REQUEST FOR PROPOSALS

for the

PURCHASE, INSTALLATION, IMPLEMENTATION AND MAINTENANCE OF CAPITAL PROJECT AND PROGRAM MANAGEMENT SOFTWARE

Request for Proposals Issued: November 1, 2013

Deadc( )]TJETe4MC eE flsoSfbmitT

Request for Proposals for the Purchase, Installation, Implementation & Maintenance of Capital Project and Program Management Software

I. INTRODUCTION

The Sacramento City Unified School District fī 8]ḡf]Ẃ Ł]ḡ ḡYY_]b[˙ dfcdcḡŲḡ Źfca ˙ ei U]Ź]YX˙ vendors who can provide the District with the professional services along with capital project and program management software to manage and track capital projects. This software must meet the requirements set forth in this RFP, and must be flexible and scalable in order to meet h\Y˙ 8]ḡf]Ẃg future financial planning, implementation and reporting needs with regard to construction projects and capital improvement programs.

The objectives include providing a financial control system for the capital building program while reducing staffing requirements and management costs. Implementation of the system will integrate critical business1.82 g neea

The complete response, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Monday, December 2, 2013 to the following address:

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento, CA 95824

H\Y˙gYU˙YX˙Ybj˙YcdY˙g\U˙`˙VY˙a˙Uf_YX˙cb˙h\Y˙ci˙hg]XY˙`ck˙Yf˙`YZh˙WcfbˍYf˙k˙]h˙˙h\Y˙k˙cfXg˙Î RFP for Capital Project and Program Management GcZhk˙UfYˍ˙"˙˙˙=h˙]g˙h\Y˙ʼ]fa˙Ñˍg˙gc˙Y˙fYgdcbg]V]`]hmˍhc˙Ybgi˙fYˍ that their response is received prior to the scheduled closing time for receipt of Proposals. No corrected or resubmitted Proposals will be accepted after the deadline. Faxed responses are not appropriate for submission and will not be accepted or considered.

This Request for Proposal does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

The District will consider and evaluate proposals from a firm that can provide both the software and services and also who have partnerships as Joint Ventures for this project. Should firms decide to submit proposals under a Joint Venture partnership, the proposal shall clearly define which firm shall be the lead or

m) Software must serve as the historical repository and archive for project documents and reporting.
n) Software must provide ability for the District to establish pre-determined pre-approval, approval, and post-approval processes, calendars, and rules;
o) Software must provide flexibility for team members to establish, allocate, track, and adjust project scope, schedules, and resources (i.e. labor, material, equipment, and money) ;
p) Software must provide capability for reviewers to review and provide online approvals;
q) Software must provide capability to impose project constraints;
r) Software must provide robust analytics and reporting capability on projects from cradle to grave,
s) Software must provide effective and efficient learning in the form of written rules, guidelines, and education for the various users of the system.
t) Software which can support lean project delivery process is of interest.
u) Software should provide and support web-

3) <u>Managing Capital Project Contracts: The proposed system should provide for each project:</u>

   a) A working environment accessible by authorized users for controlling contract transactions from initial award through contract close-out.
   b) Ability to create project contracts, and quickly access real-time contract status summaries and detail transaction histories.
   c) A]ffcf`8 ]df]Wfg Purchase Orders (DC g) and account code strings and link to project contracts UbX`hfUbgUWflcbg`Ug`Uddfcdf]UhYž`WcbhfUWg`a Un`]b_`hc`a i `h]d`Y`DC g
      i. B Yk `UbX`Ua YbXYX`DC g k`h\`]b`U`contract;
      ii. Quick access to contract transaction history organized by PO.
   d) Ability to create, manage and track contract invoices including:
      i. Association to PO and account code string;
      ii. Any held construction retentions, or separate payment to an escrow holding account for construction retentions;
      iii. Separate tracking of remittance against contract amount, and expense reimbursement;
      iv. Special handling instructions for remittance;
      v. Accounts payable internal control review/approval process.
   e) Ability to create, track and manage withholds (Examples: Construction Stop Notice payment withholds, payment withhold due to Prevailing Wage issue, or a withhold from remittance/PO-balance for defective materials):
      i. Review/approval process;
      ii. Status reporting of active and released withholds.
   f) Ability to create, track and manage pending construction changes, multiple contract cost allowances, and contract change orders:
      i. Contract cost allowances are defined as: specified amounts within the total contract authorization that are set-aside to address unknown elements of the contract work, and as specified in the contract documents, un-used portions of cost allowances may be recovered by the District, shared with the contractor, or turned over to the contractor;
      ii. Process for reviewing and approving use of contract cost allowances;
      iii. Status reporting of contract cost allowances;
      iv. Process for closing out contract cost allowances and pending change orders through contract change orders.
   g) Role based security to control access to contract management features by authorized users:
      i. Read only access to project contracts;
      ii. Ability to create contracts and contract transactions: including create pending contract, post a contract and/or PO, create or amend POs, post new POs and PO amendments, enter invoices, post warrants, release retentions, create pending changes and manage contract allowances, post contract change orders, and add and release payment withholds;

report configurations.

vii.   Consolidated (multi-project) budget status report to display tabular status data regarding budget, commitments, and expenditures by project organized by school or category. Status options should be live, up to a cut-off date, and activity during a specified date range. The following information should be available: initial budget, approved budget changes, pending budget changes, current budget, initial commitments, commitment changes, unencumbered contract commitments, total commitments, paid expenditures, expenditures in process for payment, held retentions, and construction withholds;

viii.   Consolidated (multi-project) contract status report to display contract status data by project. The following information should be available: contract name or vendor, initial contract amount, changes, current contract amount, expenditures, remaining balance, and pending changes, subtotals by project, and a grand total;

ix.   Consolidated (multi-project) purchase order (PO) report to display PO status by contract by project. The following information should be available: PO authorizations and amendments transactions, individual remittances, remaining PO balance, subtotals by PO, subtotals by contract, subtotals by project, and a grand total;

x.   Consolidated (multi-project) expenditure detail showing project funding and

iv. A change order request transmittal report to document review and approval for converting pending changes into contract change orders. The following information is provided: project name, contract, the proposed pending changes (including time and amount), a summary of the contract amount and remaining balance, and contract transaction history to aid

reconciliation of system data to prior fiscal year FIS actuals after year-end closing and audit adjustments including re-system of accruals. Information provided includes:

password/account lockouts based on the number of failed logon attempts, duration of account inactivity and other account usage anomalies. The model must be capable of disallowing unencrypted password caching at the clients or disabling caching altogether.

g) Password control mechanisms are required as follows:
  i.   Length - Configurable minimum length between 6 and 30 characters
  ii. Complexity - One alpha, one numeric and one non-standard character
  iii. Prohibition of User ID/account name in the password - renewal - configurable number of days - history - configurable number between 2 and 6 - automatic Deactivation - Configurable number of consecutive failed login attempts, between 3 and 6; OR Configurable number of days of continuous inactivity, between 90 and 360

h) Where appropriate, the application should have electronic signature capabilities which: minimally support integration into available Single-Sign-On (SSO) solutions; accommodate strong user authentication schemes (e.g. biometric authentication); and which are compliant with applicable Federal and State laws.

7) <u>Administrative Requirements:</u>

<u>Access</u>: The District must approve access to the system. The proposed system must be capable of limiting actions of each individual provided access based on the function to be performed by that individual.

<u>Data Backup</u>: System data should be backed up nightly, and a copy of back up data shall be

D. **Staffing Resources**

   1) Provide total number of professional staff employed by the firm.
   2) Identify three (3) persons that will be principally re

d) Debarment by any municipal, county, state, federal, or local agency.
e) Involvement in liti

3) Third party: Indicate any third-party application Î plug-]bg that are required to deliver the capabilities your organization proposes to provide; provide specific information. Advise additional licensing that may be required.

4) Customization
   a) Indicate what customization of your software will need to

t

12) Security
   a) Describe the features of the system that are designed to prevent unauthorized or inadvertent access to data, programs or screens. Include any other security features.
   b) Describe your systea gÑmethods of authentication for transactions that require approval.
   c) Describe your systems audit ability and the method of tracking transactions and changes to data.

13) Provide a list of the standard re

21) If you provide any electronic document management systems, please answer for each system/application:
   a) Identify the application
   b) Is it a third party system? If so, who is the system provider?
   c) What are the hardware and software requirements?

22) Dfcj]XY dYfh]bYbh]bZcfa Uh]cb fY[UfX]b[mci f gcZhk UfY"Vca dUh]V]`]hmk]h\ ch\Yf gcZhk UfY systems.

23) Future developments: Detail initiatives within the application environment that would be of benefit in relation to your proposed system. Detail any planned changes that will enhance the performance and longevity of the proposed system.

I. **Technical Environment**

   1) Preferred Configuration
      a) The District is requesting that your proposal include your recommendations for hardware and network infrastructure. Describe the minimum configuration, as well as recommended configurations for all equipment components required to support the proposed system. Address both minimum and recommended configurations in full detail regarding:
         i. The network infra

       i) Design and configuration

      ii) Testing

     iii) Training

     iv) Import/input of financial data accumulated to date

b) <u>Manpower requirements</u>: District and Proposer/Consultants ì Estimate what District and Vendor resources will be needed to perform each aspect of the Implementation Plan.

c) Provide a strategy and brief explanation of your data conversion processes.

K. <u>**Proposed Training System**</u>

District understands that training is key to a successful project. Vendors should present training that will be needed throughout the implementation. The training approach should begin with the software installation through the end-user training and post training as needed; as well as

ining

M. <u>Recommended District Staffing Levels</u>

    The District employs various technical staff to support the Information Systee