

# Request for Proposal (RFP)

*For*

## A Financial Management Software Solution

Proposal Issue Date: 10/12/2018  
Proposals Are Due By: 10/31/2018  
Proposal Are Due To: Jonathan C. Boykin, Finance Officer



**Hall County Schools**

*Character. Competency. Rigor...For All.*

711 Green St., N.W., Gainesville, GA 30501-3368

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# Background

## Introduction

It is the intent of the Hall County School District (HCSd) to purchase a software solution that enhances the District's financial, human resource, and operational capabilities. The Hall County School District is, therefore, seeking proposals for a Financial Management Solution (FMS). Vendors will be required to furnish a detailed proposal, which will provide the functions, as outlined in this document, or so state those functions which require exceptions to be taken. This request for proposal (RFP) states the overall scope of products and services desired, software functionality, technology foundation, and desired vendor qualifications.

## General Information Regarding Hall County Schools

Hall County Schools is a medium-sized public school district operating in Hall County, Georgia, serving the greater Hall County area, with the exception of the City of Gainesville and Buford City, which are served by the independent school districts of Gainesville City Schools and Buford City Schools, respectively. The most recent enrollment figures for the HCSd indicate a current enrollment of approximately 28,000 students. The school district consists of 37 schools, spread over 35 instructional facilities across Hall County, and employs approximately 3,600 teachers, administrators, and other support personnel. The district also comprises several support facilities, including a transportation center, instructional support/technology center, a facilities and maintenance office, a student services office, and a central administrative office, located in Gainesville.

## Solution Characteristics/Evaluation Criteria:

Financial and accounting software solutions are varied, depending on the industry in which they are employed and the environment in which they operate. Recognizing this, the HCSd has developed the following framework, which characterizes the traits it considers to comprise an effective solution:

### *Viability*

The software solution provides the appropriate capabilities to allow the organization to perform its operations. The software solution includes the appropriate support and continuity of service to ensure its continued use.

### *Versatility*

The software solution provides a range of capabilities that allow it to perform a range of tasks.

### *Functionality*

The capabilities provided by the software solution meet the operational needs of the organization. The software's functions and features provide the organization with the ability to perform tasks efficiently and effectively.

### *Usability*

The software solution is user-friendly and is intuitively designed to allow for a minimum "learning curve" and provide users with great functionality, whilst providing it in a manner that allows for ease of use to the user.

### *Adaptability*

The software solution is flexible and is capable of being adapted to dynamic and changing environments.



### *Interoperability*

The software solution has the ability to easily and bidirectionally exchange and make use of information from other software programs and solutions. This trait also includes issues related to continuity of service due to the system's ability to transfer and exchange information as it is replaced or upgraded.

### *Scalability*

The software solution is able to accommodate growth in the number of users as the organization grows.

### *Expandability of Scope*

New features can be added or existing features can be changed to adapt to the changing scope of the School District's mission.

### *Support*

The provider of the solution provides timely, comprehensive, and efficient support services that include, but are not limited to troubleshooting, installation and system assistance, and basic usability assistance.

### *Security*

The software solution includes the appropriate safeguards to ensure that an organization's sensitive data is protected and that district operations cannot be compromised. This trait also includes the software solution's ability to cope with potential data loss or the loss of operational capability, such as in the event of a disaster.

### *Cost-Effectiveness*

The software solution provides a functional capability to the organization within a reasonable cost framework.

These characteristics will be used to evaluate whether an individual software solution meets the needs of the HCSD.

## Proposal Response Requirements & Format

### *Executive Summary*

The executive summary should be limited to a brief narrative highlighting the bidder's proposal. The summary should contain as few technical terms as possible and should be oriented toward non-technical personnel. Please limit the summary to no more than four (4) pages.

The executive summary should include the name of the organization submitting the proposal, the city and state in which the organization is headquartered, the city and state in which the operations of the software included in the proposal are based, if different from the location that the company is headquartered, the name of the primary contact for the proposal and their email address and telephone number, and the name of the secondary contact for the proposal and their email address and telephone number.



## Vendor Background and Qualifications

Please provide details regarding your organization's history and corporate culture. In your proposal, please provide detailed answers to the following questions:

<b>Vendor Background</b>
Specify the number of years that your organization has been in the financial software business. Is software solution development and service your parent organization's primary business operation? If not, what is the parent organization's primary business?
Specify the number of years that your organization has been operating in public sector software development, and specifically, if there are any public school districts that use your software and how many. How long has your organization been providing software development and support to school districts? Do you currently have any public school districts operating in the State of Georgia that utilize your proposed software solution? If so, please provide a listing of all current school districts in Georgia using your proposed solution.
For the software solution being proposed, how long has the software been in service?
How long has your organization been providing software solutions for public entities in the State of Georgia? Describe your organization's familiarity with operating in Georgia's public sector.
Please provide a history of your organization. How long have you been in business and what are the major milestones associated with your company's growth and development?
Please describe your organization's corporate structure and organization. Is your public sector or school financial software division a subsidiary of another organization, a licensed vendor, or another type of organization?
Please list your company's board of directors and corporate officers (CEO, CFO, COO, CIO, etc.). Include a short bio for each officer and board member. If your organization is a division of a larger organization, please also provide a listing of your division's officers and a short bio for each.
Is your business organized as a partnership, sole proprietorship, LLC, S-Corp, C-Corp, or other type of organization? If incorporated, is your business organized as a publicly-held or publicly-traded corporation, or is it privately-held? If publicly-held, are there currently activist investors with enough shareholder authority to influence your organization's operations or continuity of service?
How many individuals does your organization employ?
Is your company at risk of corporate take-over or currently a going concern? Does your organization have any current or future plans in which your organization would be acquired by another organization? Are there any other organizations currently pursuing an acquisition or merger with your organization?
Please provide your organization's audited financial statements for the three most recent fiscal years.

## Vendor Response to Solution Requirements

Within the context of the School District's developed list of traits that it characterizes as an effective software solution, it has developed the below following criteria and questions.



Please provide detailed responses to the questions contained herein, including any necessary documentation, or respond to whether your system meets the listed requirements.

### Viability

The software must remain viable to meet the needs of the Hall County School District for the foreseeable future. Please briefly describe your company's ability to position itself for future technological success:

Viability
What software development methodology (or methodologies) is/are used for product enhancements?
What is the software lifecycle and where are we on the current lifecycle with the submitted software?
What, if any, additional software pieces are required for full functionality of the product by the user (Java, Adobe Flash, etc.)?

### Versatility

The software solution should provide capabilities that allow district employees to perform a range of tasks and duties. In your proposal, please provide detailed answers to the following questions or indicate, in detail, whether your solution meets the following requirements:

Versatility
<p>Software included in the solution must include functions or modules that encompass the following areas and needs:</p> <ul style="list-style-type: none"> <li>• Financial Accounting &amp; Reporting <ul style="list-style-type: none"> <li>○ The software must be designed for fund level accounting.</li> <li>○ The software must include the ability to store data in an electronic format that can be easily retrieved for audit and reporting purposes.</li> <li>○ The software must include the ability to design or create custom reports that can be used for data analysis or reporting purposes.</li> <li>○ The financial software must include the ability to integrate with or to download information in an easily manipulated Excel format for use in data analysis and reporting.</li> </ul> </li> <li>• Grant Management &amp; Grant Reporting <ul style="list-style-type: none"> <li>○ The software must include a function or method for the reporting of state, federal, and other grants separately from the primary accounting module, including an ability to track grants with overlapping reporting periods and periods which do not coincide with the School District's fiscal year.</li> <li>○ The grants reporting module or the software must have an ability to restrict purchases, or provide an appropriate approver with the ability to approve purchases within grants, to ensure compliance with grant requirements.</li> <li>○ The software must include an ability to develop reports, either by the user or the software provider, for reporting to state and federal authorities.</li> </ul> </li> <li>• Accounts Payable <ul style="list-style-type: none"> <li>○ The software must include a function for a "two-way" or "three-way" match of purchase orders to billing and/or shipping records.</li> </ul> </li> </ul>



- The software must include a capability to allow for payment of vendors using ACH.
- Budgeting
  - The software must include a built-in capability for budget forecasting.
- Payroll
  - The software must include a capability to allow for payment of employees using ACH.
  - The payroll module must be able to interface with an employee self-service portal that would automatically route employee information to Human Resources and Payroll.
- Purchasing
  - The software must include a feature for managing and tracking purchasing and bidding or RFP opportunities.
  - The software must include a feature allowing for interfacing with an “online marketplace,” whereby authorized purchasers for the district may make purchases from pre-approved contracts or vendors.
  - The software must include a feature allowing for interfacing with a vendor self-service portal that would automatically route vendor information to purchasing and accounts payable.
- Asset Management
  - The software must include an asset management function capable of tracking the acquisition, movement, and disposal of assets.
- Human Resources
  - The software must provide for a method to store personnel information in a secure, electronic format.

The software solution must include the following functions or modules, or must offer, or must interface with, a compatible software that provides these functions:

- Vendor Self-Service Portal
  - The self-service portal should provide vendors with the ability to upload relevant documents and forms.
  - The self-service portal should automatically notify vendors of bid or proposal opportunities issued by the District.
- Employee Self-Service Portal
  - The self-service portal should provide employees with the ability to view their wages, deductions, and employment information.
  - The self-service portal should provide employees with the ability to change their basic information or download copies of their W-2, W-4, etc.
- Hiring & Onboarding Portal
  - The software should provide for a portal for hiring and onboarding employees. The information from the portal should automatically flow to the human resources and payroll modules for processing.
- Construction Project Management



<ul style="list-style-type: none"> <li>○ The software should, or be able to interface with another software, that includes capabilities to perform project scheduling, project budgeting, and project reporting for construction projects.</li> <li>● Inventory <ul style="list-style-type: none"> <li>○ The system should provide for, or interface with, an inventory system and warehousing system for tracking inventory and equipment. Preferably, this system will also integrate with the asset management module for asset tracking.</li> </ul> </li> <li>● School Based Accounting <ul style="list-style-type: none"> <li>○ The software should provide for the activities contained within the school based accounting module to be rolled into the main accounting module for reporting or analysis.</li> <li>○ The software should provide for the capability to interface with a point of sale based system or provide a point of sale system for school based activities.</li> </ul> </li> </ul>
<p>The following features are optional but are preferred:</p> <ul style="list-style-type: none"> <li>● It would be preferred if the software provided for a capability for tracking risk management claims, such as individual worker's compensation cases, property losses, etc.</li> <li>● It would be preferred if the software included a module or capability for records management of vital school district records, in an electronic format or index. This record management system would preferably be compatible with the district's inventory system.</li> <li>● It would be preferred if the software provided for an employee career planning, career development, or career management tool or interface.</li> </ul>
Does your solution support interactions with My Payments Plus, the software system used by the District for student meal payments and online payments for school based accounts?
Does your solution provide for the ability to integrate or interface with point of sale systems for school based activities?
Does your solution provide for the ability to interface with credit card payment and other digital systems for points of sale?

## Functionality

The capabilities provided by the software solution must meet the operational needs of the organization. The software's functions & features must provide the organization with the ability to perform tasks efficiently and effectively. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

Functionality
Describe how the software solution provides for automated workflow and how documents, reports, or approvals are routed to the appropriate individuals for processing or approval.
Describe how the solution provides for data analysis and how it performs with standard industry data processing software, particularly Microsoft Excel.
Does the solution provide users with the ability to create custom reports or queries?





## Usability

The software solution should be user-friendly and are intuitively designed to allow for a minimum “learning curve,” to provide users with great functionality, whilst providing it in a manner that allows for ease of use to the user. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

Usability
Describe how your software interfaces with a typical user. Explain how an individual with a moderate level of computer skill would be able to understand and use the solution’s interfaces without assistance from others or technical support?
Does the solution include resources for individuals to learn and to be trained for use of the software? What resources does your organization make available to users for training and support?
Describe how users navigate within the software. Does the software make use of navigation aids?
How are tasks and functions within the software identifiable to the user? How is a user able to determine from a menu option what task a function or command performs?
Are individual users able to customize their interface or user options in any way?

## Adaptability

The software solution should be flexible and capable of being adapted to dynamic and changing environments. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

Adaptability
Describe how the solution provides end users the ability to create custom reports or to modify custom reports for data analysis. Describe how these changes can also be moderated by internal controls and restrictions within the software.
Describe your organization’s process for adding modifications requested by our School District. How are modifications rolled out to the District and how are modifications tested prior to implementation within the software?
Describe how your organization will keep abreast of our specific needs with regard to regulatory and reporting requirements? What is your process for obtaining feedback from our organization regarding the addition or modification of compliance and reporting requirements to state, federal, and local entities?

## Interoperability

The software solution must have the ability to easily exchange and make use of information from other software programs and solutions. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

Interoperability
Please describe the integration points of your product with:



<ul style="list-style-type: none"> <li>- Frontline Technologies (Applitrack)</li> <li>- Infinite Campus</li> <li>- IBM AS/400</li> </ul>
How can data be exported from your software? Please describe all methods.
What industry standards is your solution compliant with?

## Scalability

The software solution must be able to accommodate growth in the number of users as the organization grows. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

Scalability
How are users assigned access rights within the system?
How many users may be logged into the software at any single time?
Is it possible for the system to set up new users using pre-established login criteria that the district assigns to its personnel for other applications?
As new users are added to the system, how is performance affected?
Are there complex operations, such as payroll or check runs, that require all users to be logged out of the financial software in order to operate correctly?
When two users enter data at the same time for the same transaction or function, how does the solution determine whose data is recorded? Does the system provide a notification to an appropriate authorizer, when this occurs, to determine which set of data should be recorded?

## Expandability of Scope

The solution must be adaptable to accommodate or integrate with changes to the scope of our organization's mission. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

Expandability of Scope
Describe how your organization researches and develops new capabilities and functions for the software. How does your organization identify potential changes in the product's future function, and how would your organization adapt the software to meet the need for new capabilities? For example, if districts become required to track individual expenditures for each student, the District would require software that does such a function. The organization maintaining the solution would need to develop a solution that met the new requirements.
How will your organization stay up to date on the latest needs, regulatory requirements, and operating environment of school districts, particularly those operating in the State of Georgia?

## Support

The Hall County School District will require support services for both the product (software) and the users of the software. All support services must be based in the United States and available during



normal business hours. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

<b>Support</b>
What communication methods are available for user support?
What communication methods are available for product support?
If the software is hosted outside the Hall County School District's network, what service level agreements are available for product availability (uptime)?
What service level agreements are available for first-call resolution for user support?
Please describe your company's approach to user and product support during the implementation phase of the software.

## Security

The Hall County School District requires that comprehensive security controls and industry-standard security practices are exhibited throughout the engagement with the product. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

<b>Security</b>
Please briefly describe your company's approach to security in relation to external and internal user protection, data loss mitigation, and disaster recovery.
If the software is hosted outside the Hall County School District's network, please provide a copy of your latest SOC 2 (System and Organizations Controls) report.
If the software is hosted inside the Hall County School District's network, please provide documentation regarding your product's network needs to function in the District.
What, if any, functions of the software are reliant upon a 3 <sup>rd</sup> party to this agreement?
Where is the solution hosted? Does your organization offer the ability to host data on the client's premises, off-site, or in a hybrid combination? If data is stored away from the school district's premises, where is the solution hosted and where is the data stored? What protection measures are in place to ensure that our district's data is maintained securely?

## Cost-Effectiveness

The software solution should provide a functional capability to the organization within a reasonable cost framework. In your proposal, please provide detailed answers to the following questions or indicate whether your solution meets the following requirements:

<b>Cost-Effectiveness</b>
What is the annual licensing fee for the different modules of the software? Please provide a cost breakdown of the licensing fees.
What are your organization's fees for converting the school district's data from our previous software solution to your organization's solution?
What is your organization's fee for installation of the necessary hardware for the software service?
What is your organization's recurring annual fee for maintenance of the software solution?



Please provide an estimated total cost for the implementation and conversion of the school district to your organization's solution.

Please provide an estimated annual cost to the school district for the annual licensing, maintenance, and other fees after implementation,

## References

Please provide references for at least five public school districts who currently use your proposed financial management software solution. Preferably, three of the references should be public school districts based in the State of Georgia. HCSD will **not** disqualify a vendor or proposal should there be less than three public school districts in the State of Georgia which use the vendor's proposed financial management software solution.

## Terms & Conditions

### General Instructions to Bidders

Those organizations wishing to submit a proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete a portion of this request may result in rejection of the proposal.

### 1. General Acknowledgements

- 1.1. Vendor is instructed to carefully read all terms, conditions, and specifications as set forth in the RFP. Proposal forms must be completed in their entirety. Responses must be either typed or written in ink. Any correction made on any proposal form (white out or strike through) must be initialed by an authorized representative of the company submitting the RFP or the proposal will be rejected by the HCSD. Each vendor is required to furnish all information requested in the RFP.
- 1.2. Each vendor is responsible for having knowledge and understanding of all applicable State of Georgia Code, Federal regulations, and HCSD policies or procedures pertaining to HCSD procurement.
- 1.3. HCSD purchasing procedures are hereby acknowledged, understood, and agreed to by both parties and are hereby fully incorporated in this RFP and Proposal Contract.
- 1.4. Conditional RFP's - Proposals that in any way qualify or vary the terms and conditions and specifications of this RFP may be considered non-responsive and disqualified from consideration of award.

### 2. Submission of Proposals

- 2.1. Proposals must be submitted in a sealed envelope marked with your company name and "RFP 19-002, Financial Management Software" clearly marked on the outside of the envelope to the address listed on the RFP Invitation. Proposals will be accepted up until 10/31/2018 at 4:00pm (EST).



- 2.2. Bids to the specifications contained herein must be furnished in (1) bound paper copy and one (1) digital copy (USB drive), in either Adobe Acrobat PDF (with no copy security) or Microsoft Word format, no later than the date and time (as determined by receipt via hand, postal or delivery service) set forth in this RFP.

Bound paper copies must be furnished in a sealed envelope marked with your company's name and the RFP title and mailed or delivered to the following:

Attn: Purchasing Manager  
Hall County Schools  
711 Green St., N.W.  
Gainesville, GA 30501-3368

- 2.3. Any proposal received after the designated time will be deemed late and will not be considered as a valid proposal by the HCSD. Telephone or Fax quotations in lieu of a formal proposal will not be accepted. The HCSD cannot and will not be responsible for tardiness of receipt due to delivery delays.
- 2.4. Verify your proposal before submission as it cannot be withdrawn, corrected, or altered after submission. A responsible officer or employee must sign the RFP and all obligations by such signature must be fulfilled.
- 2.5. Vendor agrees to waive any claims it has or may have against the HCSD, its Board employees, agents, members, representatives and legal counsel, arising out of or in connection with the: (1) administration, evaluation, recommendation or selection of any proposal or qualifications; (2) waiver of any representations under the proposal or documents; (3) approval or rejection of any proposal or qualifications; and (4) award of a contract.

### **3. Inquiries and Communications**

- 3.1. All communication, inquiries, and clarifications concerning this RFP must be submitted in writing to Eric Radich, the HCSD Purchasing Manager. The preferred method for communication with the HCSD Purchasing Manager is through email, which is [eric.radich@hallco.org](mailto:eric.radich@hallco.org). Only written vendor questions regarding this RFP are to be submitted via this email address. The Purchasing Manager may call upon end user departments in an area of expertise for clarification at his discretion. Vendor questions must be received by 4:00pm, 10/26/2018. No responses other than written responses, distributed by the HCSD, will be binding upon the HCSD. Responses affecting the content of the RFP will be provided to all vendors at <https://www.hallco.org/web/active-rfps-bids/>. It is the vendor's responsibility to inquire about and clarify any material contained in the RFP or any question which is not fully understood or that is believed to be susceptible to more than one interpretation.
- 3.2. From the issue date of this RFP until the completion of the selection process and the announcement of the award notification by the Board of Education, vendors are prohibited to communicate with school system employees and/or contracted agents related to this RFP for any



reason, except as authorized by the Finance Officer or Purchasing Manager. Violation of this provision may result in the rejection of the vendor's response.

- 3.3. It is the vendor's responsibility to check the HCSD website for any addenda, responses to vendor questions, or other communications, which may be necessary, during the solicitation period.

#### **4. Price Protection**

- 4.1. Unless specifically stated otherwise in the Special Terms and Conditions, prices must remain firm for a period of one year from the award date.
- 4.2. Vendors are advised that the actual services purchased may vary depending upon the needs of the HCSD and the availability of funds.

#### **5. Samples & Demonstrations**

- 5.1. When required, product samples or requested demonstrations must be furnished at the vendor's expense.
- 5.2. Samples are to be tagged or labeled as directed in the Special Terms and Conditions.
- 5.3. Samples not used or destroyed in testing will be returned to the vendor at the vendor's request and at the vendor's expense. If the vendor does not arrange for pick-up of the samples as defined in the Special Terms and Conditions, samples will become property of the HCSD.

#### **6. Vendor Incurred Costs**

- 6.1. Hall County Schools is not liable for any cost incurred by vendors prior to the issuance of any agreement, contract, or purchase order.

#### **7. Non-Discrimination**

- 7.1. The Vendor, by submission of a bid or acceptance of a contract, agrees to provide the goods or services covered under this proposal without discrimination in any way against any persons or refuse employment of any person or persons due to race, creed, color, religion, sex, national origin, or ADA disability status.

#### **8. Bid Property**

- 8.1. All bids submitted in response to this RFP become the property of Hall County Schools. Bids submitted may be reviewed and evaluated by any person(s) at the discretion of Hall County Schools.
- 8.2. All bids will become available for public inspection in accordance with the Georgia Open Records Act (O.C.G.A. §50-18-70) following the final awarding process and final action by the



Hall County Board of Education. Results of the bid may be requested by contacting Eric Radich, Purchasing Manager.

## **9. Awards & Proposal Selection**

- 9.1. The HCSD reserves the right to accept or reject any or all proposals, portions thereof, to accept portions of the proposal from more than one vendor, to waive technicalities, to waive minor irregularities, and to extend the proposal deadline or re-advertise. All purchases are subject to the Hall County School District's availability of funds.
- 9.2. A contract will be awarded by the HCSD to the lowest, responsible bidder whose bid conforms to the terms, conditions, and specifications in this request for proposal, AND is in the best interest to the HCSD, price and other factors considered. Therefore, the lowest responsible bidder will not always be the bidder who has submitted the lowest monetary bid. The proposal will be reviewed by a selection committee. Hall County Schools may invite prospective vendors to provide an in-person demonstration of the proposed financial management solution to the selection committee.
- 9.3. The HCSD reserves the right to award, by line item, any services, products, or combination thereof proposed in the submitted RFP.
- 9.4. Purchases by the HCSD are not subject to Federal Excise Tax or State and Local Tax. No taxes should be included in this RFQ.

## **10. Assignment, Delegation, or Subcontract**

- 10.1. Except as may be specifically permitted by the RFP, the Vendor shall not delegate, subcontract, assign, or otherwise permit anyone other than the Vendor personnel to perform any of the work required under this Contract, or assign any of its rights or obligations hereunder, without written consent of the HCSD, which consent may be withheld at its sole discretion.

## **11. Indemnification**

- 11.1. The successful Vendor shall be liable for any injury, damage or loss occasioned by negligence or omission of the successful Vendor, its agents, or any other person the successful Vendor has designated to visit HCSD property and shall indemnify and hold harmless the Board, its officers, employees, agents, volunteers from any liability arising in the performance of this contract. The Vendor's obligation under this section shall not extend to any liability caused by the sole willful negligence of the HCSD, or its employees.

## **12. Termination**

- 12.1. If the HCSD or the successful vendor(s) wish to cancel the contract entered into upon or after the award of the proposal, written notice of thirty (30) days in advance will be required of either party. In addition, either party may terminate the contract in the event the other party breaches any of its duties and obligations under this contract and fails to cure such breach within thirty



(30) days after receiving notice specifying the breach. The HCSD reserves the right to terminate without warning in the event of critical and/or material breach of contract.







**THE PROPOSAL CONTRACT MUST BE COMPLETED BY THE OFFEROR AND RETURNED WITH THE PROPOSAL PACKAGE.**

**RFP 19-002 – PROPOSAL CONTRACT**

We have carefully examined and fully understand the Terms and Conditions and related documents in providing a Financial Management Solution to the Hall County School District and do agree to all terms and conditions by so signing this document.

Withdrawals, cancellations, etc., will not be accepted unless a HCSD purchasing representative gives authorization. In the event vendors fail to comply, they may be removed from the vendors' list.

_____ Company Name	_____ Representative's Signature (Must be signed in ink)
_____ Address	_____ Representative's Name (Please type or print)
_____ City, State, and Zip Code	_____ E-Mail Address
_____ Date	_____ Telephone Number and Extension
<u>N/A</u> Terms	_____ Fax Number

**Signing the Proposal Contract affirms that the original RFP document has not been altered in any way.**

**Upon notice of Award, a signed Contract, to be established between your organization and the HCSD, will become the prevailing Contract between the HCSD and your organization. HCSD reserves the right to accept or reject any and all terms of the proposed Contract, and re-advertise this request for proposal, if the terms of the proposed Contract are not in the best interest of the HCSD or do not conform to the terms, conditions, or specifications in this request for proposal.**





## **SCHOOL DISTRICT REFERENCE SHEET**

*References will be utilized in the evaluation of this proposal. Vendor must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed "non-responsive" and eliminated from consideration. It is not the responsibility of HCSD to pursue and obtain incomplete and/or inaccurate reference information, to ensure that references respond to our reference request, or to consider references not listed on this form.*

1. School District: \_\_\_\_\_

\_\_\_\_\_  
Address, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
E-Mail Address

2. School District: \_\_\_\_\_

\_\_\_\_\_  
Address, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
E-Mail Address

3. School District: \_\_\_\_\_

\_\_\_\_\_  
Address, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
E-Mail Address





### **SCHOOL DISTRICT REFERENCE SHEET**

*References will be utilized in the evaluation of this proposal. Vendor must include all information requested. Failure to do so will reflect negatively in evaluation and may result in your submission being deemed "non-responsive" and eliminated from consideration. It is not the responsibility of HCSD to pursue and obtain incomplete and/or inaccurate reference information, to ensure that references respond to our reference request, or to consider references not listed on this form.*

4. School District: \_\_\_\_\_

\_\_\_\_\_  
Address, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
E-Mail Address

5. School District: \_\_\_\_\_

\_\_\_\_\_  
Address, City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
E-Mail Address





**RFP 19-002 Financial Management Solution**  
**Checklist**

**The following items must be completed and submitted with your proposal in order for your response to be considered:**

- ☐ Submitted original bound paper copy of the proposal
- ☐ Submitted digital copy of proposal (USB drive)
- ☐ Proposal Contract - signed by an authorized company representative
- ☐ School District Reference Sheet

Developer: \_\_\_\_\_ Developer Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_

