Request for Proposals Issued: May 3, 2013

Deadline for Submittal of Proposals: June 7, 2013

A. Functionality
B. Services
C. Software Requirements
D.

attention to immediate functionality as well as flexibility to accommodate changing requirements and technology.

Proposals should clearly delineate how the software system can best satisfy the stated requirements of the SCUSD and how the implementation approach will minimize the risk of delayed implementation. The SCUSD expects the proposals to include recommendations for hardware to satisfy stated performance requirements. However, the SCUSD may choose to acquire hardware through a separate process.

The SCUSD's objectives are to increase productivity and maintain accuracy and consistency with a greater

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 Friday, June 7, 2013 to the following address:

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

Each section to be marked by a <u>tabbed divider</u>	*Each section to be marked by a <u>tabbed divider</u>*
1. Transmittal Letter	This letter is limited to one page.
2. Application Requirements Checklist	Completed Application Functional Requirements Checklist. See Attachment #1.
3. Vendor Qualifications Questionnaire	Completed Vendor Qualifications Questionnaire. See Attachment #2.
4. Implementation Services and Project Plan Questionnaire	One completed Services and Project Plan questionnaire. See Attachment #3.
5. Software Costs	Completed Software Costs Worksheets Tables 1-5. See Attachment #4.
6. Implementation Services Costs	Completed Services Costs Worksheets Tables A-D. See Attachment #5.
7. Technical Requirement	Completed Technical Requirement Questions. See Attachment #6.
8. Supplemental Material	Up to 20 pages of supplemental material may optionally be provided in this section.
9. Sample Documents	Provide any forms or documents used or produced by SIS. See Attachment #7.

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- Other System/Application/ Export File Integration
- Parent Portal
- CALPADS and Californi

- Perform production tests
- Cutover to new software
- Conduct training
- Access to training and system administration material
- Conduct project close-out meeting

The project will be executed at the SCUSD administration building located in Sacramento, California. SCUSD will provide desks, chairs, and interoffice telephones. Vendor should provide estimate of the maximum number of workspaces required.

The vendor will be expected to provide the appropriate onsite resources at any given time during the implementation based on the current needs of the project. Building access, work hours, and any offsite work must be approved in advance by SCUSD. Members of the vendor's implementation team shall provide their own PCs. Project software standards include the standard Microsoft Office 2010 suite and Microsoft Project.

The vendor will designate a project manager who will be the primary point-of-contact with SCUSD during the implementation. The project manager will be responsible for all project activities performe

reductions are permissible at any time and any reductions passed on to other customers are to be correspondingly offered in the same ratio to the district. Vendor's failure to promptly notify SCUSD of such industry wide price decreases may constitute a breach of contract and the contract may be cancelled. SCUSD reserves the right to award any canceled contract to the next lower bidder or re-bid, whichever is in SCUSD's best interest. Invoices with price changes that did not receive prior approval from the Technology Services Department will not be honored.

- During the term of the contract, items considered to be essential to the functions of SCUSD not initially included in this proposal document, may be added by mutual agreement. SCUSD shall notify the successful

three hour demo of their student system at SCUSD as part of the Stage One evaluation. Any vendor that is unwilling or unable to do a demo may be deemed non-responsive and be disqualified.

4. References of the top vendors will be checked to verify their selection.

Evaluation and rating of the responses will be based on:

- Information provided by the vendor in their response
- Information provided by the vendor in response to SCUSD clarification questions
- Information from reference checks

Proposals that pass the initial screening will be evaluated and scored based on the vendors' response to the required attachments. Each submittal will be scored by an evaluation committee comprised of individuals from SCUSD and participating districts.

A short list of proposals will move into the second stage of the evaluation.

System Requirements:

The system _____ provide capabilities in the following modules, functions or services (category numbers and title(s) correspond to section numbers and titles of Attachment 1):

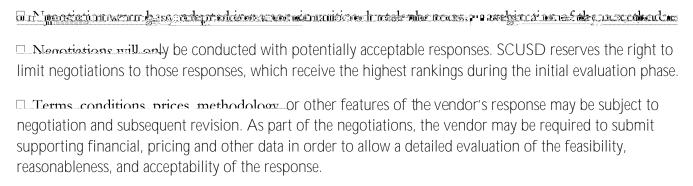| MODULE/FUNCTION/SERVICE	SECTION # ON ATTACHMENT 1
Mandatory	1
General	2
Attendance	3
Demographics	4
Discipline	5

Home Access

In addition to initial evaluation criteria, final selection will be based on the following criteria:

- ➤ Application Requirements (Attachments 1-5)
- ➤ Software Costs
- ➤ Service Costs
- ➤ Software demonstration
- ➤ Vendor Qualifications/References
- ➤ Implementation & Project Work Plans
- ➤ Technology Requirements

This is a negotiated procurement and, as such, the contract will not necessarily be awarded to the vendor submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying SCUSD's requirements, price, and other factors considered. As with any service acquisition, cost is a major consideration. It is vitally important that the district gets value for its investment and is able to demonstrate this to its constituency.

SCUSD reserves the right to conduct negotiations or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply.

☐ Negotiations may be conducted and a contract may be awarded without prior notice, preliminary negotiations, or notice of a firm's exclusion.

☐ Negotiations will only be conducted with potentially acceptable responses. SCUSD reserves the right to limit negotiations to those responses, which receive the highest rankings during the initial evaluation phase.

☐ Terms, conditions, prices, methodology, or other features of the vendor's response may be subject to negotiation and subsequent revision. As part of the negotiations, the vendor may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the response.

All deviations to the Specifications must be noted on this sheet. In the absence of any entry on this Deviation Form, the Vendor assures SCUSD of their full compliance with the Specifications and Conditions. The form may be duplicated as needed.

Page/Item#_____

Deviation

1. _____

Page/Item#_____

Deviation

2. _____

Page/Item#_____

Deviation

3. _____