



BOARD OF EDUCATION OF THE CITY OF ST. LOUIS

RFP TITLE: Student Activity Accounts Software

RFP #: 008- 2021

DATE OF ISSUANCE: October 9, 2020

QUESTIONS DUE: October 19, 2020

BID DUE DATE: November 6, 2020, at 11:00 A.M. CST
Public Opening via Zoom

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

Number of copies required: Five (5) marked “Copies”, One (1) marked “Original”, and two (2) **electronic flash drives**. 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 Board of Education of the City of St. Louis (d/b/a St. Louis Public School District) (the “District”) wishes to contract with a firm to provide Student Activity Accounts Software. **The term of the contract will be for School Fiscal Year (FY) July 1, 2021 through June 30, 2022; with a renewal options for two (2,) one (1) year periods. School (FY) July 1, 2022 through June 30, 2023 and School (FY) July 1, 2023 through June 30, 2024.**

NOTICE TO BIDDERS:

Copies of this RFP #008-2021 for the **STUDENT ACTIVITY ACCOUNTS SOFTWARE** (this “RFP”) may be obtained from the District’s website at www.slps.org under “Site Shortcuts”, “RFP Bid Opportunities”, or from the Procurement Office, 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 **Student Activity Accounts Software** 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.

Due to the District COVID-19 guidelines there will not be an onsite bid opening for the posted RFP# 008-2021, STUDENT ACTIVITY ACCOUNTS SOFTWARE. The Bid Opening will be held virtually via ZOOM. If your company is interested in joining the ZOOM Bid Opening, please email angela.russell-perry@slps.org to receive invite by Thursday, November 5, 2020.

Section 2. TENTATIVE RFP TIMELINE

Date of Issuance	October 9, 2020
Final Questions Due	October 19, 2020
Bid Due Date:	November 6, 2020 at or before 11:00 A.M. CST

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 One (1) original, Five (5) copies and two (2) electronic flash drives.** The upper left hand corner of the package (envelope or box) shall be plainly marked as **RFP #008-2021, Student Activity Accounts Software**, along with the firm name and the package shall be addressed to:

**Procurement 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 **November 6, 2020 at or before 11:00 A.M.** 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 Angela Russell, Senior Procurement Analyst at angela.russell-perry@slps.org. The subject of the e-mail shall be “**QUESTION - RFP #008-2021 Student Activity Accounts Software**”. 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 after Question 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”, “RFP Bid Opportunities”. Interested persons or entities are encouraged to check the District’s website frequently for addenda to this RFP. Bidders 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 Bidders beyond the posting of addenda on its website.

- 3.6 Awards** – All Proposal selections must be approved by the St. Louis Board of Education prior to an award being final. Awards will be made to the responsible Bidder 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 Bidder until: **A) such agreement has been duly authorized and approved by the District; and B) the agreement has been documented in accordance with Missouri Revised Statutes Section 432.070. After approval by the District, 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 Bidder shall be required to enter a contract in the form prescribed by the District. Templates of certain form contracts may be examined at the Procurement Office, 801 North 11th Street, St. Louis, MO 63101 or may be found on the District’s website at www.slps.org under “Site Shortcuts”, “Procurement Forms”, “Contract Templates”. See Attachment H for the contract template to be used with the successful bidder. 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 bidder, 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 bidder shall excuse the bidder 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)** - Bidder 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** – Bidders 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 Compensation** – Bidders 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.
- 3.16 Grievances** - Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Procurement 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 Angela Russell-Perry, 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 Bidders 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 bidder. 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 B: Cost/Pricing Proposal
- 5.4.2 Attachment C: E-Verify Agreement and Affidavit
- 5.4.3 Attachment D: Bidder Affirmation Form
- 5.4.4 Attachment E : Bidder Checklist
- 5.4.5 Attachment F : Non-Submittal Response Form (only if not responding to RFP)
- 5.4.6 Attachment H: Contract Template - Each Bidder is required to include, as part of the documents submitted with its Proposal, the actual contract the Bidder 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 Bidder’s Proposal. Attached to this RFP is the SLPS contract form (See Attachment H) that must be used by each Bidder. Each Bidder 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 Bidder 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 Bidder 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 Bidder. (please see section 3.9 page 4)

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
Cost	20
Vendor’s Experience	20
Prior Working Relationship with the District	10
Meets Overall Proposal Requirements	40
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. Due to COVID 19 guidelines there will not be an onsite bid opening. The Bid Opening will be held virtually via Zoom. (Please see Notice to Bidders, page 2).

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 Bidder solely on the basis of submittals, or may additionally identify a short list of Bidders 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
Elementary School Principal or Secretary
Middle or High School Book Clerk
Fiscal Control Director

6.4 Contracting – Upon selection of a Bidder, the District will negotiate a scope of services and other terms and conditions of an agreement with the selected Bidder. 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 St. Louis Board of Education

7.2.1 During the performance of the contract, the SELECTED BIDDER agrees as follows:

7.2.1.1 The SELECTED BIDDER will not discriminate against any employees or applicants because of race, age, handicap, religion, gender, sexual orientation, national origin or ethnicity. The SELECTED BIDDER 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 BIDDER will, in all solicitations or advertisements for employees placed by or on behalf of the SELECTED BIDDER; 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 BIDDER 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 BIDDER 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 BIDDER 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 BIDDER 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 Bidder'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 BIDDER 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 Office of Equal Opportunity (MOEO)

Online: For M/WBE's: https://oeo.mo.gov/oeo_certifications

Phone: (573) 715-8130

City of St. Louis: Business Diversity Development (BDD)

Online: <http://www.flystl.com>

Phone: (314) 426-8111

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 Bidder or indirectly through the Bidder's agent, employees, assigns or others, whether related or not to the Bidder.

- 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 Bidders 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 exempt it from disclosure, including a written statement of the reasons why the information should not be disclosed.
- 8.5** Bidders acknowledge and agree, by submitting a Proposal, that:
- 8.5.1 Once a Bidder is selected for the engagement, all electronic, written and printed materials developed by such Bidder 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 Bidder 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. Bidders 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. Bidders 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 “Site 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 Bidder, 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 Bidder, prior to opening, directly or indirectly, to any other Bidder or competitor; and C) no attempt has been made or will be made by the Bidder 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** Bidders shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between the Bidder, any employee, officer, director, or principal of the Bidder 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 Bidder 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 Bidder based on such an improper communication or relationship, and that Bidder'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 Bidder complying with the terms of these specifications.

- 8.8** Bidders 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. Bidders 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 Bidders 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 Bidder 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
Scope of Services

RFP # 008-2021 Student Activity Account Software

A. PURPOSE

The District is soliciting proposals for qualified vendors to provide Student Activity Accounts Software. The software solution will be used in all forty-five (45) elementary, eight (8) middle, fifteen (15) high schools and four (4) alternative sites. The current software is called EPES.

The overall goals for the Student Activity Accounts Software solution will be:

- To generate and maintain sound financial data for each district school;
- To provide a user friendly, web-based accounting solution that can be easily understood by users with varying degrees of accounting/ bookkeeping knowledge;
- To provide reliable reporting at the school and district level while adhering to professional, legal and school district requirements;
- To facilitate month-end and year-end closings producing accurate and reliable data at the school level and district level with the capability of producing data by Fund/Category, Account, and Subaccount;
- To promote the effective and efficient maintenance of Student Activity Accounts records at the school and the district level providing varying levels of access/capability to various users based on school district established controls while providing the highest level of security to maintain integrity of all district assets.

B. BACKGROUND

The District continues to experience growth due to its commitment to educational excellence and the longstanding reputation the school district has maintained for such excellence in the St. Louis metropolitan area. As an educational leader, the District delivers quality service and support to our stakeholders: students, parents, community and staff. Currently, the District serves over 19,700 students at 72 schools and has approximately 3,700 full-time employees.

As part of our commitment to always strive to provide exemplary services to our schools, departments, board, and community at large, the accounting services department recognizes and understands the need to provide the most up-to-date, reliable student activity accounts software available. The Finance Division is comprised of the Chief Financial Officer, along with 33 supporting staff members including five staff members dedicated to the Evaluation Team. The Evaluation Team is comprised of a coordinator and four departmental specialists. The Evaluation Team provides initial and on-going training and support to all district principals, book clerks or treasurers, business managers, coaches, club sponsors, and other applicable staff as related to the accounting for and management of the student activity accounts software. The Finance Division and the Evaluation Team come under the direction of the Chief Financial Officer.

C. SCOPE OF SERVICE

To be considered as a viable Student Activity Accounts Software solution, the Bidder shall be able to provide the following:

- a) Web-Based Software Solution to be hosted by the Bidder or installed on the District's centralized servers. It shall efficiently and effectively facilitate the management of and accounting for Student Activity Accounts financial data producing reliable reporting at the school and central office level

according to District Policy and Local, State and Federal regulations while being stored in a secure environment.

- b) Software Maintenance shall be reliable, timely and offered either remotely or on-site depending on the District's needs. The qualified Bidder shall provide details regarding software maintenance and support services. The details provided shall include such information as technical support offered, software renewal requirements, software maintenance requirements such as updates and patches, disaster recovery plans for unexpected situations resulting in either equipment or data loss (Bidder shall also supply a high-level disaster recovery plan.). Bidder shall seek client approval prior to rollout for all upgrades.

Bidder shall be available to assist with the conversion of all data from existing software to the proposed software for all school locations. The Bidder shall explain their licensing structure. The Bidder shall also explain if there's separate licensing for the various user groups with varying levels of access.

The Bidder shall describe the methods of delivery that will be available. The Bidder shall describe if dashboards, electronic or other business intelligence tools involved. The Bidder shall describe if the software has the ability to upload attachments.

- c) Training offered in a variety of necessary formats including:

- i. Train the trainer,
- ii. On-site training,
- iii. Remote/on-line training sessions (Blackboard, webinars, Front Line etc.)

The Bidder shall provide details for proposed training method for the initial implementation for: the Evaluation Team staff of five (5) and for all school book clerks or treasurers. The proposed training details shall include setting requirements (i.e. set-up, space desired, equipment needed, etc.) as well as the timeframe needed for the Evaluation Team staff and for book clerks or treasurers.

Will training materials be provided to supplement on-site and/or on-line training sessions? Will training materials be tailored specifically for the district's needs (i.e. account code structure, etc.)?

- d) Ongoing support shall be offered to the Evaluation Team or other administrative central office staff as needed. The Evaluation Team shall work directly with each individual school. Schools shall not contact the Bidder individually unless prior written authorization is obtained from the Evaluation Team.

The Bidder shall provide details regarding Service Level Agreements (SLA). What is the typical response time to client needs? Does the Bidder have dedicated staff available as service calls are received or are service calls referred to other staff or contractors?

Will a dedicated project manager be assigned to coordinate all aspects of training, implementation and support?

- e) Security – Bidder shall provide Secure Sockets Layer (SSL) certificates and will provide proof of database level encryption.

Regarding a credit card payment solution offered in the software package, will the software retain credit card information provided by parents?

The Bidder shall have Lightweight Directory Access Protocol (LDAP) compatibility for the District's faculty and parents (students). If not for the parents/students, the parent payment piece shall be self-

registering.

Will the software operate in our own district's operating environment or would we be sharing the environment with other school districts/other users?

Records Retention Schedules require that student activity accounts data be maintained for a period of five (5) years. How is archived data stored?

Software solution shall identify valid users and direct those users to authorized options only. Users can only be given such authorization by authorized Evaluation Team personnel.

f) Software features shall include:

Reporting

- School level monthly and year end reporting.
- District level monthly, quarterly and year end reporting.
- Cash receipts/disbursements journal detailing beginning balance, receipts, disbursements, transfers, and ending balance on a daily, weekly, monthly and yearly basis.
- Ability to maintain accounts via fund, account, sub-account structure providing date driven reporting that can be produced at any level (fund, account, subaccount).
- Customized reporting – ability to obtain data sorted by fund, account, subaccount and by date, amount, vendor, description and/or explanation, check number and receipt number.
- Ability to preview and print all reports.
- Ability to download or export reports in different formats, such as Excel and PDF.
- All reporting is also to be in compliance with GASB Statement No. 84, which was issued in January 2017 and became effective for our fiscal year beginning July 1, 2019.

Additional Technical Requirements/Security

- School District Designed/Maintained Account Code Structure/Chart of Accounts preventing changes by individual schools unless prior written approval is obtained from the Evaluation Team. Will the Evaluation Team have the ability to add/delete accounts/subaccounts when necessary? If standard accounts need to be added for all schools, could the Evaluation Team do that centrally?
- School District Controlled Security Levels with varying access dependent upon staff roles (i.e. District Administrator, Site Administrator, view-only user, etc.). In order to provide the district's staff with a "single sign on", Bidder must have LDAP, Active Directory Federation Services (ADFS), or Azure Active Directory support compatibility.
- District controls that shall only allow the Evaluation Team to alter beginning balances and receipt and check numbers once the fiscal year begins.
- District controls to prohibit entries being made to either a previous period or future period (fiscal month or year).
- Ability to control and track unsuccessful login attempts by users.
- Ability to provide audit trail of any changes made.
- Provide reliable automatic data back-ups and the ability to do manual back-ups prior to all fiscal close outs (monthly and annually). Provide a safeguard to ensure that a back-up is performed before all fiscal period close-outs.
- Ability to maintain archived databases for a period of at least ten (10) years to comply with records retention requirements.
- Ability to 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).

If the products/solution is hosted by the vendor or in the cloud

- All data is the property of the District and must be accessible for export or migration as needed/requested
- Database should be non-proprietary; if proprietary, vendor must provide access, and tools that will allow for export and migration
- Ability to define user roles and associated access
- Ability to audit user roles and access
- Must provide notification of updates, upgrades, patches or fixes with 30-day notice unless such fix or patch is to address a security deficiency
- Must provide a technical contact and record to address issues and outages

If the products/solution will be in the District data center

- Ability to operate in a virtual environment (VMWare)
- Ability to define user roles and associated access
- Ability to audit user roles and access
- MS Windows Server 2016 or greater
- SQL Server 2016 with respective compatibility model on Windows 10

Cash Receipts and Disbursements

- Online receipt writing/printing with the ability to print individually and/or to batch for deposit without duplication of effort, assigning unique receipt numbers. Explain edit controls for receipts/checks once batched for printing and prior to batching.
- Ability to print duplicate receipts, once posted if necessary due to printer error, etc.
- Online check writing, using standard check stock, able to print to each school bookkeeper's printer assigning unique check numbers.
- Ability to allow transactions to be posted to multiple accounts.
- Ability to process and account for Manual checks and receipts when necessary. Address year end process for continuing to write receipts/checks when closing out fiscal year.
- Ability to sequentially track all void receipts and checks.
- Ability to code vendors and sort corresponding data for 1099 purposes.
- Vendor information must include fields for full vendor name, address, phone number, FEI number/Social Security Number, 1099 Status (Individual, LLC, etc.), search term.
- Ability to generate accurate and timely 1099 reporting at district level and at school level.
- Ability to flag transactions at predetermined thresholds in order to satisfy Board Policies and applicable State and Federal laws (unclaimed property, contracted services).

Adjusting Journal Entries

- Bidders software solution shall allow for the recording of adjusting journal entries and transfer entries.
- Software shall provide for balance verification between affected accounts related to transfers.

Reconciliation

- Ability to verify that amounts posted to cash are balanced with the amounts posted to the various associated fund accounts.
- Monthly reconciliation process and year end close/rollover process with adequate documentation for each providing warning messages if out of balance. Allow balances to be rolled forward, if desired.
- Reconciliation module shall provide reconciliation capabilities from central office level or at the school level.

Credit Card Payment Solution

- Software should be able to interface with multiple Online Credit Card Payment Solutions including the vendor currently used by the District.

Other

- Ability to communicate with all users within the software solution (intra mail).
 - Bidders shall provide a warranty of at least twenty-four (24) months of acceptance of the software by the District. Software warranty should be included as part of proposal.
 - The District currently uses multiple standard (manual) forms related to student activity accounts transactions such as Internal Deposit Slips prepared by teachers/club sponsors when remitting funds, Requisitions for Purchase, Fundraising Applications and Financial Recaps, Athletic Ticket Summaries, etc. that are processed “outside” of the current software solution.
 - o Does the Bidder’s software have forms embedded that would replace the District’s forms?
 - o If so, can the forms be tailored to meet specific needs of the District?
 - o If not, could our adopted forms be attached to software documents, if necessary?
 - How many bank accounts can be maintained using the Bidder software solution (i.e. Checking Account, Savings Account)? Many of our schools not only maintain a checking account, but also may have savings accounts and investment accounts.
 - Ability to view multiple schools at one time.
- g) Training and preparation required prior to implementation
- h) The Bidder shall provide
1. Evaluation Team staff training
 2. Account Code Structure Built/Rollover data from existing district
 3. Book clerk or treasurer training
- i) The Bidder software solution shall go live – Fall 2021.

ATTACHMENT C

E-VERIFY 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 Board of Education of the City of St. Louis (d/b/a St. Louis Public School District) (“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
BIDDER AFFIRMATION FORM**

RFP TITLE: Student Activity Accounts Software

RFP #: 008-2021

NAME OF VENDOR: _____

After careful consideration of the solicitation document in its entirety, Request for Proposal for RFP #008-2021, 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
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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
BIDDER CHECKLIST**

RFP TITLE: Student Activity Accounts Software

RFP #: 008-2021

- () Submitted all information as requested.
- () Received _____ number of addendum(s).
- () Submitted one (1) original, (5) copies and one (2) electronic copies on two separate flash drives.
- () Signed Federal Work Authorization Program Agreement.
- () Signed and notarized Federal Work Authorization Program Agreement and Affidavit
- () Signed Bidder 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 of all Certificates/Licenses and Business License.
- () Submitted a copy of a System for Award Management (SAM) Status Report:
www.sam.gov
- () 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 #: 008-2021

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 timeframe 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
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Name of Company / Consultant

Company Address

() _____	() _____
Business Telephone Number	Facsimile

E-Mail Address

ATTACHMENT G
SCHOOL AND PROGRAM LOCATIONS



SLPS 2020-2021 Principals Assignments
Dr. Kelvin Adams, Superintendent
Dr. Paula Knight, Chief Academic Officer
October 1, 2020

<i>Location</i>	<i>Principal</i>	<i>Address</i>
Elementary Schools		
Adams-400	Felecia Miller	1311 Tower Grove Ave., 63110
Ames VPA-425	JaVeeta Parks-Prince	2900 Hadley, 63107
Ashland-406	Paula Boddie	3921 No. Newstead, 63115
Bryan Hill-418	Dr. Sarah Briscoe	2128 Gano, 63107
Buder-420	Anna Russell	5319 Lansdowne Ave., 63109
Clay Academy of Exploration and Civics-436	Tierrus Nance	3820 No. 14 th St., 63107
Columbia-442	DeShonda Payton	3120 St. Louis Ave., 63106
Dewey IS-447	Andrew Donovan	6746 Clayton, 63139
Dunbar-448	Anthony Viridure	1415 No. Garrison Ave., 63106
Farragut-458	Tiffany Houston, Interim	4025 Sullivan Ave., 63107
Ford-463	Michelle McDaniel	1383 Clara Ave., 63112
Froebel Literacy Academy-466	Jim Triplett	3709 Nebraska Ave., 63118
Gateway Math & Science Elem.-473	Karen Austin-Lindsey	#4 Gateway Dr., 63106
Gateway-Michael SpEd-552	Karen Austin-Lindsey	#2 Gateway Dr., 63106
George Washington Carver Academy - 499	Brandon Clay	3325 Bell Avenue, 63106
Hamilton-478	Starlett Frenchie	5819 Westminster Place, 63112
Patrick Henry Downtown Academy-488	Deborah Rogers	1220 N. 10 th Street, 63112
Herzog Academy-490	Oluyemisi Folarin	5831 Pamplin Place, 63147
Hickey-489	Michael Baird	3111 Cora Ave., 63115
Hodgen College Bound Academy-492	Julia Kaiser	1616 California, 63104
Humboldt Academy of Higher Learning-496	Jacqueline Russell	2516 S. 9th Street, 63104
Jefferson-502	Leslie Bonner	1301 Hogan St., 63106
Kennard CJA-503	Steven-Kyle Jefferson	5031 Potomac, 63139
Pierre Laclede Jr. Career Academy-506	Dr. DaMaris White	5821 Kennerly Ave., 63112
Lexington-510	Courtney Jude	5030 Lexington Ave., 63115
Lyon Academy at Blow-518	Dr. Ingrid Iskali	516 Loughborough, 63111
Mallinckrodt ABI-524	Shawn Williams	6020 Pernod, 63139
Mann -526	Angela Glass	4047 Juniata St., 63116
Mason School of Academic and Cultural Literacy-534	Stacey Franklin	6031 Southwest Ave., 63139
Meramec-550	Jonathan Strong	2745 Meramec St., 63118
Monroe-556	Sonya Wayne	3641 Missouri Ave., 63118
Mullanphy ILC-559	Kelli Casper	4221 Shaw Blvd., 63110
Nance-561	Tyler Archer, Interim	8959 Riverview Blvd., 63147
Oak Hill-560	Dr. Tina Hamilton	4300 Morganford Rd., 63116
Bertha Gilkey - Pamoja @ Cole-440	Angel Nave, Interim	3935 Enright, 63108

Peabody-562	Shalmeka Humphrey	1224 S. 14 th St., 63104
Shaw VPA-578	Dr. Lori Craig	5329 Columbia, 63139
Shenandoah-580	Chad Rooney	3412 Shenandoah Ave., 63104
Sigel-586	Laura Owca	2050 Allen Ave., 63104
Stix ECC-593	Diane Dymond	647 Tower Grove, 63110
Walbridge STEAM Academy-596	Mildred Moore	5000 Davison Ave., 63120
Washington Montessori-601	Lisa Small	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
Middle Schools		
AESM @ L'Ouverture-325	Larry Robinson, Interim	3021 Hickory St., 63104
Busch School of Character and Athletics -305	Robert Lescher	5910 Clifton, 63109
Carr Lane VPA-307	Darwin Young	1004 No. Jefferson, 63106
Compton Drew ILC-339	Susan Reid	5130 Oakland, 63110
Fanning-314	Lisa Brown	3417 Grace Ave., 63116
Gateway Math & Science Preparatory-323	A. Michael Shaw	1200 N. Jefferson, 63106
Long-326	Benicia Nanez-Hunt	5028 Morganford Road, 63116
Yeatman/Liddell Preparatory-377	Kenneth Griffin, Interim	4265 Athlone Ave., 63115
High Schools		
CAJT at Nottingham -114	Kimberly Long	4915 Donovan Ave., 63109
Carnahan High School of the Future-193	Jonathan Griffin	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 C. Miller Career Academy-117	Jana Haywood	1000 No. Grand, 63106
Collegiate Sch of Med. & Bioscience-151	Frederick Steele	1547 S. Theresa Avenue, 63104
Gateway STEM Academy-111	Amy Phillips	5101 McRee, 63110
McKinley Leadership Academy(M-313) (HS-157)	Nakia King	2156 Russell, 63104
Metro A&C-156	Steven Lawler	4015 McPherson, 63108
Northwest Trans & Law Academy-194	Chris Crumble	5140 Riverview Blvd., 63120
Roosevelt-168	Enna Dancy	3230 Hartford Avenue, 63118
Soldan IS-173	ChanTam Trinh	918 No. Union, 63108
Sumner - 180	Sean Nichols	4268 W. Cottage Ave., 63113
Vashon - 183	Brenda Smith	3035 Cass Ave., 63106
Beaumont Multiple Pathways	Felita Williams	3836 Natural Bridge Ave, 63107
Alternative Sites		
Griscom-668	Antonio R. Irons, Interim	3847 Enright Ave., 63108
Fresh Start @ Sumner-698	Sean Nichols	4268 W. Cottage Ave., 63113
ICA @Blewett-679	Antonio R. Irons, Interim	1927 Cass Avenue, 63107
ETS @Madison-699	Marvin Echols	1118 S. 7th Street, 63104
English Speakers of Other Languages/English Language Learners		
Nahed Chapman New American Academy-497	Nicole Conaway	1530 S. Grand Blvd., 63104
NCNAA @ Roosevelt-692 (9/10)	Kelly Moore	3230 Hartford Ave., 63118
ESOL Bilingual Migrant Program		
ESOL Bilingual Migrant Program	Alla Gonzalez Del Castillo	1530 S. Grand Blvd., 63104

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