applicants, without regard or discrimination by reasons of race, color, sex, religion, national origin, and physical handicap.

7. **COMMUNICATION WITH PROSPECTIVE BIDDERS:**

A. All communication concerning this RFP must be in writing to the Procurement Department. Email is the preferred method of communication.

B. Oral explanation or instructions provided prior to the award of a contract shall not be binding.

C. From the issue date of this Proposal until the completion of the selection process and the award notification is announced, vendors are not allowed to communicate with District employees and/or contracted agents related to this RFP for any reason except as authorized by the Procurement Department. Violation of this provision may result in rejection of the vendor's response.

D. It is the vendor's responsibility to check the District's website procurement page for any addenda, responses to vendor questions, or other communications, which may be necessary during the solicitation process.

8. WITHDRAWAL OF BIDS: Any bidder may withdraw his bid prior to the closing time scheduled for the receipt of bids. All requests to withdraw bids must be submitted in writing and must document the fact that the acceptance of the bid will cause the bidder substantial loss.

9. STATEMENT OF COMPLIANCE AND ASSURANCE:

A. Bidders, to be eligible for consideration, shall be required to certify in writing that the firm or agency represented complies with all applicable Federal and State laws and regulations.

B. Statement of Assurances and Compliance is provided to vendors in Section H.

10. ASSIGNMENT: No contract may be assigned, sublet, or transferred without the written consent of the Director of Procurement.

11. SUBMISSION OF DATA: Each bidder, upon request, shall submit evidence of liability insurance, Workmen's Compensation, and any other data released to this solicitation, to satisfy the requirements of the solicitation and the execution of a contract.

12. BACKGROUND CHECKS: Background screenings of employees and approval of the district for any employee with a criminal background shall be required for all vendors working on the premises.

13. FAILURE TO SUBMIT A BID: Vendors not responding with a bid should not return this solicitation. Instead, they should advise the District by letter or postcard whether they want to receive future consideration for similar requirements. Any vendor failing to respond to three consecutive bids for the same items may be removed from the applicable bid lists.

14. ACCIDENTS: The vendor shall hold the District harmless from any and all damages and claims that may arise by reasons of any negligence on the part of the vendor, his agents, or employees in the performance of this contract; and, in case of any action brought against the District or any of its agents or employees, the vendor shall assume full responsibility for their defense. Upon his failure to do so on the proper notice, the District reserves the right to defend such motion and charge all costs to the vendor. The vendor shall take all precautions necessary to protect the public against injury.

15. BIDDER'S RESPONSIBILITY: Each bidder shall fully acquaint himself with the scope of work required for the execution of the work specified by this bid. It is expected that this will sometimes require on-site observations. The failure of a bidder to acquaint himself with existing conditions shall in no way relieve the bidder of any obligations with respect to this bid or any resulting contract.

16. TERMINATION: Subject to the provisions below, this contract may be terminated by the Director of Procurement, provided a thirty- (30) day advance written notice is given to the contractor.

Termination for convenience. In the event this contract is terminated or canceled upon request and for the convenience of the District, the District shall negotiate reasonable termination costs, if applicable.

Termination for Cause. Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision. Termination cost, if any, shall not apply. The thirty- (30) day advance notice requirement is waived and the default provisions of this bid shall apply

17. EXAMINATION OF RECORDS:

- A. The Superintendent of Rock Hill School District Three, or his duly authorized representative(s), shall, until three (3) years after final payment under this contract, have access to and the right to examine any of the contractor's directly pertinent books, documents, papers or other records involving transactions related to this contract.
- B. The contractor agrees to include in first-tier subcontracts, under this contract, a clause to the effect that the Superintendent of Rock Hill School District Three, or his duly authorized representative(s) shall, until three (3) years after final payment under the subcontract, have access to and the right to examine any of the subcontractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.

18. COMPETITION: There are no federal or state laws that prohibit bidders from submitting a bid lower than a price or bid given the United States Government. Bidders may bid lower than the US Government contract price without any liability, because the District is exempt from the provisions of the Robinson-Patman Act and other related laws.

19. SOUTH CAROLINA LAW CLAUSE: Upon award of a contract under this solicitation, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which requires such person or entity to be authorized/licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized/licensed to do business in this state. By submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability of taxes, licenses or fees levied by the state.

19. RIGHT TO PROTEST: Any actual or prospective bidder who is aggrieved in connection with the solicitation or award may submit a protest to the Director of Procurement. The protest shall be submitted in writing within fifteen (15) days of the date of issuance of the Invitation for Bids or Request for Proposals, date of issuance of an amendment, or date of notification of an award is posted.

20. PROPRIETARY INFORMATION: Contractors shall visibly mark as "**CONFIDENTIAL**" each part of their Proposal which they consider proprietary information. Price may not be considered confidential proprietary information.

21. AWARDING POLICY: The District reserves the right to select and award on an individual item basis, lot (group) basis or an "all or none" basis, whichever the District determines to be most advantageous. Therefore, individual prices per item must be indicated on the Proposal form. Contractors are encouraged to offer discounts for consideration of consolidated award. Furthermore, the District, in determining the lowest responsible Contractor on each of the items shall consider, in addition to the Proposal price, conformity to specifications, delivery, the District's opinion relative to the quality of materials/services being offered, training, suitability and adaptability of the services required by this solicitation. The District reserves the right to reject or accept any or all proposals and to waive any informalities and/or irregularities thereof.

In the event that identical proposals are received on like items, the Director of Procurement shall award proposals in accordance with the District's Procurement Code.

22. STATEMENT OF COMPLIANCE AND ASSURANCES: By submitting a Proposal and signing the Proposal schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. In addition, this signature certifies that the firm or agency represented in the Proposal submitted complies with all applicable federal and state laws and regulations.

23. PATENTS: The vendor shall hold the District, its officers, agents, and employees harmless from liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or non-copyrighted composition, secret process, article or appliance furnished or used under this Proposal.

24. PROPER INVOICE: Invoices submitted for payment for goods or services provided under this contract shall contain, as a minimum, the following information:

- Name of business concern
- Contract number or other authorization for delivery of service or property
- Complete description
- Price and quantity of property or service actually delivered or executed
- Shipping and payment terms

- Name where applicable
- Title, telephone number and complete mailing address of responsible official to whom payment is to be sent; and other substantiating documentation of information as required by the contract
- All invoices shall be submitted via email to APINVOICES@rhmail.org with the Company name and purchase order# referenced in the subject line

25. TIME OF COMPLETION: Date of delivery shall be a consideration factor in the awarding process. The Vendor shall include with his/her Proposal delivery dates for each item as requested, and shall furnish all items in accordance with the Proposal solicitation unless an extension was granted by the District in writing.

26. DEFAULT: In the event the successful contractor defaults on any part or all of his Proposal, ROCK HILL SCHOOL DISTRICT THREE reserves the right to purchase any or all of the services in default in the open market and charge the defaulting contractor for the difference of the cost. Should such charge be assessed, no subsequent proposals of the defaulting contractor shall be considered unless assessed charge has been satisfied.

27. DRUG-FREE WORKPLACE: This contract is subject to the Drug Free Workplace Act if the stated or estimated value is Fifty Thousand Dollars or more. The contractor shall comply with all terms and conditions of the Drug Free Workplace Act, S. C. CODE ANN. 44-107-10 et seq. (1976 as amended), if this contract is for a stated or estimated value of Fifty Thousand Dollars or more. By signing this Proposal, you are certifying that you will comply with the Drug Free Workplace Act.

28. POSTING OF AWARD: Notice of Award or Intent to Award will be filed in the Procurement Department located at 660 N. Anderson Road, Rock Hill, SC, 29730, if the total value of the contract resulting from this solicitation is less than \$50,000.00. An "Intent to Award" shall be issued and posted on the District's procurement website should the total value of any contract resulting from this solicitation is \$50,000.00 or greater.

29. NON-APPROPRIATIONS: Any contract entered into by ROCK HILL SCHOOL DISTRICT THREE resulting from this Request shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated period.

30. SUBMISSION OF DOCUMENTATION: Documentation contained on pages 1 and 2 and Section "H" must be completed and submitted along with the bid. No award will be made without these sections being executed by the successful low bidder, **do not return the entire solicitation.**

31. SPECIFICATIONS: Any deviation from the specifications must be clearly pointed out on the bid or attached as a separate sheet. Otherwise, the bidder will be held responsible for providing materials that are in strict compliance with the specifications. Deviations must be explained in detail. All materials shall be subject to inspection and approval after delivery. The District reserves the right to reject and return, at the risk and expense of the vendor, any portion of a shipment that is defective or fails to comply with specifications. The rejection of certain items will not invalidate the remaining order.

32. PACKAGING AND DELIVERY: All shipments shall be FOB: to the District location as cited on the purchase order/contract. The purchase order/contract number shall be clearly stated on the shipping container. The parties agree hereto that delivery by the contractor to the common carrier does not constitute delivery to the District. Any claims for loss or damage shall be between the contractor and the carriers.

33. IRAN DIVESTMENT ACT: (a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently the list is available at the following URL: <http://procurement.sc.gov/PS/PS-iran-divestment.phtm> (.) Section 11-57310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330A is a material inducement for the District to award a contract to you. (b) By signing your offer, you certify that, as of the date you sign, you are not on the then current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List.

34. SUSPENSION AND DEBARMENT: By submitting a proposal (IFB/RFO), the applicant certifies, to the best of its knowledge and belief that the applicant and/or any of its principals, sub grantees, or subcontractors are not presently

debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency; have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above. Applicant has not, within a three –year period preceding this application, had one or more contracts terminated for default by any public (federal, state, or local) entity.

35. INDEMNITY: Contractor agrees to protect, defend, indemnify and hold Rock Hill Schools District Three, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

36. INSURANCE REQUIREMENTS: Contractor shall maintain, throughout the performance of its obligations under this contract, a policy or policies of Worker's Compensation insurance with such limits as may be required by law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, and destruction of, property arising out of or based upon any act or omission of the contractor or any of its subcontractors or their respective officers, directors, employees or agents. Such general liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract.

The successful contractor shall provide a certificate of insurance within ten (10) days after notification of award of the proposal. The insurance required shall be written for not less than totals listed below:

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence
\$ 5,000	Medical Payments

C. COMMERCIAL AUTOMOBILE LIABILITY

\$1,000,000	Combined Single Limit - Any Auto
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SECTION B: INTRODUCTION AND PURPOSE OF REQUEST FOR PROPOSAL

1. INTRODUCTION AND PURPOSE

Rock Hill School District (RHSD) is accepting bids for the development and implementation of an online student registration management system for the 2017-2018 school year. The desired system features and functionality are listed below.

2. BACKGROUND AND REFERENCE INFORMATION

A. **Background.** RHSD has approximately 17,800 students, 1,300 faculty and 1,100 administrators and support staff. It is the largest of four school districts in York County; 11th largest in South Carolina. Additional information about the District is available at www.rock-hill.k12.sc.us.

SECTION C: SCOPE OF SERVICES

1. GENERAL SCOPE OF ASSESSMENT

General Intent. RHSD's currently uses Powerschool Student Information System (SIS). The online student registration system should be available to the parents/guardians of both new and annual (returning) students to complete the registration process. Families should be able to access the system from any Internet connection. The online student registration system must be truly Web-based and hosted/SAS with logically developed screens and menus that are intuitive to use.

	YES	NO	Comments
Hosted solution:			
Is the proposed service a hosted solution that is not being hosted in the "public cloud" 24/7/365?			
Can vendor customize the solution to reflect District colors, logos, and processes?			
Will there be any required software licensing or hardware purchase necessary to utilize this registration system?			
Is the system SSL encrypted? Will there be any time where student data is transmitted unencrypted or housed on non-secure servers?			
What is the projected timeline necessary to complete an implementation for our District?			
Please provide an overview of your implementation process.			
Be compatible with PowerSchool and have real time integration that includes at a minimum student demographics.			
Be a solution designed for the PK3 – 12 environment and have a proven track record in the PK3 – 12 school systems.			

User Interface:			
Application must be very user-friendly with intuitive interface.			
Does the system employ a Web-based Graphical User Interface?			
Are the screens and menus logically designed and intuitive to use?			
Is the user interface offered multiple languages?			
Does the user-interface utilize conditional and smart logic to only show users the forms/questions they require and have permissions for?			
Does the system use adaptive logic to allow for grade and school specific questions?			
Will the service be accessible to parents using desktops, laptops, tablets and mobile devices?			
Include full reporting capability – including student rosters and general ledger account code charges			
System is device and OS agnostic			
System is customizable and expandable to interface/ include other district requirements (examples: signatures for mobile computing guide, 1:1 Documents, etc)			
Vendor is PowerSchool Partner			
District Portal:			
Does the system allow for an unlimited number of administrative users?			
Can the system hold relevant imported data from the district SIS to use to pre-fill online forms and to compare year to year data changes?			
Does the system support workflow management? Can data captured from the online forms be presented to appropriate district departments – transportation, health, student services, etc. – for review prior to final approval?			
Will the system automatically flag records based on pre-defined criteria? For example, a change in address or medical condition.			
Can administrative users manually flag records for similar purposes? For example, a flag might indicate a missing document such as a proof of residency.			
Will the system provide an unlimited number of predefined print and email templates that can be used to communicate with families regarding the online enrollment process?			
Will administrative users be able to create their own communication templates and add them to the system library?			
Can access rights be assigned to both individual users and groups of users?			
Can some data – for example, medical information – be hidden from certain users?			

Will the system allow on-demand email/print communications to groups of families based on assigned flags? For example, Will the system generate correspondence to all families flagged for a missing document?			
Can the system reformat data provided by the families via the online forms into a consistent format prior to loading back into SIS?			
Will the system create an export file for SIS in a CSV, TAB or XML format?			
Will the system provide online help files for administrative users?			
Will the system provide an unlimited number of pre-defined report forms?			
Will the system pre-populate the online forms with the data extracted from SIS?			
Will the system allow parents to schedule an appointment with the appropriate school personnel to bring in their birth certificates, proof of residency forms, etc. Will the district be able to manage the available time slots, reschedule, etc.?			
Is printing supported within the application for parents and school personnel?			
Online forms are presented in the same order and format as the District's paper-based forms?			
Online forms screens can be created and formatted by the District's IT or SIS administrative staff?			
Changes to forms format or data fields can be done through an application editor by the District's IT or SIS administrative staff?			
Parent Portal:			
Will the system allow parents to use their ParentPortal username and password, provide a unique sign-on ID for each family member or allow the parents to create their own username and password?			
Will the system provide a user-interface that will include simple form fields, check boxes, radio buttons, etc., with one-click submission upon completion of required fields			
Can the solution be user name and password secured.			
Will users have access to forms from multiple computers (including off-site access) and from multiple devices (including mobile).			
Will the parent portal provide "stop, exit and return" functionality with auto save.			
Can parents save or print a copy of the forms after submission?			
Can parents be obligated to complete "required" fields prior to submission?			
Does the parent portal provide a security feature to insure only designated parents/guardians are able to access student information?			
Will your firm provide real-time support to parents using			

the online forms?			
Can the site can be available in multiple language options as a completely mirrored site (Spanish, Chinese, Vietnamese, etc...)			
Parents can access-password self-reset functionality			
Experience and References:			
Is this solution being used by other school districts in our state?			
How many client installations do you currently have?			
Please provide 6 public school district references of similar size currently working with your firm for more than a year – include district name, number of students, contact name at district, email address, and phone number.			
Is the solution fully developed and ready to deploy?			
Do you follow all guidelines of the Family Educational Rights and Privacy Act (FERPA)			
System:			
What browsers and versions are supported by your solution?			
What is the architecture of your solution, what database, etc.			
Is the system API compatible?			
Does the system exchange information nightly? Periodically through the day? Instantaneously or a combination of these processes?			
Does the system accumulate data over time or does it start new each year.			
Is the system able to report to school admin about missing registration information?			
Does the solution house form data within the system and be capable of generating reports from the data without the need for a separate report generation product?			
Will the solution automate work flow without the need for sending documents as an email attachment?			
Will the work flows be set up by provider, and requires no district manual scripting or programming to achieve the required outcome?			
Will the solution allow administrators to label users (i.e. by job title) in the workflow environment so that changes in personnel do not require multiple forms to be revised.			
Does the system provide for an unlimited number of online forms?			
Does the system allow for a variety of data fields – text fields, date fields, radio buttons, drop-down menus?			
Can any field can be established as a “required” field as designated by the District?			

Can some fields can be locked down / "read only" as designated by the District?			
Does the system offers conditional logic. It can show or hide fields based on certain conditions? For example, can driving permission fields only be displayed on forms for students attending high schools or of a certain age?			
Can the system also disseminate district documents as PDF files to families?			
Can the system collect and process payments electronically and provide a reconciliation statement and/or CSV?			
Can the system allow for the district to export or archive as PDF, the cumulative registration record?			
Is the creation and maintenance of additional forms/data elements required by the district from year to year, managed, supported and developed by solution specialist rather than District resources?			
Is there additional costs for updates or additions to forms?			
Does the system allow for scanned documents and photographs of items that will be named with the student ID and form type?			
Does the system allow for direct document upload and association with student record using any TWAIN compliant scanner?			
Can the system protect any field or protect any uploaded document by privileges. Ex. Immunization records, IEP, birth certificates, etc.			
Does the system capture electronic signature on District registration documents/forms without the purchase of additional hardware?			
Does the system have structured screen layouts and navigation to assure intuitive user interaction and simplicity;			
Does the system require the purchase of any additional hardware, scanners, etc.?			
Does the system connect families, so no duplicate data entry is required for each child in the family			
Does the system offer single entry for all data points? Users should never have to enter the same information twice.			
Does the system provide data validation at the data entry point to ensure accuracy and proper format of all data collected?			
Does the system offer password self-reset functionality?			
Does the system use United States Postal validation			
Does the system offers new feature enhancements at no cost, as included in service fee?			
Can the system interface with GIS (Mapping) system?			
Service and Support:			
Is unlimited phone and email support available for families, school and district staff included at no			

additional charge?			
Is Live Chat available to communicate with support staff?			
Is there an online Help Center for families to “self-help” on simpler questions?			
Do families have the ability to submit support tickets?			
Are extended support hours available during peak usage periods?			
Do you provide a dedicated Project Manager for an implementation?			
Does the firm provide at installation and start-up, an implementation schedule, a recommended calendar or schedule for training, and any materials to support follow-up training?			
Does the system provides experienced implementation team lead and a direct point of contact not just help desk support, in effect managing and following the implementation process and providing assistance in a timely manner?			
Are school administrators provided with password reset/look up for families?			
Are online help functions inherent throughout the system as a reference for District staff? (Standard help screens, as well as help specific to district customizations and workflows are included.)			
Does the company provide a custom project plan with deliverables and dates at kick-off?			
Is training included?			
Please provide a detailed outline for User Training (district personnel)			
Additional Solutions:			
Applications/School Choice/ Lottery (lottery logic customized for each program)			
Applications			
Staff Registration			
Athletic Registration – Fall, Winter, and Spring			
Payment Management Services			
School Locator			
Complete Documents management solution partner (end to end for all departments throughout the district)			

SECTION D: PROPOSAL FORMAT

The RFP submittal shall be in two sealed envelopes. One containing the technical specifications and the other containing the Bid Form with the cost proposal. The Section G Bid Form attached shall be submitted in the cost proposal.

The proposal shall include the following elements. The proposal shall be double-sided, no less than 12 point font, shall not be excessive in length. Unnecessary, elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal, is not desired. Elaborate artwork, expensive paper, bindings, visual and other presentations aids are not required. Well marked tabs shall be used to separate each section for easier review. The District encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides. One (1) original, seven (7) copies and one (1) digital copy of the proposal shall be submitted to Rock Hill School District, Purchasing Department, 2171 West Main Street, Rock Hill SC 29732.

It is the Vendor's responsibility to provide all documentation required in the RFP and clearly identify and describe the services being offered in response to the Request for Proposals. Failure to provide the information requested in this Request for Proposal, or the inclusion of any conditional limitations, or misrepresentations, may adversely affect the evaluation of your submittal, or be cause for consideration as non-responsive to the RFP.

Vendors are cautioned that organization of their Response, as well as thoroughness, is critical to the District's evaluation process. The RFP forms must be completed legibly and in their entirety; and all required supplemental information must be furnished and presented in an organized, comprehensive and easy to follow manner.

1. COVER LETTER

The cover letter shall include a brief statement of intent for the services offered to the District, and signatures of an authorized officer of the organization, who has legal authority in such transactions. Proposals with unsigned cover letters will be rejected. The cover letter must also provide the name, position and full contact information for the individual designed as the Vendor's contact for this proposal.

2. TABLE OF CONTENTS

The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

3. BACKGROUND AND EXPERIENCE

The description shall show that the Vendor possesses demonstrated skills, experience and equipment in specific areas of the RFP. The section shall include:

A. Vendor name, address, telephone, fax number, email addresses of authorized representatives. Full-time and part-time staff, proposed Vendors, and sub-contractors who will be assigned direct work on this project should be identified. Information is required which will show the composition of the task or work group, its specific qualifications, and recent relevant experience. Special mention shall be made of direct technical personnel, and approximate percentage of the total time each will be available for this project. The technical area, character and extent of

participation by any sub-contractor or Vendor activity must be indicated and the anticipated sources will be identified.

B. Resumes of staff and proposed Vendors are required which will indicate education, background, and recent relevant experience with the subject matter of the project. Current telephone numbers must be included.

C. Background of company and detail any project that relates specifically to this RFP.

D. Background screenings of employees and approval of the district for any employee with a criminal background shall be required for all vendors working on the premises.

E. Describe the company's experience in conducting this type of service.

F. Satisfactory evidence of the Vendor's financial resources. Detailed information validating the financial stability of the Vendor including a description of the Vendor's ability to secure (either by purchase or lease) the equipment necessary for the services listed in this RFP and a description of all financial or other liabilities in excess of \$50,000 that may threaten the ability of the Vendor to perform all services required.

G. A description of all pending legal disputes including matters in litigation, mediation, arbitration, and/or at trial.

H. A list of all public sector clients to which the Vendor has provided similar services over the past three (3) years. Reference forms attached.

I. A copy of company's W-9.

4. UNDERSTANDINGS OF PROJECT AND TECHNICAL APPROACH

A. Statement and discussion of the requirements as they are analyzed by the Vendor.

B. Vendor's proposed definitive Scope of Work with explanation of technical approaches and a detailed outline of the proposed program for executing the requirements of the technical scope and achieving objectives of the project.

C. Preliminary layouts, sketches, diagrams, other graphic representations, calculations, curves, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.

D. Vendor should demonstrate an awareness of difficulties in the completion of this undertaking, and a plan for overcoming them. Special attention should be given to methodology and schedule issues that will be encountered in such a project.

5. STATEMENT OF WORK/ ACTION PLAN

The preliminary work plan shall describe how the successful Vendor(s) will satisfy the District's requirements once the District's Governing Board has approved the contract (if applicable). The vendor shall present a description of the phases or segments into which the proposed program can logically be divided and performed, together with flow charts. The technical narrative should address separately each of the tasks described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers. The vendor shall include a schedule of the work to be completed. This section should also contain a discussion of any changes proposed by the Vendor which substantially differs from the project scope described in these Special Provisions. Timelines, milestones, meetings, District responsibilities and all other important information should be included in the section with clear detail.

6. ACKNOWLEDGEMENT OF ADDENDA

Vendor shall acknowledge all Addenda received. If there are no addenda or bulletins issued prior to the RFP due date, this form will not be required to be included in the proposal package.

7. RFP BID FORM

Vendor shall return the RFP Bid Form, fully executed in accordance with the Instructions to Vendors. To more easily compare proposals with the cost of the District's current service arrangement, the District is requiring that the Proposal contain an "all inclusive" format in which the costs of all of the related costs are incorporated into the rates charged for said services. Proposed costs must be inclusive of all services outlined in the RFP, including:

- A. Cost to bill the District
- B. Insurance, workers' compensation and all other business-related costs
- C. Labor costs
- D. Fuel costs
- E. Overhead costs
- F. Disposal costs
- G. Travel, Lodging and Meals
- H. Printing

8. VALUE ADDED

Vendor may provide on a separate page any unique elements of your offer, not already specified or proposed that you believe will bring value to this contract.

SECTION E: EVALUATION CRITERIA

A Selection Advisory Committee will be established to review and evaluate all proposals submitted in response to this Request for Qualifications. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below.

The District may engage in individual discussions with one or more Vendors deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. At the conclusion of discussion, as outlined in this subdivision, on the basis of the evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the District shall select in order of preference two or more Vendors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Vendor ranked first. If a contract satisfactory and advantageous to the District can be negotiated at a price considered fair and reasonable, the award shall be made to that Vendor. Otherwise, negotiations with the Vendor ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Alternatively, the District may elect to cancel this solicitation and make no award. Should the District determine in writing and in its sole discretion that only one Vendor is fully qualified, or that one Vendor is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Vendor.

Vendors are advised that, in the event of receipt of an adequate number of proposals, which, in the opinion of the District require no clarification and/or supplementary information, such proposals may be evaluated without further discussion. Hence, proposals should be submitted

initially on the most complete and favorable terms from a technical standpoint which Vendors are capable of submitting to the District. Should proposals submitted require additional clarification and/or supplementary information, Vendors should be prepared to submit such additional clarification and/or supplementary information, in a timely manner, when so requested.

Proposals that, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications of this Request for Proposal will be classified as "acceptable". Proposals found not to be acceptable will be classified as "unacceptable" and no further discussion concerning same will be conducted.

Evaluation of the Technical Proposal will be made based on the following criteria:

1. Cost 30%
2. Functional Requirements 25%
3. Technical Approach 20%
4. Ability to Implement Project 15%
5. References 10%

The District reserves the right to assess the capabilities of individual Vendors and to contact references provided with the proposal.

SECTION F: REFERENCES

References are to be comparable to services described in the RFP

Reference 1

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

Reference 2

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

Reference 3

Name	Address	City/ State Zip	Contract Dates
Contact	Title	Phone No.	Email Address
Description of work performed		Contract Amount \$	

SECTION G: BID FORM

		Cost
Online Student Registration Management System		
Additional Costs/ Fees		
Total Cost		

BIDDER'S STATEMENT OF ASSURANCES AND COMPLIANCES

The Undersigned, as a responsive bidder, certifies that the General and Special Conditions of this bid have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid as indicated below:

1. Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document; and
2. Currently complies with all applicable Federal and State Laws and Regulations relative to non-discrimination in employment practices; and
3. Is not guilty of collusion with, other vendors possibly interested in this bid, in arriving at or determining prices to be submitted; and
4. That such agent, as indicated below, is officially authorized to represent the firm in whose name the bid is submitted.

FIRM REPRESENTED

AGENT

Name of Firm	Signature of Agent
Street Address	Printed Name
City & State	Title
Zip Code	Date
Phone Number	Cell Number
Email Address	Fax Number