



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL
DISTRICT OF THE CITY OF ST. LOUIS**

RFP TITLE: STUDENT ACTIVITY ACCOUNTS SOFTWARE

RFP #: 050-1617

DATE OF ISSUANCE: March 10, 2017

FINAL QUESTIONS DUE: March 20, 2017

BID DUE DATE: April 10, 2017 at 10:00 am

**SUBMIT TO: Purchasing Office of the St. Louis Public Schools
Second Floor – Cashier’s Window
801 North 11th Street
St. Louis, Missouri 63101**

Number of copies required: (6) marked “Copies”, (1) marked “Original”, and (2) copies on Portable Thumb drive. It is recommended that each original and copy have tabs corresponding to the required sections listed in this RFP, as appropriate. Original and copies are to be submitted in 3-ring binders or binding of some fashion.

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Section 1. INTRODUCTION AND ANNOUNCEMENT FOR SEALED PROPOSALS

INTRODUCTION:

The Special Administrative Board of the Transitional School District of the City of St. Louis (d/b/a St. Louis Public School System) (the “District”) wishes to contract with a firm to provide service.

NOTICE TO VENDORS:

Copies of this RFP #050-1617 for the **STUDENT ACTIVITY ACCOUNT SOFTWARE** (this “RFP”) may be obtained from the District’s website at www.slps.org under “Site Shortcuts”, “Purchasing / RFPs”, or from the Purchasing Department, St. Louis Public Schools, 801 North 11th Street, St. Louis, MO 63101.

The District reserves the right to accept or reject any or all Proposals (as hereinafter defined) and to waive any irregularities. The District also reserves the right to negotiate with selected firms regarding pricing and fee structures and all other aspects of the Proposals. All information included in a Proposal may be incorporated, at the District’s sole option, into the contract service to be entered into between the District and the successful Vendor (as hereinafter defined). Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation or national origin.

Section 2. TENTATIVE RFP TIMELINE

Date of Issuance	March 10, 2017
Final Questions Due	March 20, 2017
Proposals Due in Purchasing Department	April 10, 2017 at 10:00 am

The District reserves the right to modify the above RFP Timeline as needed by posting the change as an addendum to this RFP on the District website.

Section 3. INSTRUCTIONS TO VENDORS/GENERAL INFORMATION

- 3.1 Form of Submissions.** Each person or entity submitting a response to this RFP (each “Vendor”) should prepare and submit their proposal in response to this RFP (“Proposal”) in a sealed envelope or box. **The Proposal shall include (1) original, (6) copies and (1) electronic Proposal on Portable Thumb Drive.** The upper left hand corner of the package (envelope or box) shall be plainly marked as **RFP #050-1617, Service**, along with the firm name and the package shall be addressed to:

**Purchasing Office of the St. Louis Public Schools
Second Floor – Cashier’s Window
801 North 11th Street
St. Louis, MO 63101**

- 3.2 Manner of Submission** – The sealed Proposal must be received at the address listed in Section 3.1 on or before **April 10, 2017 at 10:00 am**. Each Proposal will be date and time stamped upon receipt at the Cashier’s Window. Proposals received after that date and time will not be considered and will remain unopened. Proposals must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the Proposal. If Vendor is a corporate entity, the entity’s name must be correctly stated, and the Proposal must include the state of incorporation of such entity, and, if a foreign entity, proof of registration to transact business in the state of Missouri. A person with the authority to act on behalf of the entity (i.e. an authorized agent of the entity) must sign his or her name on the Proposal.
- 3.3 Format of Proposal** - Each Proposal must include the information required in Section 5. Each required response listed in Section 5 shall be included as a required document with Attachment B.
- 3.4 Questions About this RFP** - All questions regarding this RFP shall be made electronically via e-mail in writing and directed to at **Terrance P. Bullock, PMP, terrance.bullock@slps.org**. The subject of the e-mail shall be “QUESTION - RFP #050-1617”. Failure to provide the correct RFP number in the email will deem the question unanswerable and will not be considered as part of any addenda. Any questions submitted after the dates and times listed in Section 2 above shall not be considered or answered. Questions properly submitted **in writing** prior to the due date will be addressed. Answers to all properly submitted **written** questions will be posted on the District’s website at www.SLPS.org as addenda no later than three (3) business days prior to the Proposal Due Date.
- 3.5 Addenda** - The District may revise this RFP by issuing written addenda. Addenda will be posted to the District’s website at www.SLPS.org under “Site Shortcuts”, “Purchasing

/ RFPs”. Interested persons or entities are encouraged to check the District’s website frequently for addenda to this RFP. Vendors are responsible for viewing and understanding information in addenda to the same extent as the RFP. The District has no obligation or duty to communicate addenda to Vendors beyond the posting of addenda on its website.

- 3.6 Awards** – All Proposal selections must be approved by the Special Administrative Board prior to an award being final. Awards will be made to the responsible Vendor complying with the terms of these specifications, except that the right is reserved by the District to make such selection, as in its judgment, is best suited for the purpose intended. Notwithstanding anything contained herein to the contrary, a contract shall not exist between the District and the selected Vendor until: **A) such agreement has been duly authorized and approved by the Special Administrative Board; and B) the agreement has been documented in accordance with Missouri Revised Statutes Section 432.070. After approval by the Special Administrative Board, all awards will be posted on the District website. A contract awarded pursuant to this RFP may not be assigned to any other entity without the express written authorization of an authorized agent of the District.**
- 3.7 Rejection of Proposals** – The District reserves the right to accept or reject any Proposal or any part of any Proposal.
- 3.8 Submitted Proposals Considered Final** – All Proposals shall be deemed final, conclusive and irrevocable, and no Proposal shall be subject to correction or amendment for any error or miscalculation.
- 3.9 Form of Contract** – Each successful Vendor shall be required to enter a contract in the form prescribed by the District. Templates of certain form contracts may be examined at the Department of Purchasing, 801 North 11th Street, St. Louis, MO 63101 or may be found on the District’s website at www.SLPS.org under “Site Shortcuts”, “Purchasing / RFPs”, “Contract Templates”. See Attachment G for the contract template to be used with the successful vendor. The District reserves the right to revise such templates or present a contract not contained within the template forms on the District’s website, in its sole and absolute discretion, to fit the unique situation presented by this RFP.
- 3.10 Preference for Missouri Products** – The District prefers to purchase those materials, products and supplies, which are produced, manufactured, compounded, made or grown, within the State of Missouri. When they are found in marketable quantities in the State of Missouri, and are of a quality suited to the purpose intended, and can be secured without additional cost over out-of-state products. Quality and fitness of articles will be considered in making purchases or letting contracts.

- 3.11 Bond (Not Applicable)** – A Bid Bond or Certified Check made payable to the school district, in the amount of 5% of the Base Bid shall accompany the following Bid Packages as a guarantee that the Vendor, if awarded the Contract, will furnish a 100% Performance and Payment Bond; execute the Contract; and proceed with the work. Upon failure to do so, he shall forfeit the deposit or amount of the Bid Bond as liquidated damages, and no mistakes or errors on the part of the Vendor shall excuse the Vendor or entitle him to a return of the deposit or Bid Bond. The bonds must be written by a Corporate Surety Company that is acceptable to the District and that meets the following minimum standards:
- a. Licensed pursuant to the Missouri Insurance Code
 - b. Listed on the United States Department of the Treasury’s Listing of Approved Sureties (Dept. Circular 570) in the amount of \$5,000,000.
 - c. The Bid Bond shall be valid for one hundred twenty (120) days following the deadline for submission of proposals.
 - d. The Bid Bond must be accompanied by an original signed and notarized Power-of-Attorney bearing the seal of the issuing surety company and reflecting that the signatory to the bond is a designated Attorney-in-Fact.
 - e. All bonds must be written by an insurance company that is rated in the A.M. Best key Rating Guide – Property & Casualty with a policy holder’s rating of “A-“ or better and a Financial size category of Class VII or larger.
- 3.12 Prevailing Wage (if applicable)** - Vendor and their subcontractors shall be required to submit weekly payroll sheets with their monthly invoices, compliance to the Prevailing Wage Standard, as well as an Affidavit of Compliance with Prevailing Wage Law at the conclusion of the project, prior to final payment
- 3.13 Taxes** – Vendors shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, and/or STATE RETAIL TAX in the Proposal, as these taxes does not apply to the District.
- 3.14 War Clause** – In the event that during the existence of a state of war, the United States Government takes over the plant of any manufacturer with whom the contractor has thereto fore contracted to furnish the articles required under his contract with the District, or any essential element thereof, and because of such action of the government, the contractor may furnish and deliver the articles required under the contract.
- 3.15 Purchasing Card (“P Card”)** – The St. Louis Public School District is now processing vendor payments through a Purchasing Card (“P Card”) Program with MasterCard. The “P Card” Program is a more simplified, efficient and cost effective method of remitting payments for approved expenditures. This payment program provides a faster payment to the vendor without the cost of check processing. For purchases of goods and materials, the “P Card” is the SLPS preferred method of payment and the District reserves the right to make usage of the “P Card” a requirement. Acceptance of the “P

Card” is one of the evaluation criteria that may be used in the review of vendor responses to this RFP (See Section 6.2).

- 3.16 Compensation** – Vendors are cautioned that items and/or services must be furnished at the price submitted. No increase in price will be permitted during the term of the contract.
- 3.17 Grievances** - Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Purchasing Office of the St. Louis Public Schools, 801 North 11th Street, St. Louis, MO, 63101, with a copy to Office of the General Counsel, c/o the Superintendent of Schools, 801 North 11th Street, St. Louis, MO 63101.

Section 4. QUESTIONS

- 4.1** Interested persons or entities may submit **questions in writing** pursuant to the process set forth in Section 3.4 above. Answers to the questions will be posted on the website as an addendum to the RFP pursuant to Section 3.4.
- 4.2** No communication shall be made with any District employee, other than Terrance Bullock, PMP, regarding this RFP. Violation of this provision may result in the rejection of Proposal.

Section 5. THE PROPOSAL

- 5.1** The Scope of Services for this RFP is set forth in Attachment A.
- 5.2 Part I – Qualifications/Certifications/Resume and Operations Plan**
The following information must be provided in Part I of the Proposal. The documents should be clearly marked: “Part I – Qualifications”
- 5.2.1** Vendors should provide detailed information addressing each of the following areas:
- 5.2.1.1** Licensing and certification in the field of the requested services;
- 5.2.1.2** Any citation or discipline action taken against the respondent by a licensing board or association related to the field of the requested services which is pending or has been resolved within the past 12 months;

5.2.1.3 Information regarding law suits relevant to the requested services that are pending or have been resolved within the past 12 months.

5.2.1.4 Failure to be forthright in disclosure shall be grounds for disqualification of a vendor. This section shall not be interpreted to require the disclosure of information shielded from disclosure by State or Federal Statutes and/or court order.

5.2.2 Please respond briefly, but completely, to the following:

5.2.2.1 Person/Entity Name

5.2.2.2 Address

5.2.2.3 Name and Title of Authorized Representative

5.2.2.4 Telephone Number

5.2.2.5 Fax Number

5.2.2.6 Email Address

5.2.2.7 Include the above information for each person/entity that is part of the project team for this Proposal

5.2.3 Bid Response Elements

5.2.3.1 Entity Qualifications

5.2.3.2 References (other school districts where possible)

5.2.3.3 Brief description of entity's experience with providing the requested services

5.2.3.4 Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the City of St. Louis, Missouri)

5.2.3.5 Provide a brief summary of the primary role(s) and resumes describing the background and qualifications of each member of the project team for this Proposal.

5.3 Part II – Cost/Pricing Proposal

The following information must be provided in Part II of the Proposal. The Proposal should be clearly marked: "Part II – Cost/Pricing Proposal"

5.3.1 Attachment B – Cost/Pricing Proposal must be used as the first page for this Part II.

5.3.2 Outline specifically the cost/pricing proposal for the fees and reimbursable expenses proposed. This proposal should include the method of pricing as well as the proposed fees/costs.

5.3.3 The Cost/Pricing proposal should be specific, and the detail of the cost/pricing should give the District a clear picture of overall costs as well as pricing criteria.

5.4 Part III –Required Documents

The following information must be provided in Part III of the Proposal. The Proposal should be clearly marked: “Part III – Required Documents”

- 5.4.1 Attachment C - Federal Work Authorization Program Addendum and Affidavit
- 5.4.2 Attachment D - Vendor Affirmation Form
- 5.4.3 Attachment E - Vendor Checklist
- 5.4.4 Attachment G – Contract Template - Each Vendor is required to include, as part of the documents submitted with its Proposal, the actual contract the Vendor is proposing to enter into with SLPS that sets forth, in detail, the scope, terms, conditions, specifications, pricing and performance standards and guarantees contained in the Vendor’s Proposal. Attached to this RFP is the SLPS contract form (See Attachment G) that must be used by each Vendor. Each Vendor must mark-up the SLPS contract form to include the scope, terms, conditions, specifications, pricing and performance standards and guarantees contained in its proposal. The Vendor must submit in Microsoft Word documents, both clean and marked copies of its proposed revised SLPS contract form. The marked copy must show all changes the Vendor proposes to make to the SLPS contract form. All information included in a Proposal may be incorporated, at the SLPS’s sole option, into the contract to be entered into between SLPS and the successful Vendor.

Section 6. EVALUATION CRITERIA, PROCESS AND CONTRACT AWARD

- 6.1 Evaluation Criteria** - The following criteria will be used with the weighted values below to evaluate each Proposal received. The District reserves the right to request clarification to the Proposal in order to evaluate all proposals.

Evaluation Criteria	Points
Total Price and Cost Effectiveness of Proposal	15
Proposal clearly outlines the vendors ability to perform tasks related to this project in terms of comparable design, complexity, reliability/validity and timeliness	40
Prior working relationship with the District	10
Missouri School District Experience/ Demonstrated Expertise	25
M/WBE Participation	10
Total Points Possible	100

6.2 Bid Opening – All Proposals received on or before the Proposal Due Date and Time shall be assembled and opened publicly promptly at that time in the District Offices located at 801 North 11th Street, St. Louis, MO 63101 in a conference room to be designated. All interested parties are welcome to attend.

6.3 Evaluation – The District will assemble a review committee to assist in evaluating all Proposals (the “Evaluation Team”). From this evaluation, the District may select a Vendor solely on the basis of submittals, or may additionally identify a short list of Vendors for possible interviews. The District may contact any or all respondents to clarify submitted information.

The Evaluation Team will consist of the following individuals:

Title
Chief Financial Officer
Deputy Superintendent Technology and Accountability
Network Superintendent
Internal Auditor
Fiscal Control Director

6.4 Contracting – Upon selection of a Vendor, the District will negotiate a scope of services and other terms and conditions of an agreement with the selected Vendor. If such negotiations are not successful, the District reserves the right to begin negotiations with other respondents.

Section 7. MINORITY PARTICIPATION

7.1 It is the policy of the District to pursue the goal of at least 25% Minority Business Enterprise (MBE) and 5% Women’s Business Enterprise (WBE) utilization in the provision of goods and services to the District while at the same time maintaining the quality of goods and services provided to the District through the competitive bidding process. It is the purpose of this policy to allow minority and women’s business enterprises to expand their opportunities and capacities by participating in all District operated programs. The District has developed a plan for participation in projects by minority business. This plan includes the following elements:

7.1.1 Outreach – A commitment to make every effort to inform contractors of pending contract opportunities through advertisements, workshops, brochures, and availability of plans.

- 7.1.2 **Good Faith Effort** – A commitment to verify contractor solicitations to ensure that sufficient time and information are available to make a responsible reply.
- 7.1.3 **Identification and Recruitment** – A commitment to coordinate efforts with the City of St. Louis, Contract Office, in the development of potential minority contractor interest.
- 7.1.4 **Monitoring and Reporting** – A commitment to measure and report anticipated and actual MBE/WBE participation.

7.2 Discrimination In Employment By the Special Administrative Board

- 7.2.1 During the performance of the contract, the SELECTED VENDOR agrees as follows:
 - 7.2.1.1 The SELECTED VENDOR will not discriminate against any employees or applicants because of race, age, handicap, religion, gender, sexual orientation, national origin or ethnicity. The SELECTED VENDOR will take affirmative action to ensure that all qualified applicants will receive consideration for employment without regard to race age, handicap, religion, gender, sexual orientation, national origin or ethnicity.
 - 7.2.1.2 The SELECTED VENDOR will, in all solicitations or advertisements for employees placed by or on behalf of the SELECTED VENDOR; state that all qualified applications will receive consideration for employment without regard to race age, handicap, religion, gender, sexual orientation, national origin or ethnicity.
 - 7.2.1.3 The SELECTED VENDOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising that labor unions or workers representative of the Vendor's commitment under contracts with the District.
 - 7.2.1.4 The SELECTED VENDOR will maintain and, upon request make available to the District all records and data necessary or useful to the review and monitoring of compliance with the non-discrimination clauses of this contract. In the event the SELECTED VENDOR fails or refuses to make such records available, this contract may be cancelled, terminated, or suspended in whole or in part by the District, and the SELECTED VENDOR may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.
 - 7.2.1.5 The SELECTED Vendor's non-compliance with the non-discrimination clauses of this contract, the contract may be cancelled, terminated, or suspended in whole

or in part by the District, and the SELECTED VENDOR may be declared ineligible for further District contracts or subject to such other sanctions as the District deems appropriate.

7.3 Minority and Women Owned Business Enterprise Policies

- 7.3.1 It is the policy of the District that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing District funds. MBE/WBE firms included in the respondent's submittal, either as prime consultants or subcontractors, must be certified by one or more of the following agencies on or before the date of the submission of qualifications:

Missouri Division of Purchasing and Material Management

Online: For MBE's: <http://www.oa.mo.gov/>

For WBE's: <http://www.oa.mo.gov/>

Phone: (573) 715-8130

City of St. Louis: Disadvantaged Business Enterprise Program

Online: <http://www.mwdbe.org/>

Phone: (314) 551-5000

St. Louis Minority Business Council

Online: <http://www.slmhc.org/>

Phone: (314) 241-1143

Section 8. RESERVATIONS / STIPULATIONS

- 8.1** The District reserves the right, at its sole discretion, to A) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so; B) waive minor informalities of a submittal; C) cancel, revise, or extend this solicitation; D) request additional information deemed necessary; and E) extract, combine, and delete elements of individual proposals and to negotiate jointly or separately with individual respondents with respect to any or all elements of the proposal.
- 8.2** This RFP does not obligate the District to pay any costs incurred by any respondent in the submission of a proposal or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this RFP prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred directly by the Vendor or indirectly through the Vendor's agent, employees, assigns or others, whether related or not to the Vendor.

- 8.3** The District will give preference to firms based in the bi-state St. Louis metropolitan area when other considerations are equal.
- 8.4** Careful consideration should be given before confidential information is submitted to the District as part of this RFP Proposal. Review should include whether it is critical for evaluating a bid, and whether general, non-confidential information, may be adequate for review purposes. Any and all documents submitted by the respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Missouri Sunshine Law. The Missouri Sunshine Law provides for public access to information the District possesses. Information submitted to the District that Vendors wish to have treated as proprietary and confidential trade secret information should be identified and labeled “Confidential” or “Proprietary” on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should not be disclosed.
- 8.5** Vendors acknowledge and agree, by submitting a Proposal, that:
- 8.5.1 Once a Vendor is selected for the engagement, all electronic, written and printed materials developed by such Vendor as a result of this engagement shall become the property of the District, and the District shall be entitled to use any and all such materials in any way desired by the District, in its sole and unfettered discretion.
 - 8.5.2 The qualifications of each member of the respondent team are important criteria in the selection process. The selected Vendor will not be allowed to substitute any member of the team listed in the Proposal without prior written approval by the District. The District, in its sole and absolute discretion, reserves the right to accept or reject proposed changes to the team and personnel associated with the team and/or to negotiate the composition of the team.
 - 8.5.3 Adherence to the schedule for the work is of critical importance to the District as time is of the essence, and agrees to dedicate the personnel listed in the Proposal to completing the work in accordance with the schedule outlined in this RFP. Vendors further acknowledge that the contract for the engagement may include significant liquidated damages for failure to perform in accordance with such schedule.
 - 8.5.4 To having read this RFP in its entirety and agreeing to all terms and conditions set out in this RFP. Vendors also accept the responsibility to review and understand all applicable policies of the District, which may be found on the District’s website www.slps.org under “Shortcuts”, “Board Policies”.
 - 8.5.5 The District, and any consultants retained by the District, has the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent’s submission, and authorize the

release to the District and/or the District consultants of any and all information sought in such inquiry or investigation.

- 8.5.6 Under penalty of perjury, that to the best of his/her belief: A) the prices in the Proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter or agreement for the purpose of restriction competition as to any matter relating to such prices with any other Vendor, or any other competitor; B) unless otherwise required by law, the prices in this Proposal have not been knowingly disclosed by the Vendor, and will not be knowingly disclosed by the Vendor, prior to opening, directly or indirectly, to any other Vendor or competitor; and C) no attempt has been made or will be made by the Vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restriction competition.
- 8.5.7 It is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to St. Louis, Missouri.
- 8.5.8 No fictitious name of any entity or person has been used in this Proposal, and no unidentified third-party will have an interest in any resulting contract or in the performance of any work under this Proposal.
- 8.5.9 It does not do business as or operate under any fictitious name.
- 8.5.10 It has only presented one Proposal in response to this RFP.
- 8.5.11 The Proposal is made in good faith.
- 8.5.12 It, its affiliates, subsidiaries, officers, directors, employees, and all team members listed in the Proposal have not been convicted of a felony within the last five (5) years, which felony is related in any way to providing the services and/or items referenced in this RFP, or to the competency of the service provider to perform under any resulting contract.
- 8.5.13 It, its affiliates and subsidiaries, all their respective officers, directors, employees, and all team members listed in the Proposal are not currently under investigation by any governmental agency and have not in the past four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, including conspiracy or collusion with respect to responding to any public contract.
- 8.5.14 It, its affiliates and subsidiaries, all their respective officers, directors, employees, and all team members listed in the Proposal have not been excluded from any procurement or non-procurement programs with the government as identified by the U.S. General Service Administration Office of Acquisition Policy.

- 8.6** Any misrepresentations or false statements contained in a response to this RFP or to any request for additional information related to this RFP, whether intentional or unintentional, shall be sufficient grounds for the District to remove respondents from competition for selection at any time.
- 8.7** Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between the Vendor, any employee, officer, director, or principal of the Vendor or District and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide in its sole and absolute discretion whether disqualification of the Vendor and/or cancellation of the award shall result. Such disqualification or cancellation shall be without fault or liability to the District. In the event that the District disqualifies a Vendor based on such an improper communication or relationship, and that Vendor's Proposal would have otherwise been considered the lowest responsible bid complying with the terms of these specifications, the District reserves the right to select as the winning Proposal the next most qualified responsible Vendor complying with the terms of these specifications.
- 8.8** Vendors agree that they will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements that apply to the scope of work in this RFP, including, but not limited to, all reporting and registration requirements. Vendors further agree that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Missouri.

Section 9. FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”)

Pursuant to Missouri Revised Statute 285.530, all Vendors awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Vendor must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District. Such agreement and affidavit is included as Attachment C to this RFP.

ATTACHMENT A

RFP # 050-1617 Student Activity Account Software

Scope of Services

A. General Requirements:

1. The Successful Vendor shall provide the product and render services under the contract to be awarded pursuant to this RFP as an independent Contractor, and nothing herein shall be construed as placing any employees of the Successful Vendor in the category of either a classified or other type of employee of the District.
2. During the term of the contract, the Successful Vendor shall provide all materials, labor and supervision to provide software, services, and support.
3. In your response please include your recommendation for the size of the pilot group and the schedule for bringing on the remaining schools. The pricing of the product and services shall be standardized and any new schools shall be added to the contract, upon request.
4. The Successful Vendor shall specifically state the minimum requirements of the approved web browser that will ensure the successful operation of the system. The browsers currently used by SLPS are: Internet Explorer – version 8, Firefox version 3.6.3., Chrome version 14.0 and Safari version 4.0.5.
5. It is anticipated that the Successful Vendor will provide a fully hosted turnkey solution to SLPS, save the possible need to have the client machines web browsers augmented in an acceptable fashion. A hosted environment will preclude the need for SLPS to procure and maintain server infrastructure for the duration of the products life. As an option, the District would also like pricing where we would host the application on premise on our servers.
6. Vendors shall make a clear statement as to whether or not the proposed web-based solution is fully compliant with the Federal Education Rights and Privacy Act (FERPA).
7. Vendors shall make a clear statement regarding the extent to which the proposed solution is compliant with the Schools Interoperability Framework (SIF) and whether or not a SIF compliant server, services, and capabilities are included as part of the Vendor's proposal with requisite operations, support, maintenance, and services.
8. The Successful Vendor's system must have the capability for laser printed checks or through District secured print copiers. A numbering system shall be established by SLPS. The Successful Vendor shall implement and support the numbering system established by SLPS.
9. At the release of this solicitation, SLPS has 79 schools and/or programs.
10. The Successful Vendor's system shall have the capability for processing transactions with either cash or check. No cash drawers will need to be supplied.
11. The Successful Vendor's system should sent alerts to principals that do not complete their reports by the deadline.

12. The Successful Vendor's system must be able to retain and provide SLPS access to data online for the term of the contract.

B. The Successful Vendor's system shall meet the following requirements related to Activity Fund Accounting:

1. Users can delete transactions only with administrative approval.
2. Backup capability
3. The established SLPS Standard Chart of Accounts should be kept intact
4. Vendor codes should be easily transferable
5. Export capability into Microsoft Office applications such as Excel
6. Remote access: ability to view accounts from central location and copy/print
7. Record/print receipts and checks
8. Import scanned documentation for receipts and disbursements
9. Create, edit and delete employees, vendors, accounts with no activity
10. Void checks, receipts, transfers
11. Easily mark vendors for 1099 reporting
12. Post journal entries to record interest income, bank charges and NSF (non- sufficient fund) checks
13. Query reports for receipts and disbursements
14. Reports to include:
 - a. Financial report summarizing beginning balance, receipts, disbursements, transfers and ending balance by accounts
 - b. Journal Entry Report
 - c. Bank Reconciliation
 - d. List of Receipts
 - e. List of Disbursements
 - f. List of Transfers
 - g. List of Outstanding Checks
 - h. 1099 Reports by Tax ID Number
15. The application database must be able to both import and export text based files to facilitate both unidirectional and bidirectional data exchange between other SLPS information systems and the Successful Vendor's application database(s).

C. Continuing Support:

1. The contract will provide for:
 - a. On-site training
 - b. Ongoing support via toll free telephone number or on-site to the users of the software
 - c. Annual updates or enhancements to the software are to be included in the annual pricing
 - d. Access to online user manual
 - e. A data dictionary for every field in the database and displayed to the user or included on any report. At a minimum, the database data dictionary shall give the table name, column name, data type, field size, a thorough and meaningful description of the field, and all places where the field appears on any display or report. Any fields displayed to the user or included on a report which are not stored in the database shall be similarly described only without reference to a table and column in the database. Calculations for all calculated fields will be explicitly stated including the actual calculations used.

2. It is imperative that the Successful Vendor work closely with representatives from the Finance Department, Academic Department, Internal Audit and Technology staff to ensure a smooth transition including installation, and training.
3. All Vendors shall describe fully any additional costs per school after training and system acceptance for that school.
4. All Vendors shall provide details regarding the help desk support to SLPS, at a minimum from 8 am until 5 pm (CST), Monday through Friday and provide less than a 4 hour response time to resolve problems.

D. Training of Users, Technical staff and other staff

The Successful Vendor will provide a training plan that identifies training for SLPS Technology Department, Central Office Staff, School Administration, School Clerical Staff and Teachers. We will follow a train the trainer approach for each group of schools that go live but all financial secretaries will receive training. The plan shall include the following.

1. Detailed training plan for the initial pilot group, which shall include representatives from SLPS technology department, Central Office Staff, financial secretaries, administrators and teachers for each pilot school.
2. Detailed training plan for remaining schools as they go-live.
3. Ongoing training of trainers as needed for any new features or system changes.
4. All Vendors shall include in their proposals the training fee, if applicable, for any training to be purchased on an as needed basis after the initial training for all users.

E. Implementation

1. All Vendors must include an implementation plan that covers the pilot group as well as the plan for the remaining schools. The Vendors proposal must state clearly the time in relationship to the signing of the contract for the pilot group; i.e., "delivery, installation and training will be within _____ days of contract".
2. Delivery of the final, operational product should occur as soon as possible and will be negotiated with the Successful Vendor prior to signing the contract. The goal of SLPS is to have the new application functional by August 2017 for the selected pilot schools. The remaining schools would go live during of the 2017-18 school year.
3. A list of schools and/or programs and their addresses is provided as Attachment G to this RFP.

F. The Successful Vendor Shall:

1. Present evidence that the firm or its officers have provided services as listed in this Request for Proposal in a substantially similar scope in an education setting. References must be included stating the name, position, telephone number, fax number, and if available, the E-Mail or Internet address of a contact person.
2. Have completed a project of this scope that completely encompasses a thorough working knowledge and applications of that knowledge to a secure web-based solution.

3. Have trained, professional staff, sufficient to meet the training needs of a large metropolitan school system.
4. Provide, upon request, a directory of key company personnel, to include a resume of the trainers who will train SLPS staff and faculty.
5. Will demonstrate a thorough knowledge of the requirements of this solicitation.

ATTACHMENT B

RFP #050-1617 STUDENT ACTIVITY ACCOUNTS SOFTWARE

COST / PRICING PROPOSAL

1. The following describes our cost/pricing proposal to provide services specified in Attachment A – Scope of Services of the RFP #050-1617, Student Activity Accounts Software, March 10, 2017.

Elements of Cost / Pricing

Cost _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

2. Brief Explanation of the Services to be provided under the above cost/pricing proposal.

3. Optional Proposal

Elements of Cost / Pricing

Cost

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

4. Please attach the detail addressing Sections 5.3.2 and 5.3.3 as Attachment B, Exhibit 1.

Signature of Authorized Official

Date

Company Name

ATTACHMENT C

AGREEMENT

[Name of Vendor]:

a) Agrees to have an authorized person execute the “Federal Work Authorization Program Affidavit” attached hereto and deliver the same to The Special Administrative Board of the Transitional School District of the City of St. Louis (d/b/a St. Louis Public School System) (“District”) prior to or contemporaneously with the execution of a contract with the District;

b) Affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) Affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____
(Signature)

Printed Name and Title: _____

For and on behalf of: _____
(Company Name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For _____ (company name)

Title: _____

STATE OF MISSOURI)

) ss.

COUNTY OF _____)

On this ____ day of _____, 20__, before me, _____, a Notary Public in and for such County and State, personally appeared _____ of _____, known to me to be the person who executed the affidavit on behalf of said _____ and acknowledged to me that he or she executed the same for the purposes therein stated. Subscribed and affirmed before me this ____ day of _____, 20__.

Notary Public

My commission expires on: _____

ATTACHMENT D

VENDOR AFFIRMATION FORM

RFP TITLE: Student Activity Accounts Software

RFP #: 050-1617

NAME OF VENDOR: _____

After careful consideration of the solicitation document in its entirety, Request for Proposal for RFP #050-1617, Student Activity Accounts Software, and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

The Vendor's Checklist in Attachment E of the RFP has been complied with, is completed, and is enclosed with this Proposal.

For consideration of this proposal, the undersigned hereby affirms that (1) he/she is a duly authorized official of the company, (2) that the offer is being submitted on behalf of the Vendor in accordance with any terms and conditions set forth in this document and (3) that the company will accept any awards made to it as a result of the offer submitted herein for a minimum of one year following the date of submission.

A current Certificate of Insurance is required as part of your Proposal.

The District shall provide the Vendor with a contract agreement, which will set forth the terms of this agreement. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Missouri.

Nondiscrimination in Employment: We the supplier of goods, materials, equipment or services covered by this proposal or contract have not discriminated in the employment, in any way, against any person or persons, or refused to continue the employment of any person or persons on account of their race, creed, color, or national origin.

Respectfully submitted, Authorized Official: Title _____

Print Name

Signature

Date

Address

() _____ () _____

Business Telephone Number

Facsimile

E-Mail Address

The full names and addresses of persons and organizations interested in the foregoing Request For Proposal as principals of the company are as follows:

**ATTACHMENT E
VENDOR CHECKLIST**

RFP TITLE: Student Activity Accounts Software

RFP #: 050-1617

- () Submitted all information as requested.
- () Received _____ number of addendum(s).
- () Submitted one (1) original, (6) copies and one (2) electronic Proposal on Portable Thumb Drive.
- () Signed Federal Work Authorization Program Agreement.
- () Signed and notarized Federal Work Authorization Program agreement and affidavit
- () Signed Vendor Affirmation Form (by an authorized official of the company where appropriate).
- () Signed and dated Cost / Pricing Proposal.
- () Clean and Marked Copies of the SLPS Contract Form
- () No conditions or restrictions have been placed by the company on this Proposal that would declare it non-responsive.
- () Current Certificate of Insurance.
- () Submitted a copy all certificates and license including, but not limited to, the license (to conduct business in the City of St. Louis, Missouri).
- () Submitted state tax identification number. _____

Signature of Authorized Official

Date

Company Name

ATTACHMENT F
NON-SUBMITTAL RESPONSE FORM

RFP TITLE: Student Activity Accounts Software

RFP #: 050-1617

NOTE TO VENDOR:

If your company's response is a "non-submittal", the District is very interested in the reason for such response since the District desires to ensure that the procurement process is fair, non-restrictive and attracts maximum participation from interested companies. We, therefore, appreciate your response to this non-submittal response form.

Please indicate your reason for responding with a "non-submittal":

- () Unable to meet the requirements for this project.
- () Unable to meet the time frame established for start and/or completion of the project.
- () Received too late to reply. Received on _____ .
- () Please remove our company's name from receiving similar type solicitations.
- () Other: _____

Your response will be given careful consideration, and included in the contract file. Your input will assist the District in determining changes necessary to increase participation and competition.

Authorized Signature

Title

Date

Name of Company / Consultant

Company Address

() _____

Business Telephone Number

() _____

Facsimile

E-Mail Address

ATTACHMENT G
SCHOOL AND PROGRAM LOCATIONS



SLPS 2017-2018 Principal's Assignments
Dr. Kelvin Adams, Superintendent
David Hardy Jr., Chief Academic Officer
January 3, 2017

<i>Location</i>	<i>Principal</i>	<i>Address</i>
Elementary Schools		
AESM @ Carver-499	Anna Westlund	3325 Bell Avenue, 63106
Adams-400	Cameron Coleman	1311 Tower Grove Ave., 63110
Ames VPA-425	JaVeeta Parks-Prince	2900 Hadley, 63107
Ashland-406	Lisa M. Brown	3921 No. Newstead, 63115
Bryan Hill-418	Dr. Sarah Briscoe	2128 Gano, 63107
Buder-420	Anna Russell	5319 Lansdowne Ave., 63109
Clay-436	Dr. Donna Owens	3820 No. 14 th St., 63107
Columbia-442	DeShonda Payton	3120 St. Louis Ave., 63106
Cote Brillante-444	Mildred Moore	2616 Cora Avenue, 63113
Dewey IS-447	Andrew Donovan	6746 Clayton, 63139
Dunbar-448	Anthony Virdure-Interim	1415 No. Garrison Ave., 63106
Farragut-458	Patricia Cox	4025 Sullivan Ave., 63107
Ford-463	Dr. Aisha Grace	1383 Clara Ave., 63112
Froebel Literacy Academy-466	Mamie Womack	3709 Nebraska Ave., 63118
Gateway Math & Science Elem.-473	Dr. Rose Howard	#4 Gateway Dr., 63106
Gateway-Michael SpEd-552	Dr. Rose Howard	#2 Gateway Dr., 63106
Hamilton-478	Starlett Frenchie	5819 Westminster Place, 63112
Patrick Henry Downtown Academy-488	Colby Heckendorn	1220 N. 10 th Street, 63112
Herzog Academy-490	Sandra Bell	5831 Pamplin Place, 63147
Hickey-489	Tina Ramsey - Interim	3111 Cora Ave., 63115
Hodgen College Bound Academy-492	Brandon Murray-Interim	1616 California, 63104
Humboldt Academy of Higher Learning-496	Jacqueline Russell	2516 S. 9th Street, 63104
Jefferson-502	Dr. Kristen Taylor	1301 Hogan St., 63106
Kennard CJA-503	Dr. Wanda LeFlore	5031 Potomac, 63139
Laclede-506	Dr. DaMaris White	5821 Kennerly Ave., 63112
Lexington-510	Dr. Myra Pendelton	5030 Lexington Ave., 63115
Lyon Academy at Blow-518	Dr. Ingrid Iskali	516 Loughborough, 63111
Mallinckrodt ABI-524	DeAndre Thomas	6020 Pernod, 63139
Mann -526	Angela Glass - Interim	4047 Juniata St., 63116
Mason School of Academic and Cultural Literacy-534	Deborah Leto	6031 Southwest Ave., 63139
Meramec-550	Phyllis Miller- Interim	2745 Meramec St., 63118
Monroe eMints-556	Felicia Miller	3641 Missouri Ave., 63118
Mullanphy ILC-559	Kelli Casper	4221 Shaw Blvd., 63110
Nance-561	Jana Haywood	8959 Riverview Blvd., 63147

Oak Hill-560	Dr. Tina Hamilton	4300 Morganford Rd., 63116
Bertha Gilkey Pamoja @ Cole-440	Sean Nichols	3935 Enright, 63108
Peabody-562	Monica Seawood	1224 S. 14 th St., 63104
Shaw VPA-578	Dr. Lori Craig	5329 Columbia, 63139
Shenandoah-580	Sonya Wayne	3412 Shenandoah Ave., 63104
Sigel-586	Hollie Russell-West	2050 Allen Ave., 63104
Stix ECC-593	Diane Dymond	647 Tower Grove, 63110
Walbridge-596	Dr. Cheryl Harris	5000 Davison Ave., 63120
Washington Montessori-601	Patricia Smith - Interim	1130 No. Euclid, 63113
Wilkinson ECC-603	Yvette Levy	1921 Prather, 63139
Woerner-597	Margaret Meyer	6131 Leona, 63116
Woodward-612	Dr. Carla Cunigan	725 Bellerive Blvd., 63111
<i>Middle Schools</i>		
AESM @L'Ouverture-325	CeAndre Perry	3021 Hickory St., 63104
Busch School of Character and Athletics -305	Robert Lescher	5910 Clifton, 63109
Carr Lane VPA-307	Barrett Taylor - Interim	1004 No. Jefferson, 63106
Compton Drew ILC-339	Susan Reid	5130 Oakland, 63110
Fanning-314	June Berry	3417 Grace Ave., 63116
Gateway Math & Science Preparatory-323	Nakia King - Interim	1200 N. Jefferson, 63106
Langston-324	Lanetra Thomas	5511 Wabada Ave., 63112
Long-326	Brenda Smith	5028 Morganford Road, 63116
Yeatman/Liddell Preparatory-377	Dr. Leslie Bonner	4265 Athlone Ave., 63115
<i>High Schools</i>		
CAJT at Nottingham -114	Kimberly Long- Interim	4915 Donovan Ave., 63109
Carnahan High School of the Future-193	Renee Racette	4041 S. Broadway, 63118
Central VPA @ Southwest Complex-186	Dr. Kacy Seals	3125 S. Kingshighway, 63139
Cleveland NJROTC @Southwest-144	Dr. Victoria Shearing	4939 Kemper Ave., 63139
Clyde Miller Career Academy-117	Michael Brown	1000 No. Grand, 63106
Collegiate Sch of Med. & Bioscience-151	Frederick Steele	1547 S. Theresa Avenue, 63104
Gateway STEM Academy-111	Steven Clay - Interim	5101 McRee, 63110
McKinley Leadership Academy(M-313) (HS-157)	Steve Warmack	2156 Russell, 63104
Metro A&C-156	Dr. Wilfred Moore	4015 McPherson, 63108
Northwest Trans & Law Academy-194	Valerie Carter-Thomas	5140 Riverview Blvd., 63120
Roosevelt-168	Dr. Crystal Gale	3230 Hartford Avenue, 63118
Soldan IS-173	Dr. Thomas Cason	918 No. Union, 63108
Sumner (10th - 12th) - 180	Dr. Michael Triplett	4268 W. Cottage Ave., 63113
Sumner (9th) - 180	Christopher McNeil	4268 W. Cottage Ave., 63113
Vashon (10th - 12th) 183	Dr. Debra Powell	3035 Cass Ave., 63106
Vashon (9th) - 183	Brenda Smith	3035 Cass Ave., 63106
Beaumont Technical Center	Felita Williams	3836 Natural Bridge Ave, 63107
<i>Alternative Sites</i>		
Griscom-668	Carey Cunningham - Interim Dir.	3847 Enright Ave., 63108

Fresh Start @ Sumner-698	Justin Moore - Interim Dir	4268 W. Cottage Ave., 63113
ICA @Blewett-679	Carey Cunningham - Interim Dir.	1927 Cass Avenue, 63107
ETS @Madison-699	Marvin Echols - Interim Dir.	1118 S. 7th Street, 63104
English Speakers of Other Languages/English Language Learners		
Nahed Chapman New American Academy-497	Donnie Harris - Interim	1530 S. Grand, 63104
<i>Community Education</i>		
Community Education @ Long and Nottingham	Patrice Crotty	1118 S. 7th Street, 63104
ESOL Migrant Program		
ESOL Migrant Program	Alla Gonzalez Del Castillo	1530 S. Grand, 63104