State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

REQUEST FOR PROPOSAL (RFP) – BID# 7548424

SCHOOL DISTRICT FINANCIAL MANAGEMENT SYSTEM - EDUCATION

SUBMISSION DEADLINE: Wednesday, February 26, 2014 at 11:00 AM (ET)

PRE-BID CONFERENCE: ☒ **NO**
☐ **YES** ________________

Mandatory: ☒ **NO**
☐ **YES:** Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Buyer Name: **GAIL WALSH**
Title: **CHIEF BUYER**

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (**gail.walsh@purchasing.ri.gov**) no later than (**Tuesday, February 11, 2014, 5:00 PM (ET)**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #   ) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: **NO**

BOND REQUIRED: **NO**

DISK BASED BID: **NO**

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM

Request for Proposal
School District Financial Management Information System

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE), is requesting proposals and statements of qualifications from interested organizations to provide and implement a Financial Management Information System ("FMIS" or "System") for Woonsocket Public Schools, West Warwick Public Schools, Pawtucket Public Schools, The Metropolitan Regional Career and Technical Center (The Met) and for the towns of Pawtucket and West Warwick, and to other districts and towns within RI on an as-needed basis by entering into a Master Price Agreement (MPA) with the State of Rhode Island, in accordance with the terms of this solicitation and the General Conditions of Purchase (available at www.purchasing.ri.gov).

1. INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website http://www.mbe.ri.gov.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (RIGL 28-5.1)
§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov .

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars ($1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS
For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

2. Background/Overview

Rhode Island has made a commitment to establishing and using a database that allows state and local decision makers to use information to improve the performance of its students and schools.

One important component of both the state and local systems is a financial management information system. A mandate by the General Assembly also requires that all school districts use a Uniform Chart of Accounts so that financial data is comparable across districts. As a result of these two efforts, schools need a financial system that can easily generate and transmit required reports that can enable queries, that is compatible with state systems, and that is based on the Uniform Chart of Accounts.

The implementation of the System(s) will result in an increased capacity for the District business managers and the RI Department of Education (RIDE) financial analysts to use advanced software tools to integrate financial data, apply standards and measures, analyze results, determine outcomes, explore and identify financial best practices and inform desired financial outcome strategies.

This Request for Proposals is to solicit responses that are aligned with the Uniform Chart of Accounts so that services may be obtained in a timely fashion for specific projects of work. This RFP is to obtain a System for four Local Education Agencies (LEAS) (Woonsocket, West Warwick, Pawtucket and The Met), two towns (Pawtucket and West Warwick) and enter into Master Price Agreement with the State of Rhode Island.

Respondents should include two separate cost proposal packages for this solicitation: 1) The first cost proposal package shall provide six (6) separate bids for the each of the entities listed above (the four school districts and two towns). Additionally, respondents should provide two (2) joint proposals that bundle/discount the price/services for West Warwick and Pawtucket, as both their municipal finance offices and school districts are interested in this FMIS; 2) The second cost proposal package would be used to enter into a Master Price Agreement with the State of Rhode Island.

No estimate or commitment to a specific level of spending or to a specific project is made by this request; however, all projects authorized under the MPA that result from this request will be supported by a written agreement that details the scope of work, tasks, deliverables, project schedule and budget. The Vendor(s) selected under this solicitation will be placed on the qualified vendor list for this Master Price Agreement (MPA) and will be subject to the state's General Conditions of Purchase (available at www.purchasing.ri.gov), the terms of this request, and any specific terms and conditions set forth in the MPA.

3. Scope of the Work

RIDE is soliciting, via this RFP, services and/or application software from qualified bidders regarding the implementation of a Financial Management Information System for school districts in the State of Rhode Island. This RFP contains the specifications and conditions for this procurement.

Section 3.1 provides an outline and descriptions of the required components. Section 3.2 defines installation models and training requirements that the bidder must address, section 3.3 outlines the project schedule requirements that the bidder must address in its proposal, and section 3.4 specifies the deliverables.

Training Options

This RFP requires bidders to provide training on their proposed System(s) for all users. To provide efficiency, bidders should develop and provide a comprehensive training plan and schedule that combines training sessions whenever possible and that accommodates the total number of Systems included in the proposal.

Pricing Options

Bidders should provide a pricing model that provides the cost of the System for districts that may want to purchase the System over time and tiered pricing for additional districts that may wish to purchase the System proposed by bidders at a later date. Such tiered pricing model should also provide a mechanism for retroactive price rebates or discounts as the number of Systems provided by the bidder increases.
Pricing option should be provided for every combination of options (entities, installation, and training) to which the bidder provides a response.

3.1 FMIS Components and Requirements

FMIS Components

The Bidder must include, in its proposal, all of the following application software components, including the features listed for each component.

a. Global Features
b. General Ledger
c. Fund Accounting Features
d. Budgeting
e. Purchasing
f. Accounts Payable
g. Accounts Receivable
h. Project/Grant Accounting
i. Fixed Assets
j. Human Resources
k. Applicant Tracking
l. Benefits Administration
m. Time and Attendance
n. Payroll
o. Miscellaneous Features (For Municipal Finance Offices Only)

3.1.1 GLOBAL FEATURES

The Global Features of the System must include, but is not limited to, the following features:

a. Supports multiple user access in all applications

b. Is user-friendly, with on-the-fly entry;

c. Operates in a Windows or equivalent environment;

d. Is based on a stable and established operating platform;

e. Is based on "thin client" technology;

f. Is able to import from and export to spreadsheet and word-processing programs;

g. Is able to e-mail output files and forms directly from the System using the district's email system;

h. Contains "drill-down" capabilities;

i. Contains adequate security that should include, but not be limited to, multi-level security, password protections, ability to control access rights by component, ability to control access within the functionality of components (example: access GL reports, but not journal entries), and restricts users to read only;

j. Contains help for users within the system;

k. Contains 13 or more reporting periods;

l. Balances before posting transactions;

m. Provides the ability to retain history for multiple years;

n. Provides for batch postings;

o. Allows changes to closed periods by some users;

p. Provides "print preview" screens prior to printing; and

q. Allows for complete integration of each component to its "parent" components, such as Accounts Receivable to the General Ledger.

3.1.2 General Ledger

The Bidder must provide a General Ledger component that includes, but is not limited to, the following features:

a. Integrates with all sub-systems for automatic postings;
b. Enables compliance with GAAP and GAAFR standards;
c. Handles accrual, modified accrual, or cash basis accounting;
d. Provides a Chart of Accounts system that provides a flexible account numbering format that meets the requirements of the Uniform Chart of Accounts (see below for the structure and content of the Uniform Chart of Accounts);
e. Provides an unlimited number of accounts;
f. Tracks fiscal-year accounting periods with user-defined begin/end dates;
g. Provides detailed audit trail by transaction date, source, amount, and operator code;
h. Provides for on-line budget preparation & analysis, and flexible reporting;
i. Allows for advance set-up of succeeding fiscal year's budget and offers percentage increases/ decreases per account;
j. Maintains previous fiscal year financial activity and allows for the storage of multiple prior years' comparatives;
k. Provides automated G/L entries from other FMIS modules;
l. Provides routines for manual journal entries with date checks and balance verification;
m. Provides drop-down selection boxes provided listing G/L accounts for easy look-ups and entry;
n. Provides processing codes available for standard, recurring journal entries that speed up the transaction process;
o. Generates pre-posting audits for accuracy;
p. Provides set-up for recurring G/L entries in fixed or variable amounts;
q. Provides automatic on-line error checking that ensures transactions are balanced upon entry;
r. Allows transaction entry for previous periods within the current fiscal year;
s. Provides the ability to make automated corrections/reversals of previously posted transactions;
t. Permits entries and allows reporting for current fiscal year while prior fiscal year is still open;
u. Maintains detailed ledger listing all account transactions within a user-defined date range;
v. Provides User-defined journals for special reporting; and,
w. Includes a mapping facility that allows conversion of information from prior District financial data sources and cross walks the existing District chart of account datasets into the RIDE Uniform Chart of Accounts standard values and formats.

The structure and content of the Uniform Chart of Accounts follows:

Seg-ment	Description	Structure	Number Methodology Rule	Required	Optional	Total
1	ID Field (Optional)	X	User-defined	0	1	1
2	Fund	XX	Fixed	2	0	2
3	Subfund:			6	0	6
	Special Revenue: Federal and State Sources	XX / X / X / XX	Fixed			
	Special Revenue: Local Sources	XX / XXXX	Fixed			
	All other Fund Types	XXXXXX	Fixed			
4	Location:			5	0	5
	Departments	XX / X / XX	Fixed / Fixed / Validated			
	Schools and Other	XX / XXX	Fixed / User-defined			
5	Function	XXX	Fixed	3	0	3
6	Program	XX	Fixed	2	0	2
7	Subject	XX / XX	Fixed / Validated	2	2	4
8	Object:			5	0	5
	Balance Sheet	XX / XXX	Fixed / User-defined			
	Revenues	X / X / XXX	Fixed / Fixed / Fixed			
	Expenditures	X / X / XXX	Fixed / Fixed / Fixed			
9	Job Classification	X / X / XX	Fixed / Fixed / Validated	2	2	4
10	Management Responsibility Code	XX	User defined	0	2	2
Total				**27**	**7**	**34**

A brief description of these segments follows:

- ID Field – Identifies the "Company" or "Type" (Optional, but may be required by some accounting systems)
- The Fund (type of source) from which funds are being expended
- The Subfund (source) from which funds are being expended
- The Location (school or department) on which the funds are being used
- The Function (activity) for which the funds are being used
- The Program (broad objective) for which funds are used

- The Subject (curriculum or detailed objective) for which funds are used
- The Object (budget classification) for which the funds are used
- The Job Classification (employees) associated with certain expenditures
- Management Responsibility – Code that can be used by Districts to assign Management Responsibility within the Accounting System (Optional)

Each segment within the UCOA has varying numbers of components within the segment. Some segments also maintain several numbering methodologies and logical hierarchy structure. Within these segments and components, there are three types of Coding and Number Methodology Rules that are used.

Fixed Code (Fixed) – Codes are defined in the UCOA and cannot be changed.

Validated Flexible (Validated) – Codes can be defined for use by an LEA, but are subject to pre-use validation by RIDE for purposes of establishing and maintaining consistency of the data for use by all LEAs.

User-defined Flexible (User-defined) – Codes that can be defined for use by any LEA at its discretion.

3.1.3 Fund Accounting Features

The Fund Accounting Features must include, but is not limited to, the following:

a. Performs interfund entries (due to/due from);

b. Maintains and accounts for funds separately;

c. Provides auto balancing of funds;

d. Provides encumbrance accounting abilities (funds committed for future use);

e. Provides interperiod reporting (reports across different periods);

f. Provides for cash/checking account reconciliation; and

g. Provides the ability to tie into a development (fund raising) module (charter schools only).

3.1.4 Budgeting

The Bidder must provide a Budgeting component that includes, but is not limited to, the following features:

a. Is designed for fund accounting and to meet all state requirements;

b. Provides ability to restrict users to accounts they have control over for purchasing and inquiry purposes;

c. Provides ability to annualize actual expenses for the current year for comparison purposes;

d. Provides ability to perform "what-if" scenarios to model various approaches to budget prioritization and projections for future years; and,

e. Provides the ability to report what percent of the budget has been used by account, required operating activity, department, program, etc.

f. Provide multiyear projections at least three years out (preferably 5 years)

3.1.5 Purchasing

The Bidder must provide a Purchasing component that includes, but is not limited to, the following features:

a. Supports on-line requisition and purchase order tracking with single or multiple level authorization requirements;

b. Provides ability to route requisitions and purchase orders electronically to managers' queues for on-line approvals;

c. Supports Internet WWW hyperlinks to vendors' web sites for ordering through vendor sites, but still recording orders within the purchasing system;

d. Supports automatic entry of a contract price into price fields on contract or blanket orders within purchase order entry functions; and,

e. Prints vendor performance analysis report listing vendors price, quality and delivery record.

3.1.6 Accounts payable

The Bidder must provide an Accounts Payable component that includes, but is not limited to, the following features:

a. Provide ability to expense funds for the invoice amount, recognize a payable in the corresponding fund and automatically liquidate the corresponding encumbrance amount;

b. Provide ability to set-up recurring monthly payments;

c. Support user-defined tolerances in the invoice reconciliation process including: invoice quantity different than purchase order;

d. Provide ability to view a summary vendor aging on-line and drill down selectively by vendor to see detail items; and,

e. Print cash requirements report for the next 90 days including open payables and purchase orders issued.

3.1.7 Accounts Receivable

The Bidder must provide an Accounts Receivable component that includes, but is not limited to, the following features:

a. Remittance processing -- including payment methods and automated processing;

b. Credit management -- including communication of credit policies, credit checks and approvals, and credit maintenance; and,

c. Collections -- including methods to monitor and motivate internal and external collections agents, collections techniques, and technology.

3.1.8 Project/Grant Accounting

The Bidder must provide a Project/Grant Accounting component that includes, but is not limited to, the following features:

a. Integration with the General Ledger component and RIDE e*Grants* Grant Management System;

b. Provide multi-level query options to validate grant accounting transactions automatically against the budget, each time a transaction is entered;

c. Create relationships between grants and other transaction dimensions, such as programs, for more efficient tracking of funds;

d. Provide actual versus budget comparisons with detailed summary grant accounting reports;

e. Receive an "Over-Budget" warning to prevent posting a grant accounting transaction that exceeds the budget; and,

f. Enable District to choose method for validating transactions against budgets—on a period-by-period, grant-to-date, or grant-life basis.

3.1.9 Fixed Assets

The Bidder must provide a Fixed Assets component that includes, but is not limited to, the following features:

a. Provides complete control of cash flows, budgets; and,

b. Depreciates from start to finish, capturing every aspect of expenditure relating to each stage of the depreciation cycle and maintaining any number of budgets.

3.1.10 Human Resources

The Bidder must provide a Human Resources component that includes, but is not limited to, the following features:

a. Enables employees to:
   - view/change all personal information like address and dependents;
   - view/change their contact information;
   - review their periodic salary and job reviews;
   - review their job and compensation information;
   - review Federal, State, and Local tax information;
   - view/change Bank EFT information;
   - manage their information, giving them a greater sense of ownership; and,
   - submit their changes to the manager or appropriate Human Resources individual with a single click, increasing employee productivity by streamlining the process.

b. Enables managers to:
   - make changes to their HR information through a manager self-service screen;
   - approve all HR related changes with the help of a Centralized Approval Inbox; and,
   - use customize approval workflow management for Managers and Supervisors.

c. Provides human resource management functions to track applicants, substitute teachers, current employees, assignments, past experience and continuing education;

d. Maintains information on and tracks classified and certificated non-management, management, confidential, temporary, substitutes, mentor teachers and other employee sub-groups;

e. Prints personnel directories (by school or district-wide) with employee address, phone and other information;

f. Supports automatic encumbering of salary and benefits for new hires, and disencumbering of remaining salary and benefit amounts upon position changes;

g. Provides ability to simulate the financial impact of potential contract salary changes and project the impact based on differing salary increases for certificated and classified positions;

h. Provides the following HR Intake Forms:
   - i. Employee Profile Information
   - ii. Skills Information
   - iii. Training Information
   - iv. Education Information
   - v. Contact Information
   - vi. Dependent Information
   - vii. NotePad Information (Text free-form notes)
   - viii. Medical Insurance Information
   - ix. Benefits Information
   - x. Certification Information
   - xi. Attendance Information
   - xii. Vacation Information
   - xiii. Document Information (Employee-specific Document Links in Database)
   - xiv. Compensation Information
   - xv. Change Management Information

i. Provides the following Event Management Forms:
   - i. Employment Change Events
   - ii. Job Change Events
   - iii. Skills Change Events

iv. Training Change Events
v. Certification Change Events
vi. Education Information Change Events
vii. Contact Information Change Events
viii. Dependent Information Change Events
ix. Medical Insurance Information Change Events
x. Benefits Information Change Events
xi. Attendance Change Events
xii. Document Change Events
xiii. Vacation Events
xiv. Compensation Change Events

j. Provides the following Reports Wizard reports:
   i. Employee Profile Information Listing
   ii. Employee Contact Information Listing
   iii. Employee Dependent Information Listing
   iv. Employee Attendance Information Listing
   v. Employee Vacation Information Listing
   vi. Employee Training Information Listing
   vii. Employee Certification / Education Information Listing
   viii. Employee Benefits Information Listing
   ix. Employee Employment Change Report
   x. Employee Medical Insurance Report
   xi. Event Listing (All) by Employee
   xii. Event Listing (Event Type) by Employee
   xiii. Skills Inventory by selected Skill set
   xiv. Service Years Profile by Employee
   xv. Service Years Profile by Selected Service Year Range(s)
k. Provides the following Workflow Management Wizard functions:
   i. Employment Application Processing
   ii. Job Posting Processing
   iii. New Employee Processing
   iv. Terminated Employee Processing
l. Provides Online Documentation (Help).
m. Provides Input and Export Capabilities.

3.1.11 Applicant Tracking

The Bidder must provide an Applicant Tracking component that includes, but is not limited to, the following features:

a. A Candidate Pipeline
   An easy drag-and-drop interface for moving candidates from one stage to the next, with automated form letters and complete history tracking.
b. Candidate Profiles
   Customizable, searchable forms that can be completed online by any contact in the database for self-entered data collection or internal data standardization.
c. Multi-Purpose Lists
   Use the broadly applicable Roll-up List function to group Names and Positions for sorting, emailing and other group actions.
d. EEO Handling
   Collect self-identification data from candidates to meet compliance requirements.

e. <u>Boolean Searching</u>
Locate keywords and phrases in job descriptions, notes, resumes and candidate profiles with familiar AND / OR search constructs.

f. <u>Contract Tracking</u>
Manage contractor assignments and availability.

g. <u>Career Internet Candidate Search</u>
Search for candidate resumes on the internet and download them directly to the FMIS database.

3.1.12 Benefits Administration

The Bidder must provide a <u>Benefits Administration</u> software component that includes, but is not limited to, the following features:

a. Establish and manage multiple employee benefits programs, including flexible spending accounts, as well as leave accruals for sick, vacation, or personal time off (PTO) plans;
b. Define providers, rates, and beneficiaries, including spouses, domestic partners, and dependents, and calculate coverages and premiums for employees who have multiple jobs;
c. Establish and administer plans for FMLA (Family Medical Leave Act), COBRA (Consolidated Omnibus Budget Reconciliation Act), health and life insurance, savings (including 401(k) and 403(b) plans), Section 129 dependent care reimbursement, and Section 457 savings plans;
d. Automatically enroll participants and dependents in a variety of benefit options;
e. Determine and track employee eligibility based on 18 delivered fields;
f. Use passive event processing to trigger events automatically;
g. Generate and process billings, payments, and adjustments for individuals and groups;
h. Automatically identify eligible employees and calculate and process retroactive benefits and deductions;
i. Generate reports for frequently requested information and create your own customized, ad hoc reports for district-specific requirements;
j. Analyze trends in the District's workforce and study the District impact of education programs and policies, including various benefits-expense ratios;
k. Provide access to complete benefits information and transactions from a single page and with a single sign-on;
l. Enable users to view benefits information on summary-level pages and then navigate to more detailed information by clicking the appropriate plan links;
m. Provide employees with online access to their benefits programs, including health, dental, vision, insurance, and savings plans;
n. Enable employees to communicate their benefit choices to their organization, including elections, validations, confirmation statements, and other related content;
o. Ensure that any elections or changes are allowed by your program's rules;
p. Store effective-dated employment history to track jobs, employment status, salaried or hourly status, union affiliation, and more;
q. Access individual historical earnings, hours, and pension contribution data; consolidate data; or keep per-period history;
r. Track all payees (retirees, beneficiaries, and qualified domestic relations order [QDRO] alternate payees) in one database;
s. Establish rules for every aspect of pension plans, including eligibility, participation, compensation, vesting, contributions, optional forms of payment, and early retirement factors.
t. Use effective-dating to keep a history of plan provisions;
u. Set up rules for special plan provisions, including grandfathered benefits, early retirement window benefits, minimum benefit formulas, and breaks in service;

v. Calculate service by using elapsed time, hours counting, or hours equivalency methods, which you can establish independently for each plan;
w. Calculate employee contributions and manage separate employee accounts (for example, tax-deferred, post-tax);
x. Administer "buyback" provisions;
y. Maintain service credit accruals and payroll consolidations through periodic batch updates;
z. Run on-demand calculations for individual employees, or schedule large batch runs for later processing;
aa. View calculation results online and print worksheets to explain pension benefits to your employees;
bb. Track communications, activities, election forms, and verifications;
cc. Calculate benefits for all types of pension plans; for all optional forms of payment; and for past, present, or future dates;
dd. Produce worksheets with estimates and accrued benefit information for plan participants; and,
ee. Calculate benefits for a group of employees by using an event date alias.

3.1.13 Time and Attendance

The Bidder must provide a Time and Attendance component that includes, but is not limited to, the following features:

a. Time entry
   i. Enables employees to manage their own time and attendance.
   ii. Tracks employee hours by department, location, or project.
b. Time Approval
   i. Provides mass approval feature of timesheets.
   ii. Enables auto forwarding allowing routing of submitted timesheets to an alternate approver.
   iii. Provides automatic overtime calculations to reduce errors and save time.
   iv. Provides customization of calculations to include company-defined rules, hybrid pay policies, and state and federal laws.
c. Payroll Submission
   i. Tracks and Notifies late employees.
   ii. Enables automatic email reminders that are sent to employees who have not submitted their timesheets.
   iii. Enables automatic email reminders to approvers.
d. Reports
   i. Provide customized reports to help analyze data and improve departments performance.
   ii. Provide Time in/out reports to help track employee working hours.
   iii. Provide missing timesheet report helps in accurate payroll submissions.
e. Payroll Integration
   i. Enable employees to submit an online time off request to the manager.
   ii. Enable employees to get their approved time off requests auto-populated within timesheets eliminating double data entry and improves accuracy.
   iii. Enable supervisors and managers to mass approve, reject, or complete time off requests from a central location to facilitate advance planning ensuring proper personnel coverage.
   iv. Enable supervisors and managers get employee calendar details when employees are scheduled to take time off and also when time off has been requested.

v. Provides automatic data transfer to other FMIS components, e.g. time off account, expense accounts, HR/benefits accounts to eliminate the need for entering information separately.

3.1.14 Payroll

The Bidder must provide a Payroll software component that:

a. Meets all current and future federal and state payroll reporting requirements;

b. Supports district-defined salary grade, step and pay rate tables for classified and certificated employees;

c. Provides on-line access to employee profile, benefit, deduction and absence information with year-to date totals and available balances;

d. Automatically posts payroll and fringe benefit expenditures to salary and benefit accounts in financial accounting system; and,

e. Supports direct deposit to multiple financial institutions using industry standard ACH (Automated Clearing House) protocols.

3.1.15 Reporting Features

The Reporting Features must include, but is not limited to, the following features:

a. Provides for 13 or more periods;

b. Provides standardized reports for each component;

c. Provides "print preview" screens prior to printing of all reports;

d. Provides ad-hoc on-the-fly reporting using the power and flexibility of the Chart of Accounts;

e. Provides a report writing tool to create and save customized reports (either built-in component or can integrate an add-on component);

f. Provides a report writing tool which has export capabilities for spreadsheets, disk or printer;

g. Provides the ability to meet all federal, state and local reporting requirements; and

h. Provides periodic updates and revised forms/reports for state and federal report requirements.

3.1.16 Miscellaneous Features (for Municipal Finance Offices Only)

The Bidder must provide a software component that is compatible with: Cash Receipts, Tax Billing, Tax Receivables, Zoning & Code Enforcement, Work Orders, Inventory, Fleet Management & Business Licenses. If the bidder does not offer any/all of these modules then an import feature must be made available and the costs associated with developing the file structure should be noted.

3.2 Installation and Training

The Bidder must provide pricing and technical specifications for:

Individual Installation Model

A District purchases or licenses the FMIS software and the Bidder installs it at data center selected by the District. Pricing should include the one-time license fees and subsequent year maintenance fees for upgrades, improvements and releases. Maintenance costs are not to exceed 15% of the initial license fees of the System.

3.2.1 TRAINING

The bidder must provide training on the proposed System for all users. To provide efficiency, the bidder should develop and provide a comprehensive training plan and schedule to combine sessions that accommodates the total number of Systems included in the proposal. Training requirements must include, but are not limited to, the following:

a. Train accounting, payroll, benefit, and human resource staff in the full functionality of their modules (typically 2-14 people);

b. Train program management (facilities, technology, special education, etc.) staff in applicable modules;

c. Train school office staff in applicable modules;

d. Train managers in the approval process for applicable modules (principals, program managers, finance staff, and HR staff); and

e. Train user system manager(s) (security, etc.)

3.2.2 Post Installation Software Support

The bidder must provide post installation software support on the propose System for all users. Support requirements must include, but are not limited to, the following:

a. Telephone Assistance Monday to Friday (7:30am to 5:00pm)
b. Diagnostic Services to correct errors in software
c. Software Updates and Enhancements to reflect new releases of the software, client feedback and/or changes required by state regulatory agencies.
d. Online resources that are accessible 24/7.

3.3 Project Schedule

Following are the due periods by which the following tasks of the project must be completed.

a. Install and Configure System including the UCOA: 60 days
b. Identify components requiring modification or customization (if any): 60 days
c. Train Personnel on full use of system: 75 days
d. Modify components as identified: 90 days
e. System is fully operational: 120 days

3.4 Project Deliverable Summary

a. Fully operational System(s), installed, configured and modified (if required) in accordance with the Project Schedule;

1. Training provided to user in accordance with the Project Schedule;
2. Ongoing support available no less than 8:00am to 8:00pm Eastern Time, Monday through Friday, excluding holidays; and
3. Hosting services

Note: The Met Center, Woonsocket, West Warwick and Pawtucket School Districts, and the towns of Pawtucket and West Warwick plan to implement FMIS with the selected vendor. Immediately following issuing of the contract, the selected Vendor must meet Met Center, Woonsocket, West Warwick and Pawtucket staff to identify any modifications required to the Vendor's existing product to meet the requirements specified in this RFP.

Other Districts, not listed herein, may wish to take advantage of this procurement at a later date and implement any of the selected Systems through a Master Price Agreement with the State. Respondents should provide a pricing model that provides tiered pricing for additional Districts that may wish to purchase the System(s) proposed by Respondents. Such tiered pricing model should also provide a mechanism for retroactive price rebates or discounts as the number of Systems provided by Respondent increases. In addition, the pricing model should allow for

bundling discounts if both the school district and the town finance department from the same city or town implement the FMIS.

4. Technical Qualifications (70 points)

Bidders must demonstrate their qualifications to provide the required products and services providing responses to the following items. Bidders may provide additional information if needed for a full and complete response; however, proposals should be no more than 40 pages in length excluding appendices.

4.1 Company Background (20 Points)

- Subject Matter Comprehensive District Financial Information System Experience;
- FMIS implementation experience for education agencies; and,
- Information Technology Experience.

4.2 Project Work Plan (25 Points)

- Project Plan and corresponding tasks specified by Bidder demonstrate an understanding of the Business and Technical Requirements of this Project;
- Projected timelines clearly communicate a methodology of how the proposed solution will be successfully implemented; and
- Plan which documents the bidder's ability to meet the time requirements of this RFP for each option proposed.

4.3 Business and Technical Proposal (25 Points)

- Demonstrates an understanding of the District Financial Information System Business Functional Requirements as specified in Section 3;
- Communicates the quality and viability of the overall proposed solution;
- Provides a list of all standard reports for each component;
- For hosting services, provides information about the host data center, including, but not limited to, redundancy, bandwidth, back-ups, etc. Also, describe the host service level commitment and experience for "up-time" and response time;
- Provides cost for ongoing maintenance for each system including fees for upgrades, improvements and releases;
- Provides a project plan for a past successful implantations;
- Provides reference for current installations of the proposed Systems within Rhode Island or near-by communities;
- Provides a data conversion plan that includes, but is not limited to, conversion of historical payroll records conversion of information;
- Provides answers to the IT System Requirements located in Appendix B.

4.4 Cost Proposal (30 Points)

Respondents must provide **eight** cost proposals (The Met Center, Woonsocket Public Schools, West Warwick Public Schools, Pawtucket Public Schools, Town of West Warwick, City of Pawtucket, West Warwick School/Town Bundle, and Pawtucket City/School District Bundle) for the entities seeking FMIS services.

Additionally, Master Price Agreement pricing for FY 14 through FY 18 shall include *three budget forms per fiscal year*: One for School Districts, one for municipal finance offices and one that bundles/discounts service for cities/towns that want both services (fifteen budget sheets).

Please submit cost proposal information by state fiscal year (July 1st – June 30th).

The cost proposal must be prepared in accordance with the forms contained in Appendix A.

4.5 Evaluation Process

In evaluating proposals, the selection committee will base its selection solely on the information submitted by each respondent in response to this solicitation. Bidders should ensure that responses address all the required FMIS components and specifications outlined in section 3.

The selection committee will evaluate each proposal based on the technical qualifications outlined in section 4. As mentioned in section 1, this solicitation serves two purposes. The first is to implement an FMIS system for the six entities listed above. Members of each entity will score the technical qualifications of the proposals. These scores will be factored with the cost proposals to provide a total score for each vendor. The vendor with the highest combined score will be selected to implement an FMIS system for each of the six entities. This vendor will negotiate and execute contracts, set schedules and coordinate implementation with the six entities individually. The school districts and towns reserve the right to not enter into a contract with the selected vendor.

The second intent of this solicitation is for Vendors, whose technical proposals receive an average of at least 60 points, to enter into a Master Price Agreement with the State of Rhode Island and be placed on the Division of Purchasing's website. Other interested districts or municipalities will then be able to negotiate with the vendors on the MPA list. Placement of a vendor on an MPA list does not guarantee income.

IT System Requirement responses (appendix B) must be included in the respondents proposal.

4.6 Clarifications and Potential Demonstrations

The selection committee may request additional information to clarify/correct proposals. Clarifications/corrections provided in response to a clarification/correction request by RIDE shall become part of the bidder's proposal. The bidder must be prepared to commit contractually to all claims and statements made in its proposal.

The selection committee may request some bidders to provide a demonstration of their proposed System's capabilities following evaluation of the written proposals.

5 TERMS OF THE AGREEMENT

The Master Price Agreement will begin upon issuance of a state purchase order (estimated March 2014) and end **June 30, 2018**. The State retains the option of granting a time extension of up to **12 months**.

6 PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the email address on the cover sheet of this solicitation no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format**. Please reference the RFP # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at

www.purchasing.ri.gov.

2. A ***separate sealed*** Cost Proposal as described above.

3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.

4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. Please include with original proposal only.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-Rom, disc, or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

Proposals, clearly marked **"RFP #7548424: School District Financial Management System – Education",** should be delivered to:

RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, Rhode Island 02908-5855

The bidder assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

7 TECHNICAL PROPOSAL / EVALUATION CRITERIA

Cost and Technical Proposals will be evaluated by the RIDE Selection Committee. The Committee will evaluate and score the Technical Component in accordance with Section 4 received utilizing the following criteria resulting in a final ranking and recommendation section:

Technical Proposal	
Company Background/Experience	20 Points
Work Plan	25 Points
Business and Technical Proposal	25 Points
	70 Points
Cost Proposal	**30 Points**
Cost and Technical Proposals	**100 Points**

A minimum of 50 Technical Points (out of 70 points) is required for cost proposals to be considered.

NOT WITHSTANDING THE ABOVE, THE STATE RESERVES THE RIGHT TO AWARD ON THE BASIS OF COST ALONE, TO ACCEPT OR REJECT ANY OR ALL OPTIONS, BID PROPOSALS, AND TO ACT IN ITS BEST INTEREST.

NOT WITHSTANDING THE ABOVE, THE SCHOOL DISTRICTS OF WOONSOCKET, WEST WARWICK, PAWTUCKET AND METROPOLITAN CAREER AND TECHNICAL CENTER, AND THE CITIES/TOWNS OF PAWTUCKET AND WEST WARWICK ALSO RESERVE THE RIGHT TO AWARD ON THE BASIS OF COST ALONE, TO ACCEPT OR REJECT ANY OR ALL OPTIONS, BID PROPOSALS, AND TO ACT IN THEIR BEST INTEREST.

PROPOSALS FOUND TO BE TECHNICALLY OR SUBSTANTIALLY NON-RESPONSIVE AT ANY POINT IN THE EVALUATION PROCESS WILL BE REJECTED AND NOT CONSIDERED FURTHER. THE STATE MAY, AT ITS SOLE OPTION, ELECT TO REQUIRE REPRESENTATION (S) BY OFFERORS CLEARLY IN CONSIDERATION FOR AWARD.

APPENDIX A

BUDGET Multi-Year Projects

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category	Estimated Expenditures Year 1	Year 2	Year 3	Year 4	Year5
1. Employee Salary and Benefits	0	0	0	0	0
1. Purchased Services	0	0	0	0	0
3. Supplies and Materials	0	0	0	0	0
4. Travel	0	0	0	0	0
5. Printing	0	0	0	0	0
6. Office Expense	0	0	0	0	0
7. Other: *(describe)*	0	0	0	0	0
8.	0	0	0	0	0
Subtotal	0	0	0	0	0
Indirect Cost *	0	0	0	0	0
TOTAL	0	0	0	0	0

It is understood and agreed that the amounts for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

**** Attach a copy of the approved indirect cost documentation***

BUDGET DETAIL SHEET *
FISCAL YEAR ____________

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL $
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE $	TOTAL $
TOTAL REQUEST				$

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: *(describe)*		
Indirect Cost		

Total $

* Please include a detail budget sheet for each state fiscal year (July 1^{st} – June 30^{th})

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

Budget Form 3: Cost by Deliverables (Page 1)

License Fees		Individual Installment
General Ledger		
Budgeting		
Purchasing		
Accounts Payable		
Accounts Receivable		
Project/Grant Accounting		
Fixed Assets		
Human Resources		
Applicant Tracking		
Benefits Administration		
Time and Attendance		
Payroll		
Report Writer		
Other (Specify)		
Other (Specify)		
Other (Specify)		
Total License Fees		$
Maintenance Fees		
General Ledger		
Budgeting		
Purchasing		
Accounts Payable		
Accounts Receivable		
Project/Grant Accounting		
Fixed Assets		
Human Resources		
Applicant Tracking		
Benefits Administration		
Time and Attendance		
Payroll		
Report Writer		
Other (Specify)		
Other (Specify)		
Other (Specify)		
Total Maintenance Fees		$
Implementation Fees		
Training Fees		
Hosting Fees		
Other (Specify)		
TOTAL		$

Form 3: Costs by Deliverables (Page 2)

Provide a narrative response for each category (License, Maintenance, Implementation, Training, Hosting, and Other) that explains the pricing basis for each category and other information you believe would be useful to the Selection Committee. Also provide in this section tiered pricing that would be available for additional Districts that may wish to purchase the System(s) proposed by respondents. Such tiered pricing model should also provide a mechanism for retroactive price rebates or discounts as the number of Systems provided by Respondent increases.

In the table below, provide billing rates for each level of staff to be assigned to the Project Team.

Name	Level	Billing Rate

Appendix B
IT System Requirements

Security

The application must support a broad set of security policies to manage general security settings.
Security policy must be able to be varied by roles.
At a minimum, security policies must allow control of the following functions:

1. Maximum login attempts before automatic deactivation of the login codes
2. Maximum number of days of inactivity before automatic deactivation of login codes
3. Ability to define either sensitive or insensitive case checking for passwords
4. The ability to store the user password in an encrypted format
5. Complete support for Active Directory and LDAP
6. The ability to define minimum and maximum lengths of the user password
7. The ability to define the duration of time that a password is active and automatically deactivate the logins once a password has been active for that length of time.
8. The ability to warn users that a password is about to expire. Allow user managed number of warning days for interactive warnings of password expiration.
9. Allow a user a single opportunity to change their password after the password has expired.
10. Support system generation of a random password that may be used for a single login by users prior to their setting their own password.
11. Prevent all administrative and support staff from seeing a user's password.
12. Prevent a password from being reused for a user specified number of days.
13. All control of end user's use of spaces and special characters in passwords.
14. For new end user passwords, allow user management of the number of characters that may match prior passwords, if the first character must be a letter or a number, if the password must include a number or if the password must include a special character.
15. For new end user passwords, allow management of the number of characters of a new password that may match the previous password.
16. For new end user passwords, allow management of the number of repeating characters that are allowed.
17. Provide the ability to quickly deactivate a user's password.
18. Allow for the definition of a start and/or stop date to activate or deactivate a user's password.
19. Fully support role based security.
20. Manage the screens or pages that users in a specific role may access.
21. Manage the specific fields that a user may access.
22. Manage the functions (add, change, delete and inquire) on each page that a user in a role may perform on each page that may be accessed.
23. Fully support the definition of user groups.
24. Control access to various school data by user group.
25. Allow any number users to be assigned to a user group.
26. Allow a user to be assigned to multiple user groups and roles when appropriate.
27. Track the date that the users last changed their password.
28. Allow for notes to be entered and tracked on users.
29. The security system must have the ability to automatically sign off dormant users from the system after a user defined time period.
30. The system must notify users of the duration of time remaining before automatic logoff or otherwise notify a user that they are about to be logged off.

General System Functionality

1. Does the vendor/system provide an integrated Financial and Human Resource system supporting a web-based client solution in a hosted environment or within a VMWare environment?
2. Does the system provide a consistent user interface? This includes screen layouts, report layouts, messages, field labels and date display.
3. Does the system allow the user to access on-line help regarding screen or field description and its intended use?
4. Does the system allow the user to access on-line contextual help regarding valid table values for appropriate fields?
5. Does the system provide, where appropriate, default values for fields? Defaulted values should be able to be overridden by the user.
6. Is the web interface compliant with the standards established by the World Wide Web Consortium.
7. Is the "public facing" web interface (for parents, students, community) compliant with Section 508 accessibility requirements.
8. Does the system provide a secured environment by employing sign-on identifiers and passwords, and procedures to ensure adequate password changes?
9. Does the system have multi-user capabilities so as to allow multiple users access to the application at the same time?
10. Does the system handle attempts by two or more users to update the same record at the same time, but does not restrict any number of users to access the same record concurrently?
11. Does the system provide user message upon simultaneous record updating attempt?
12. Does the system provide the ability to re-try locked records after delay?
13. Does the system perform selective and full back-ups and recoveries of the database? There must be a facility to perform on-line back-up/recovery, to allow for situations where users cannot afford down-time.
14. Does the system provide utilities/tools for importing and exporting data to and from its database?
15. Does the system provide connectivity/compatibility to pass data systematically to other systems, such as Aspen SIS, RI State system, PDC/PFS.
16. Does the system have the capability to use different types of printers (i.e. ink jet, laser, etc.)?
17. Does the proposed system reflect a commitment to the principals of "open" systems?
18. Is the application software supported by a staff of dedicated specialists?
19. Does the application software provide for up to 250 concurrent users per district?
20. Is the application software designed for on-line, real time processing?
21. Does the application software maintenance agreement include updates and revisions on a periodic basis?

a. EXPLAIN:

22. Do the telephone services provide a timely resolution to outstanding problems?

a. EXPLAIN your Service Level Agreement:

23. Is continuous training of the application software available on a periodic basis?

a. EXPLAIN:

24. Does the application software provide for on-site installation and implementation of the software?

a. EXPLAIN:

25. Does the vendor's software allow for remote dial-up as well as transmitting or receiving software or data to and from the system?

a. EXPLAIN:

26. Can the system create a student ID that is unique across all districts served by the system?
27. Can the system accept a State student ID in addition to any local IDs that may be in place in the system?

Database Software

1 The software should be user friendly and operate in a manner in which school personnel follow in their daily positions.
2 Software must have on-line help throughout the system. The help should include warnings, examples and error messages when appropriate.
3 At a validated field, pop-up windows should be readily available for review and data entry. The user may also desire to go directly to the table to view all the information in that table.
4 Applications should come fully documented.
5 The reports must be easy to produce and read. All reports must have the option to be printed out on a printer, viewed on the screen (even if it is a wide report) and exported to a file.
6 All reports must have extensive flexibility in the order the standard report information appears.
7 All reports should have similar front-end questions prior to producing a report.
8 The application should provide for on-line notepad type features that allow the user to freely input narrative data.
9 All the data must be available to be reported on with any other piece of data within any of the other software modules proposed.
10 Provide in comments software's recommended Operating System and Database software
11 The system must be accessible by all TCP/IP web browsers running on any platform. If not, please explain any restrictions.