

SAN RAFAEL CITY SCHOOLS

REQUEST FOR PROPOSAL

No. PM 003

**MEASURES A AND B BOND PROGRAM ACCOUNTING
SOFTWARE**

PROPOSAL DEADLINE DATE

Thursday, July 28, 2016

SUBMIT PROPOSALS TO

Daniel Zaich
Director of Strategic Initiatives
San Rafael City Schools

310 Nova Albion Way

San Rafael, CA 94903

NOTICE CALLING FOR PROPOSALS

San Rafael City Schools
310 Nova Albion Way

San Rafael, CA 94903

PROPOSAL NO. PM 003

MEASURES A AND B BOND PROGRAM ACCOUNTING SOFTWARE

Proposal Deadline: Thursday, July 28, 2016 2:00 p.m. PST

**Place of Proposal Receipt: San Rafael City Schools
310 Nova Albion Way
2nd Floor, Superintendent's office
San Rafael, CA 94903
ATTN: Daniel Zaich**

NOTICE IS HEREBY GIVEN that San Rafael City Schools of San Rafael, California, acting by and through its Board of Trustees, hereinafter referred to as "DISTRICT" will receive up to, but not later than, the above-stated proposal deadline, sealed proposals at the place identified above for the award of a contract for Proposal No. PM 003 **MEASURES A AND B BOND PROGRAM ACCOUNTING SOFTWARE**

Proposal documents giving complete details may be obtained at no cost by accessing the DISTRICT webpage at <http://www.srcs.org>. For questions, please contact Aaron Garrett by email at aaron@vpcsonline.com.

The DISTRICT reserves the right to reject any or all proposals or to waive any irregularities or informalities in any proposals or in the proposal process.

SAN RAFAEL CITY SCHOOLS
Daniel Zaich
Director of Strategic Initiatives

Name of Paper: Marin Independent Journal, and CASH
Published Dates: Tuesday, July 5, 2016
Tuesday, July 12, 2016

BACKGROUND

San Rafael City Schools ("District") is pleased to issue this Request for Proposal ("RFP") for the procurement of accounting software to be used for the District's Measure A and Measure B Bond Program ("Program"), and shall include all installation, training and components necessary to utilize the software, such as the software application or, if web based, access protocols, and equipment, material, and any labor to complete training and installation. The District will use the software to build program and project budgets, align revenue and expenditures with District chart of accounts, track and manage revenue and fund demand, track and manage expenditures, report to oversight committee and Board, maintain records of budget changes, manage and record all financial transactions related to the capital facilities improvements program, forecast project and program expenditures to completion, track performance and ratios of budgets and expenditures, and other financial tracking, managing, forecasting and reporting as related to the management of public schools capital improvement programs in the State of California.

Unless extended by an amendment to the RFP, the due date and time for the receipt of proposals is on or before **Thursday, July 28 2016, 2:00 p.m. P.S.T.**, to San Rafael City Schools, 310 Nova Albion Way, 2nd Floor, Superintendent's Office, San Rafael, CA 94903.

We appreciate your consideration, and we look forward to receiving an excellent and competitive proposal from your firm.

PROCESS OVERVIEW

This process is a Request for Proposal/Evaluation/Competitive Negotiation in accordance with Public Contract Code Section 20118.2. The District reserves the right to negotiate on any or all components of each proposal submitted. The District's award of a contract, if at all, will be made in accordance with Public Contract Code section 20118.2 and will be based on the District's understanding of the Proposers' respective financing, performance reliability of the software, delivery timetables, training and support logistics, standardization with the District's existing accounting system, fitness of the purchase, manufacturer's warranties, and proposed price, as well as the overall thoroughness of the proposals and responsiveness to the RFP and during the RFP process.

The District reserves the right to: reject any or all offers and discontinue the RFP process without obligation or liability to any Proposer or potential Proposer; accept other than the lowest priced offer; request that some or all of the Proposers submit additional written information; negotiate the terms and conditions of any contracts for services that may hereafter be let by the District; award a contract on the basis of initial offers received without discussions or requests for best and final offers; and award more than one contract.

After acceptance of the proposal by the District, an agreement between the successful firm and the District will be executed which incorporates the terms and conditions of this RFP.

District Contact

Any questions must be directed to the District at: aaron@vpcsonline.com

Due Dates

A written confirmation of intent to respond to this RFP is required by Friday, July 18, 2016. All proposals are due by 2:00 p.m. on Thursday, July 28, 2016. Any proposal received after the required time and date specified shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

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Schedule of Events

| Date | Event |
|----------------------------------|---|
| July 5, 2016 | RFP distributed. |
| 2:00 p.m. , July 18, 2016 | Deadline to email District with confirmation of intention to respond to RFP # PM 003. |
| 2:00 p.m. , July 18, 2016 | Deadline for submitting questions to District regarding RFP # PM 003. |
| 5:00 p.m. , July 20, 2016 | Date by which District will post responses to questions regarding RFP #PM 003 |
| 2:00 p.m. , July 28, 2016 | Deadline to submit proposals. |
| July 29, 2016 | Target date for District's proposal review. |
| August 4, 2016 | Anticipated interview(s) and demonstration(s) |
| August 5, 2016 | Anticipated District selection of proposal. |

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INSTRUCTIONS AND CONDITIONS

1. PREPARATION OF PROPOSAL:

Proposers must submit an original proposal. All proposals shall address the following items in the order listed below. The proposal is to provide information for the District to determine, in its sole discretion, whose response represents the best value considering Program needs, technical issues, cost and other factors described in more detail in the "SUCCESSFUL CANDIDATES" section below.

In order to address the needs of this procurement, the District welcomes vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's capabilities, while offering the best combination of performance, cost, and delivery under this RFP. The District will entertain proposals with such arrangements, provided that: (1) the arrangements are identified and relationships fully disclosed, **and** (2) a prime vendor is designated that will be fully responsible for all contract performance. The District retains sole discretion to determine whether such arrangements meet those criteria.

- **COVER LETTER & EXECUTIVE SUMMARY** – Include: 1) a brief high-level synopsis of Proposer's proposal, 2) Proposer will complete all services on or before the District's required completion date, 3) acknowledge receipt of any and all RFP amendments, and 4) other appropriate items. The proposal must bear the signature of a person duly authorized to sign the proposal on behalf of the proposer and reference this RFP and accept its terms and conditions or clearly and conspicuously indicate any exceptions.
- **SOFTWARE** – Include description of the software and specifications, and details regarding its delivery, installation, maintenance, or any other relevant information. Explain the features of the software and how it meets the District's Program needs, technical issues, cost and other factors described in more detail below in the "SUCCESSFUL CANDIDATES" section.
- **DETAILED AND ITEMIZED PRICING** – Include a fee and cost breakdown including licensing fees, labor (if any), equipment, materials, any travel expenses, or any other fees or costs.
- **REFERENCES** – Provide three (3) current references for which you have performed similar work and/or software, including: contact name, entity, address, telephone number, scope of services/software provided, date services/software were provided.
- **COMPANY OVERVIEW** – Provide the following for your company:
 - a. Official registered name (corporate, DBA, partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.

- b. Key contact name, title, address (if different from above address), direct telephone and fax numbers.
 - c. Person authorized to contractually bind the organization for any proposal against this RFP.
 - d. Brief history, including year established and number of years your company has been offering the service of the proposal.
 - e. Identify any subcontractors, subconsultants, or vendor relationships applicable to this RFP.
- REQUIRED ATTACHMENTS - Proposers shall execute and submit with any proposal/offer the following completed attachments accompanying this RFP.
 - a. the **Attachment 1 "Non-Collusion Declaration"**

Note: the party, if any, selected to contract with the District will be expected to complete Drug-Free Workplace Certification, Criminal Records Check and Certification, Tobacco-Free Environment Certification, and any other applicable certifications.

2. **PROPOSAL SUBMISSION:**

One (1) original and three (3) copies of the proposal shall be sealed together and submitted by not later than the closing date and time. Proposals shall be delivered to the attention of: Daniel Zaich, Director of Strategic Initiatives, San Rafael City Schools, 310 Nova Albion Way, San Rafael, CA 94903. It is the sole responsibility of the firm submitting the proposal to ensure that it is actually received by the District prior to the deadline time and due date and at the proper location. Unless this RFP is extended by a written amendment, proposals received after the due date and time will not be considered.

Proposals shall be completed in all aspects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A proposal will be rejected if, in the opinion of the District, the information contained therein was intended to mislead the District in the evaluation of the proposal.

The District may request a meeting with the proposer's representative to request answers and clarifications, or it may request that the proposer answer specific questions in writing or to make a presentation to the District or to its Governing Board prior to any contract award.

The District may reject any or all proposals, and may waive informalities and minor irregularities in proposals received.

All proposals and materials submitted in response to this RFP shall become the property of the District and shall be considered a Public Record.

After acceptance of the proposal by the District, an agreement between the successful firm and the District will be executed which incorporates the terms and conditions of this RFP.

3. EXPLANATIONS TO PROPOSERS:

If a proposer desires an explanation or clarification of any kind regarding this RFP, the proposer must make a written request for such explanation. Requests should be e-mailed to aaron@vpcsonline.com. All requests must be received no later than ten (10) calendar days prior to the proposal deadline date. The District will advise all proposers known to have received a copy of the RFP of the explanation or clarification, either by letter or formal RFP amendment via e-mail or facsimile as the District may, in its sole discretion, deem appropriate.

If a proposer discovers any error such as an ambiguity, conflict, discrepancy, omission, or other error in the RFP, then the proposer shall immediately notify the District in writing.

4. AMENDMENTS:

Proposers are advised that the District reserves the right to amend this RFP at any time. Amendments will be done formally by providing written amendments to all potential proposers known to have received a copy of the RFP. If in the sole and absolute discretion of the District, the change is of such a nature that additional time is required for proposer to prepare proposals, the District will change the due date deadline and notify all known proposers in writing of the revised deadline due date.

Failure to acknowledge in Proposer's cover letter the receipt of any amendments may result in proposal rejection.

5. SUBMITTING PROPOSALS:

Telegraphic or facsimile offers or electronic offers and modifications will NOT be considered.

6. MODIFICATION OR WITHDRAWAL OF PROPOSAL:

A proposer may modify or withdraw a proposal after submission by written notice of withdrawal and re-submission provided that the proposal withdrawal is prior to the due date deadline specified for submission of proposals.

7. PROPOSED DEVIATIONS:

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations therefrom must be

specifically defined and stated clearly. If accepted by the District, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Proposers shall **not** submit their standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a District's terms and condition shall be individually addressed.

8. **LATE PROPOSALS:**

No proposal or proposal modification received after the due date deadline will be considered.

9. **PROPOSAL EVALUATION:**

It is anticipated that an agreement will be entered into with the proposer whose proposal is determined to be in the overall best interest of the District by applying the evaluation criteria established in this RFP.

District staff/a District Proposal Evaluation Committee will determine which, if any, proposal is in the District's overall best interest to accept. A scale of 100 points will be utilized to score the proposals on the criteria identified. During the evaluation, the District may request proposal clarifications, explanations and answers from a proposer. The District may request a presentation and interview from certain proposers.

EVALUATION CRITERIA

Proposers are advised that all proposals will be evaluated to determine which proposal is the overall best interest to the District. Accordingly, evaluation will include but not be limited to the following criteria:

- Completion and clarity of proposal.
- The extent to which Proposer's proposal fulfills the District's stated requirements as set forth in this RFP.
- An assessment of Proposer's ability to deliver the indicated service in accordance with the specifications of this RFP.
- Proposer's stability, experience, and past performance.
- Fees and overall cost of Proposer's proposal.
- Availability and commitment to completion date.
- If desired by the District to aid in the facilitation of evaluation, an oral interview and presentation.

PHASE 1 – Paper screening

The proposal evaluation will be based on the following:

- 50 percent on software capabilities, including those listed in 'SUCCESSFUL CANDIDATES' section below.
- 30 percent on price and overall cost to District
- 15 percent on software maintenance and/or training
- 5 percent on availability and implementation

PHASE 2 – Analysis and Recommendations

Proposers are encouraged to provide cost savings initiatives that can be provided by their companies and implemented by the District.

A final clarification presentation MAY be requested by the District, at which point, the proposers will have a limited time to respond to the committee with any questions and concerns.

Other factors may also be used for the final evaluation as follows: performance reliability, standardization, life-cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors.

SUCCESSFUL CANDIDATES

The successful candidate will provide an accounting software solution for the District's Measures A and B Bond Programs, which will include the following:

- software (or web access protocol), installation services;
- training on software use and optimization;
- software updates and maintenance as necessary;
- software access control based on roles;
- end of program data records in useful format;
- ability to track, manage and report two programs;
- a single, combined summary for the two programs;
- project fund sources and budget building, tracking, and management;

- program tracking and reports, including ratios, budget balances, projected expenditures, fund demands;
- alignment of all revenue and expenditures with District chart of accounts;
- financial management across multiple fiscal years, and multiple projects;
- ease of use by accounting personnel, as reflected in standardization or familiarity of user interface and time required for training;
- vendor information and contract tracking, payment tracking and management, retentions or withholdings as appropriate;
- reports appropriate for quarterly Board updates, auditors, Oversight Committees, general accounting purposes, and strategic management of program and project fund sources, budgets, expenditures and forecasting to completion;
- Other functions as appropriate to public school capital programs in the State of California.

10. **RESTRICTIONS ON COMMUNICATIONS WITH DISTRICT STAFF:**

From the issue date of this RFP until a proposer is selected and a contract award is made, proposers are not allowed to communicate about the subject of the RFP with any District administrator, faculty, staff, or members of the Board of Trustees except:

- The District's official point of contact to be emailed at: aaron@vpcsonline.com, or others authorized in writing by the District; or
- District representatives during proposer presentations.

If a violation of this provision occurs, the District reserves the right to reject the proposer's proposal.

12. **PAYMENT TERMS:**

Payment will be made on a Net 30-day term by the District.

13. **SCHEDULE/WORK PRIORITIES:**

Work is to commence immediately upon proposal acceptance by the District.

14. **DELIVERY REQUIREMENTS:**

All installation and training work is to be completed within 45 days after the contact is issued.

ATTACHMENT 1

**NON-COLLUSION DECLARATION
TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL
Public Contract Code Section 7106**

The undersigned declares:

I am the _____ of _____, the party making the foregoing proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from proposing. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____[date], at _____[city], ___[state].

Date: _____

Proposer Proper Name: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT