



**BOARD OF EDUCATION  
OF THE DISTRICT OF ST. LOUIS**

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**RFQ TITLE: SAP CONSULTING AND TECHNICAL SERVICES**

**RFQ #: 002-2021**

**DATE OF ISSUANCE:** December 4, 2020

**QUESTIONS DUE:** December 18, 2020 @ 2:00 P.M. CST

**BID DUE DATE:** January 5, 2021 @ 2:00 P.M. CST  
Public Submissions Opening via Zoom

**SUBMIT TO:** Procurement Office of the  
St. Louis Public Schools  
Second Floor – Cashier’s Window  
801 North 11<sup>th</sup> 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 RFQ, 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 GENERAL INFORMATION

### 1.1 THE BOARD OF EDUCATION OF THE CITY OF ST. LOUIS

The Board of Education of the City of St. Louis (d/b/a St. Louis Public Schools) (the “District”) wishes to solicit Statements of Qualifications from interested and qualified vendors to provide the Products and Services described herein. Additional services may be necessary based on the recommendations from RFQ responses. The District intends to issue a Request for Proposals within one month of the successful identification of qualified participants. The District is ideally seeking a single qualified and experienced partner that can effectively execute all phases of the project.

These SAP Consulting and Technical Services would be available to the District from July 1, 2021 to June 30, 2022. Fixed Price Contracts resulting from a future RFQ solicitation shall be for an initial **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.**

#### BACKGROUND

The District currently employs a staff of approximately 3,500 including both full-time and part-time employees. The Finance Division has a staff of 30 which includes the functions of Accounts Payable, Accounts Receivable, Budget, General Ledger, Fixed Assets, Materials Management, Treasury, Risk Management, Grants Management, and Payroll. The Human Resources Division has a staff of approximately 30 which includes the functions of Staffing, Recruitment, Position Control, HRIS Management, Performance Management, Benefits, and Employee Relations.

In 2017, the District contracted with a firm to convert and migrate its existing SAP ECC 6.0 financial, payroll, and human resource system. This included the transformation of the existing chart of accounts structure to better align with the Missouri Department of Elementary and Secondary Education chart of account structure and the implementation of the budget control system, fixed assets module, grants management module, and electronic banking system. Below is a chart indicating the SAP Modules included in the District version of SAP ECC 6.0 and the current state of use.

| SAP Module | Description         | Current “AS-IS” State |
|------------|---------------------|-----------------------|
| FI-AP      | Accounts Payable    | Inactive              |
| FI-AR      | Accounts Receivable | Inactive              |
| FI-AM      | Assets Management   | Inactive              |
| FI-CO      | Controlling         | Inactive              |
| FI-FM      | Funds Management    | Inactive              |

|       |                          |                       |
|-------|--------------------------|-----------------------|
| FI-GL | General Ledger           | Inactive              |
| TR-CM | Treasury Cash Management | Inactive              |
| GM    | Grants Management        | Inactive              |
| HR-PA | Personnel Administration | Active                |
| HR-PD | Personnel Development    | Active                |
| HR-RC | Recruitment              | Inactive (not in use) |
| HR-BN | Benefits                 | Active                |
| HR-PY | Payroll                  | Active                |
| MM    | Materials Management     | Inactive              |
| IM    | Inventory Management     | Inactive              |

The financials were converted and migrated to the PowerSchool BusinessPLUS system. Payroll and human resource applications remain on SAP ECC 6.0. Below is a chart indicating the PowerSchool BusinessPLUS (BP) Modules and the current state of use.

| <b>BP Module</b> | <b>Description</b>       | <b>Current "AS-IS" State</b> |
|------------------|--------------------------|------------------------------|
| Financials       | Accounts Payable         | Active                       |
| Financials       | Accounts Receivable      | Active                       |
| Financials       | Assets Management        | Active?                      |
| Financials       | Controlling              | Active?                      |
| Financials       | Funds Management         | Active                       |
| Financials       | General Ledger           | Active                       |
| Financials       | Treasury Cash Management | Active                       |
| Financials       | Grants Management        | Active?                      |
| HR/PY            | Personnel Administration | Inactive                     |
| HR/PY            | Personnel Development    | Inactive                     |
| HR/PY            | Recruitment              | Inactive?                    |
| HR/PY            | Benefits                 | Inactive                     |
| HR/PY            | Payroll                  | Inactive                     |
| Financials       | Materials Management     | Active (partial)             |
| Financials       | Inventory Management     | Inactive?                    |

Currently all servers related to SAP and BusinessPLUS have been virtualized. Both ERPs have system reporting deficiencies resulting in multiple shadow systems, inefficiencies and errors.

## **1.2 NOTICE TO RESPONDENTS**

Copies of RFQ #002-2021 SAP CONSULTING AND TECHNICAL SERVICES (this “RFQ”) may be obtained from the District’s website at [www.slps.org](http://www.slps.org) under “Site Shortcuts”, “RFP Bid Opportunities”, or from the Procurement Office, St. Louis Public Schools, 801 North 11<sup>th</sup> Street, St. Louis, MO 63101.

The District reserves the right to accept or reject any or all Qualifications (as hereinafter defined) and to waive any irregularities. All information included in a Response may be incorporated, at the District’s sole option, into the **SAP CONSULTING AND TECHNICAL SERVICES** to be entered into between the District and the successful Vendor (as hereinafter defined). Any future contract awarded as a result of this RFQ will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation or national origin.

### **1.2.1 Firm Qualifications**

Firms shall be in the business of providing **SAP CONSULTING AND TECHNICAL SERVICES** and must possess sufficient financial support, staff and available resources to ensure that it can satisfactorily provide the services if awarded a Contract. Respondents must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the Statement of Work to at least one School District similar in size and complexity to the Saint Louis Public Schools or can demonstrate they have the experience with large scale public sector clients and the managerial and financial ability to successfully perform the work.

Respondents shall satisfy each of the following requirements cited below. Failure to do so will result in the Qualifications being deemed non-responsive.

### **1.2.2 Minimum Qualifications**

Before a future RFP invitation is provided, the District reserves the right to require that a Respondent submit such evidence of his/her company’s qualifications as the District may deem necessary. Further, the District may consider any evidence of the financial, technical, and other qualifications and abilities of a Respondent, including previous experiences of same with the District and performance evaluation for services, in making the award in the best interest of the District .

**1.2.3 Respondent** shall provide, at minimum, three (3) comparable references. These references must be for entities in which SAP consultant services have been provided successfully on a consistent basis.

**1.2.4 Respondent** shall have no record of judgments, pending lawsuits or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the District Commission.

**1.2.5** Neither **Respondent** nor any principal, officer, or stockholder of Respondent(s) shall be in arrears or in default of any debt or contract involving the District , (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the District .

### **1.3 SOLICITATION PURPOSE**

It is the intent of the District to enter into a multi-year contract with qualified professional firms that possess a vast level of experience with conducting SAP consultant services, as needed or required by the District. Firms must have the expertise on staff to provide said services. The successful Respondent(s) shall provide all required services and supplies to include all personnel, labor, material, equipment, freight and transportation in accordance with the future contract requirements.

*Please Note:* Respondents are responsible for reading this Request for Qualifications all exhibits (“RFQ”), in its entirety, as updates and revisions have been added. By submitting a response to this solicitation, the Respondent acknowledges that it has read the entire document and is responding with full knowledge of all terms, conditions, and requirements as set forth.

### **1.4 SCHEDULE OF EVENTS**

The following Schedule of Events represents the District’s estimate of the timetable that will be followed in connection with this solicitation:

| <b>EVENTS</b>                                 | <b>DATE AND/OR TIME</b>                  |
|-----------------------------------------------|------------------------------------------|
| <b>RFQ Released (Open for Responses)</b>      | <b>December 4, 2020</b>                  |
| <b>Deadline for Questions and/or Comments</b> | <b>December 18, 2020 @ 2:00 P.M. CST</b> |
| <b>Respondents Due Date and Time</b>          | <b>January 5, 2021 @ 2:00 P.M. CST</b>   |

The District reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, the District will communicate adjustments to any event in the Schedule of Events in the form of an addendum to this RFQ.

### **1.5 COMMUNICATIONS**

**1.5.1 Questions About this RFQ** - All questions regarding this RFQ shall be made electronically via e-mail in writing and directed to Robert Horton, Procurement Director at [Robert.Horton@slps.org](mailto:Robert.Horton@slps.org). The subject of the e-mail shall be “**QUESTION - RFQ #002-2021 SAP CONSULTING AND TECHNICAL SERVICES**”. Failure to provide

the correct RFQ 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](http://www.slps.org) as addenda no later than three (3) business days after Question Due Date.

**1.5.2 Addenda** - The District may revise this RFQ by issuing written addenda. Addenda will be posted to the District's website at [www.slps.org](http://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 RFQ. Respondents are responsible for viewing and understanding information in addenda to the same extent as the RFQ. The District has no obligation or duty to communicate addenda to Respondents beyond the posting of addenda on its website.

**1.5.3** The District will receive requests for additional information and/or clarification relative to this solicitation to December 18, 2020 at 2:00 P.M. CST

**[END OF PART 1 – GENERAL INFORMATION]**

## **SECTION 2 – SCOPE OF WORK**

### **2.1 SCOPE OF SERVICES**

The District desires to combine the two existing ERP systems into an upgraded SAP ERP. The future SAP ERP system will be an upgrade of the current SAP ECC 6.0 and replace the PowerSchool BusinessPLUS product and become the core financial, payroll and human resource system for the District. In addition, the District is contemplating enhancements or additions to current SAP applications. The new system must increase employee productivity and mobility. The District anticipates enhancing its processes by taking advantage of the most current system technology and network services. Below is a summary of what the District desires:

1. An integrated SAP ERP system that supports the K-12 environment including all core financial, payroll, and human resource applications.
2. The BusinessPLUS financials will be converted/migrated to SAP.
3. The SAP chart of accounts will be upgraded/converted to be consistent with the BusinessPLUS chart of accounts and in compliance with the Department of Elementary and Secondary Education requirements.
4. The software package should be accessible through internet-based software and be compatible with Windows OS.
5. The product should be currently operating in K-12 school systems comparable in size and uniqueness to a large, metropolitan, and highly mobile district such as the St. Louis Public Schools.
6. Interfaces from the current SAP and BusinessPLUS systems to software systems that are not being replaced. The following is a list of organizations or systems that are currently interfaced with the SAP or BusinessPLUS systems. The new system must provide the ability, if needed, for interfacing their system with the following list.
  - a. Kronos (timekeeping)
  - b. Missouri Retirement (PEERS/PSRS)
  - c. Missouri state reporting system (DESE-MOSIS)
  - d. Import of banking data files (Purchase Cards)
  - e. TALX (production of W-2's, online payroll information, employment verification)
  - f. Professional Development software such as My Learning Plan
  - g. Cafeteria payment/nutrition/warehouse
7. The following is a list of software packages/processes that are used by the District and may interface to the SAP or BusinessPLUS systems.

- a. SIS (Student Information System)
  - b. Work order system (School Dude)
  - c. Fieldtrip tracking/costing
  - d. Substitute teacher position assignment (eSchool Solutions)
  - e. Web-based cash collection, management for activities, student fees, and cafeteria payment/nutrition/warehouse (MyLunchMoney/CAFS)
  - f. Print Shop work order system
  - g. Library, Textbook and Asset Management system (Follett Destiny)
  - h. Work order system (School Dude)
  - i. Invoicing and receipts billing system (Retiree Billing/Cobra)
8. Project management, implementation, training and data migration and/or conversion services to ensure a success.
9. Responsive to all legislative updates and requirements issued by and Federal or State entity in a timely and accurate manner.

**[END OF SECTION 2 – SCOPE OF WORK]**

## SECTION 3 – THE SUBMISSION

### 3.1 QUALIFICATIONS FORMAT AND STRUCTURE

All Respondent's responses must be submitted by the due date listed on page 1 and in accordance with the instructions contained herein.

- A. All RFQs must be submitted by mail/courier/hand delivered to the address listed, any other transmission will be rejected as non-responsive and return to sender.
- B. Each RFQ and all materials submitted to the District in response to this RFQ shall become the property of the District. Selection or rejection of a RFQ does not affect this right.
- C. Submittal of Qualifications by facsimile or email transmission is not acceptable, and any response so transmitted will be rejected as non-responsive.
- D. Each RFQ must include the information required in SECTION 5. Each required response listed in SECTION 5 shall be included as a required document within the RFQ submission.

All information presented in response to this RFQ must be included in the submitted response. There can be no information that is linked to a website that requires reviewers to access the website for consideration of content. Any such conditions will not be considered as part of the Respondent's quote.

### 3.2 SUBMISSION OF QUALIFICATIONS

By submitting a response to the RFQ, the Respondent is acknowledging that the Respondent—

- 1. Has read the information and instructions; and
  - 2. Agrees to comply with the instructions contained herein.
- A. Submission Requirements: **Qualifications must be submitted by mail on or before the due date and time. Qualifications not delivered by due date and time will not be received by the District.**
  - B. **Qualifications** will only be accepted during the District's normal business days and hours, which are Monday through Friday, 8:00 A.M. through 5:00 P.M. CST.
  - C. Each Qualification will be date and time stamped upon receipt at the Cashier's Window. Qualifications received after that date and time will not be considered and will remain unopened. Qualifications must be filled out as requested including all required signatures and pertinent information. Failure to do so is reason for rejection of the RFQ. If Respondents is a corporate entity, the entity's name must be correctly stated, and the RFQ 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 Response.

- D. The District reserves the right reject any or all offers, discontinue this RFQ process and re-publicize this RFQ without obligation or liability to any potential Respondent.

### **RFQ FORMAT**

The following information provides the guideline for preparation of Respondent's RFQ format:

1. a page is considered to be one side of a single side of an 8½" x 11" paper, single spaced, using not smaller than an 11-point font, and containing margins at the top, bottom and sides of no less than one inch in width. Foldouts containing art, spreadsheets and oversize Exhibits are permissible and will be included in page count;
2. font size no smaller than 10 point for information included in tables and charts only;
3. all response pages must be consecutively numbered;
4. responses should not exceed the stated page limitations per question, excluding résumés, Mandatory Forms and any other applicable exhibits or supplemental information specially requested by Respondent within this request; and

All information must be incorporated into a response to a specific requirement and clearly referenced. Any information not meeting these criteria will be deemed extraneous and will in no way contribute to the evaluation process.

All information presented in response to this RFQ must be included in the submitted response. There can be no information that is linked to a website that requires reviewers to access the website for consideration of content. Any such conditions will not be considered as part of the Respondent's response.

**[END OF SECTION 3 – RESPONSE SUBMISSION]**

## SECTION 4 – QUALIFICATIONS EVALUATION

### 4.1 EVALUATION FACTORS

The evaluation process is designed to clearly understand the Respondents expertise before a future RFP invitation is forward. Cost is not a factor for this RFQ but the Respondent’s best attributes for methodology, qualifications, and experience as specifically established for this RFQ.

All responses shall set forth full and accurate information in qualifications to all evaluation factors in the order listed below to be considered responsive. Responses will be evaluated based on the responsiveness of the Firm’s information to the Evaluation Factors which will demonstrate the Firm’s understanding of the Evaluation Factors.

The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below:

| <b>EVALUATION FACTORS</b>                           | <b>MAXIMUM POINTS</b> |
|-----------------------------------------------------|-----------------------|
| <b>Methodology</b>                                  | <b>20</b>             |
| <b>Firm’s Experience</b>                            | <b>25</b>             |
| <b>Staffing Qualifications</b>                      | <b>25</b>             |
| <b>SAP ERP System &amp; BusinessPlus Experience</b> | <b>25</b>             |
| <b>Diversity Opportunity Plan</b>                   | <b>05</b>             |
| <b>TOTAL</b>                                        | <b>100</b>            |

### 4.2 EVALUATION FACTOR DESCRIPTION

The maximum points that shall be awarded for each of the Evaluation Factors detailed and described below.

**EVALUATION FACTOR A: Methodology..... 20 Points**

- Based on the Firm’s understanding of the unique needs of the District, identify your proposed method of approach to providing SAP consultant services.

**EVALUATION FACTOR B: Firm’s Experience .....25 Points**

- Provide information on the Firm’s experience in providing SAP Consulting and Technical Services as delineated in Scope of Services, which can be documented through the references and work experience provided. Provide information on a combination of at least five (5) current and/or former\* clients (“former” is defined in the evaluation factors as “within the past three years”) for whom your Firm currently provides, or has provided similar services. Include Client’s Name, Contact Person, Summary of Applicable Services Performed, Website Address, Telephone Number, and E-Mail Address.
- Please note that the District cannot be used as a reference; all references must be from companies other than the District. Points will not be given for providing the District as a reference.
- Provide detailed information on Respondent’s experience in providing SAP financial, payroll, and human resource system services to organizations of a similar size, structure and industry.

**EVALUATION FACTOR C: Staffing Qualifications .....25 Points**

- Include an organizational chart identifying the names, job titles, specifications of task responsibility and participation levels of staff that will be assigned to the resulting contract.
- Provide detailed information of the company’s qualification requirements and applicable certifications and/or licenses for staff.

**EVALUATION FACTOR B: SAP ERP System and BusinessPlus Experience .....25 Points**

- Respondent must provide detailed direct experience of a **minimum of three (3) years** or proven experience in providing successful implantation for the requirement of the RFQ of school districts of similar size or larger corporations.
- Please note that the District cannot be used as a reference; all references must be from companies other than the District. Points will not be given for providing the District as a reference.
- Provide detailed information on Respondent’s experience in providing services to organizations of a similar size, structure and industry.

**EVALUATION FACTOR E: Diversity Opportunity Plan .....05 Points**

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.

Respondent is encouraged to provide a contracting/employment opportunity plan, noting the potential jobs and subcontracting opportunities that will be made available by Respondent for the services to be provided.

**MAXIMUM TOTAL POSSIBLE POINTS.....100 Points**

*The establishment, application, and interpretation of the above Evaluation Factors shall be solely within the discretion of the District. The District reserves the right to determine the suitability of Qualifications on the basis of all of these factors.*

**4.3 EVALUATION PROCESS**

An evaluation team shall be established to evaluate qualifications based solely on the evaluation factors set forth in the RFQ. Factors not specified in the RFQ will not be considered. The District reserves the right to waive any minor irregularities or technicalities in the responses received. Responses shall be evaluated on an individual basis against the requirements stated in the RFQ.

The Evaluation Team will consist of the following individuals:

|                                                      |
|------------------------------------------------------|
| <b>Title</b>                                         |
| Chief Human Resources Officer                        |
| Chief Financial Officer                              |
| Deputy Superintendent, Technology and Accountability |
| Human Resources Director                             |
| Grants Director                                      |

After evaluations, all RFQs are reviewed, scored and rank ordered. Only those Respondents whose meets the required qualifications from this RFQ will be selected to receive the District’s SAP Consulting and Technical Services RFP.

The District reserves the right to invite multiple Respondents from this RFQ for our future RFP. Only respondents who were select from the **RFQ pole will be provide the opportunity to provide a future RFP.**

Based on the Qualifications, the following processes will be followed to determine and document Respondent responsibility. Respondents who after Qualifications evaluation make the competitive range may be asked to submit additional information. Failure by the Respondent to provide such additional information within the allotted time may render the Respondent ineligible for the future RFP submission.

The District will review the Respondent's record of performance on past and present engagement that are similar to the scope of work identified in this RFQ, which may include services/projects not identified by the Respondent. The District reserves the right to perform whatever research it deems appropriate in order to assess the merits of any Respondent's quote. Such research may include, but not necessarily be limited to, discussions with outside Respondents, interviews and site visits with the Respondent's existing clients, and analysis of industry reports. The District will make a finding of the Respondent's Technical Resources/Ability to perform the RFQ scope of work based upon the results of the survey.

Respondent(s) will be determined responsible if the Evaluation Team determines that the results of the Technical Resources/Ability survey reflect that the Respondent is capable of undertaking and completing the future RFP scope of work in a satisfactory manner.

The District will only send our SAP Consulting and Technical Services. The District's determination includes an assessment of the Respondent's technical resources/ability to perform the scope of work in accordance with the RFQ requirements. The responsibility determination also includes consideration of a Respondent's integrity, compliance with public policy, past performance with the District (if any), and eligibility to perform government work (e.g., debarment/suspension from any Federal, State, or local government).

**[END OF SECTION 4 – RESPONDENT'S EVALUATION]**

## SECTION 5 – MANDATORY SUBMITTALS

### 5.1 MANDATORY SUBMITTALS

The following Mandatory Submittals that must be included as a part of the quote and received by the due date and time are:

| <b>*MANDATORY SUBMITTALS</b>                        |
|-----------------------------------------------------|
| <b>Firm’s Consultant Methodology</b>                |
| <b>Organizational Chart and Certifications</b>      |
| <b>Staffing Qualifications</b>                      |
| <b>Diversity Opportunity Plan</b>                   |
| <b>E-Verify Agreement</b>                           |
| <b>Federal Work Authorization Program Affidavit</b> |
| <b>Respondent’s Checklist</b>                       |

*\*Forms shall be completed, signed, and notarized where required or marked “Not Applicable” where appropriate.*

### 5.2 DISCLOSURE STATEMENT

Prior to award, and while Respondent is conducting business with the District, Respondent is required to disclose any direct or indirect conflicts of interest and any organizational conflicts of interest as soon as such conflict becomes known or should have become known. Respondents with a conflict of interest must provide a full and complete disclosure, in writing to: Director of Contracts & Procurement. The Disclosure Statement must be presented on Respondent’s letterhead, notarized, and signed by the individual making the disclosure.

### 5.3 CERTIFICATION REGARDING DEBARMENT

Respondent certifies by submission of its quote, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency. All Respondents are required to submit a Disclosure Statement if this is not the case.

### 5.4 RESERVATIONS / STIPULATIONS

- 5.4.1 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 qualifications and to negotiate jointly or separately with individual respondents with respect to any or all elements of the qualifications.

- 5.4.2 This RFQ does not obligate the District to pay any costs incurred by any respondent in the submission of a response or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this RFQ prior to the issuance of a valid contract under Missouri law. Such exemption from liability applies whether such costs are incurred directly by the Respondents or indirectly through the Respondent's agent, employees, assigns or others, whether related or not to the Respondents.
- 5.4.3 The District will give preference to firms based in the bi-state St. Louis metropolitan area when other considerations are equal.
- 5.4.4 Careful consideration should be given before confidential information is submitted to the District as part of this RFQ Response. 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 Respondents 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.
- 5.4.5 Respondents acknowledge and agree, by submitting a Response, that:
  - 5.4.5.1 Once a Respondent is selected for the engagement, all electronic, written and printed materials developed by such Respondent 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.
  - 5.4.5.2 The qualifications of each member of the Respondent team are important criteria in the selection process. The selected Respondent will not be allowed to substitute any member of the team listed in the Response 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.

- 5.4.5.3 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 Response to completing the work in accordance with the schedule outlined in this RFQ. Respondents further acknowledge that the contract for the engagement may include significant liquidated damages for failure to perform in accordance with such schedule.
- 5.4.5.4 To having read this RFQ in its entirety and agreeing to all terms and conditions set out in this RFQ. Respondents 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](http://www.slps.org) under "Shortcuts", "Board Policies".
- 5.4.5.5 The District, and any Facilitators retained by the District, have the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's submission, and authorizes the release to the District and/or the District Facilitator s of any and all information sought in such inquiry or investigation.
- 5.4.5.6 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.
- 5.4.5.7 No fictitious name of any entity or person has been used in this Response, and no unidentified third-party will have an interest in any resulting contract or in the performance of any work under this Response.
- 5.4.5.8 It does not do business as or operate under any fictitious name.
- 5.4.5.9 It has only presented verifiable qualifications in response to this RFQ.
- 5.4.5.10 The presented Qualifications is made in good faith.
- 5.4.5.11 It, its affiliates, subsidiaries, officers, directors, employees, and all team members listed in the Qualifications 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 RFQ, or to the competency of the service provider to perform under any resulting contract.
- 5.4.5.12 It, its affiliates and subsidiaries, all their respective officers, directors, employees, and all team members listed in the Response 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.

- 5.4.5.13 It, its affiliates and subsidiaries, all their respective officers, directors, employees, and all team members listed in the Response 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.
- 5.4.5.14 Any misrepresentations or false statements contained in a response to this RFQ or to any request for additional information related to this RFQ, whether intentional or unintentional, shall be sufficient grounds for the District to remove respondents from competition for selection at any time.
- 5.4.5.15 Respondents shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between the Respondents, any employee, officer, director, or principal of the Respondents 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 Respondents 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 Respondents based on such an improper communication or relationship, and that Respondent's Qualifications 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 Response the next most qualified responsible Respondents complying with the terms of these specifications.
- 5.4.5.16 Respondents 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 RFQ, including, but not limited to, all reporting and registration requirements. Respondents further agree that this RFQ and any contract awarded pursuant to it will be governed under the laws of the State of Missouri.

**[END OF SECTION 5 – MANDATORY SUBMITTALS]**

## **SECTION 6: FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”)**

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Pursuant to Missouri Revised Statute 285.530, all Respondents 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 Respondents 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.

**[END OF SECTION 6 – FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”)]**

**ATTACHMENT A**  
**E- VERIFY AGREEMENT**

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**[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 the Education for 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;
- e) 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 B**  
**RESPONDENT'S CHECKLIST**

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**RFQ TITLE: SAP CONSULTING AND TECHNICAL SERVICES**

**RFQ #: 002-2021**

- ( ) Submitted all information as requested.
- ( ) Received \_\_\_\_\_ number of addendum(s).
- ( ) Submitted one (1) original, (5) copies and two (2) electronic Qualifications on each flash drive.
- ( ) Signed Federal Work Authorization Program Agreement.
- ( ) Signed and notarized Federal Work Authorization Program agreement and affidavit
- ( ) 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. \_\_\_\_\_

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**Signature of Authorized Official** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Company Name** \_\_\_\_\_