

*Rhode Island Department of Elementary and Secondary Education  
School District Financial Information System  
Request for Proposal*

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***Solicitation Information***

25 Oct 07

**RFP # 7042776**

**TITLE: School District Financial Information System**

**Submission Deadline: 13 Nov 07 @ 3:00 PM (Eastern)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 5 Nov 07 Time: 2:30 PM (Eastern)  
Mandatory: No**

**Location: Department of Administration / Division of Purchases (2<sup>nd</sup> floor, Bid Room), One Capitol Hill, Providence, RI**

<b>SURETY REQUIRED: No</b>
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<b>BOND REQUIRED: No</b>
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Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems

**Vendors must register on-line at the State Purchasing Website at  
[www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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The Rhode Island Department of Administration, Office of Purchases, on behalf of both the Rhode Island Department of Elementary and Secondary Education ("RIDE") and selected districts and schools, is requesting proposals from qualified organizations to provide and implement a Financial Management Information System ("FMIS" or "System") in one school district, one state operated school, and nine charter schools in accordance with the terms of this solicitation. (Refer to Section Appendix B for profiles of these school districts and charter schools). The FMIS will need to interact with other state and local information systems, and must be based upon and incorporate the Uniform Chart of Accounts for local school districts recently mandated by the General Assembly. This solicitation, and any subsequent award (s) is governed by the State's General Condition of Purchase ( available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov))

## 1 INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS

### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request 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.

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- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but 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.
  
- Utilization of Minority Business Enterprises as certified by the RI Minority Business Enterprise Compliance Office is a requirement. This is pursuant to RIGL § 37-14.1-6 which states that, "Minority business enterprises **shall be included in all procurements and construction projects** under this chapter and **shall be awarded a minimum of ten percent (10%) of the dollar value** of the entire procurement or project." The director of the department of administration is further authorized to establish by rules and regulation formulas for giving minority business enterprises a preference in contract and subcontract awards. The responsibility for determining whether or not there is compliance as it relates to the utilization of Minority is vested in the MBE Office and they can be reached 401-574-8253. The website is [www.mbe.ri.gov](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 / LOI
  
- **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

The State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

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## 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. Many features of this system are in place at the state level (the state's Comprehensive Education Information System, the CEIS), and school districts are putting in place systems that support the objectives of the CEIS. One important component of both the state and local systems is a financial management information system.

A second recent development is a mandate by the General Assembly that all school districts use a Uniform Chart of Accounts so that financial data are comparable across districts. As a result of these two efforts, schools need a financial system that can easily generate and transmit required reports and that can enable queries, is compatible with state systems, and is based on the Uniform Chart of Accounts.

The implementation of the System(s) will result in an increased capacity for district business managers and 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.

The goal of this RFP is to procure and implement a FMIS system in selected schools and districts, and train all personnel in the use of the selected System(s).

## 3 SCOPE OF WORK

The Rhode Island Department of Education 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.

### Scope and Response Options

This RFP is designed to allow bidders to submit bids based on a variety of factors, including number and type of entities, installation options, training options and pricing.

#### Entity Options

This RFP is to obtain a System(s) for the following:

- One school district;
- One state funded school (The Met School); and
- Nine charter schools.

The intent of the RFP is to implement the System in the two entities (Central Falls and Times 2 Charter School) who are pilots for the Uniform Chart of Accounts by 6/30/08 and the remaining entities no later than 11/30/08.

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Bidders may submit a proposal on any one of these or any combination of these up to and including all three. Bidders may also propose more than one System if the bidder believes there is sufficient differentiation in its products to warrant such proposal.

The requirements of the charter schools also include accounting for and reporting based on non-profit requirements.

The System(s) must also provide web-based reporting capabilities and, while providing standard elements, be customizable to each users needs.

#### Installation Options

This RFP requires bidders to address three installation options as follows:

- Individual installation at each entity on servers provided by each entity (Individual Installation Model);
- Hosted services on respondent provided data center (ASP Model); and
- Installation on RIDE-sponsored data center (RIDE Data Center Model)

Bidders may submit a proposal on any one of these or any combination of these up to and including all three the bidder believes best serves the needs of the users.

#### 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

RIDE retains the right to expand the scope of this RFP to include other districts in the state that may wish replace their current accounting system.

Bidders should provide a pricing model that provides the cost of the System by module for districts that may want to purchase the System over time and tiered pricing for additional districts that may wish to purchase the System(s) proposed by bidders. 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 options 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

The bidder must include all of the following application software components, including the features listed for each component.

#### 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

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- 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 General Ledger component must include, 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, including requirements for GASB 34 and FAS 116 and FAS 117 (for charter schools only);
- 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) and allows for growth in both the number of segments and number of digits in 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 a 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 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;

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- o. Generates pre-posting audits for accuracy;
- p. Provides set-ups 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 a 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 data sets into the new RIDE Uniform Chart of Accounts standard values and formats.

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

Segment	Description	Structure	Number Methodology Rule	Length	Reportable	Optional
1	ID Field (Optional)	X	User-defined	1	0	1
2	Fund	XX	Fixed	2	2	0
3	Subfund:			6	6	0
	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	5	0
	Departments	XX / X / XX	Fixed / Fixed / Validated			
	Schools and Other	XX / XXX	Fixed / User-defined			
5	Function	XXX	Fixed	3	3	0
6	Program	XX	Fixed	2	2	0
7	Subject	XX / XX	Fixed / Validated	4	4	0
8	Object:			5	5	0
	Balance Sheet	XX / XXX	Fixed / User-defined			
	Revenues	X / X / XXX	Fixed / Fixed / Fixed			
	Expenditures	X / X / XXX	Fixed / Fixed / Fixed			
9	Job	X / X / XX	Fixed / Fixed /	4	4	0

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Segment	Description	Structure	Number Methodology Rule	Length	Reportable	Optional
	Classification		Validated			
10	Management Responsibility Code	XX	User defined	2	0	2
<b>Total</b>				<b>34</b>	<b>31</b>	<b>3</b>

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 a district, but are subject to pre-use validation by RIDE for purposes of establishing and maintaining consistency of the data for use by all districts.

**User-defined Flexible** (User-defined) – Codes that can be defined for use by any district 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

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

#### 3.1.4 BUDGETING

The Budgeting component must include, but is not limited to, the following features:

- a. Integrates with or is part of the General Ledger and other System components as necessary for a seamless integration;
- b. Is designed for fund accounting and to meet all state requirements;
- c. Provides the ability to restrict users to accounts they have control over for purchasing and inquiry purposes;
- d. Provides the ability to annualize actual expenses for the current year for comparison purposes;
- e. Provides the ability to perform "what-if" scenarios to model various approaches to budget prioritization and projections for future years; and
- f. Provides the ability to report what percent of the budget has been used by account, required operating activity, department, program, etc.

#### 3.1.5 PURCHASING

The Purchasing component must include, but is not limited to, the following features:

- a. Integrates with the General Ledger and other System components as necessary for a seamless integration;
- b. Provides for use of an unlimited number of vendors;
- c. Provides storage and retrieval of multiple addresses for vendors;
- d. Allows for multiple invoices against a single purchase order;
- e. Supports on-line requisition and purchase order tracking with single or multiple level authorization requirements and for multiple GL accounts;
- f. Provides the ability to route requisitions and purchase orders electronically to managers' queues for on-line approvals;
- g. Provides the ability to add notes to PO's;
- h. Supports internet WWW hyperlinks to vendors' web sites for ordering through vendor sites, but still records orders within the purchasing system;
- i. Provides for on-line approvals of requisitions;
- j. Provides for the ability to print labels;
- k. Contains standard purchasing reports, including, but not limited to, open purchase orders, closed purchase orders, and history reports;
- l. Supports automatic entry of a contract price into price fields on contract or blanket orders within purchase order entry functions; and,
- m. Prints vendor performance analysis reports listing vendor price, quality and delivery record.

#### 3.1.6 ACCOUNTS PAYABLE

The Accounts Payable component must include, but is not limited to, the following features:

- a. Integrates with the General Ledger and other System components as necessary for a seamless integration;
- b. Provides warning for duplicate invoice numbers;
- c. Provides for tracking and managing vendors for Form 1099;
- d. Provides for quality printing of Form 1099's;
- e. Provides the ability to expense funds for the invoice amount, recognize a payable in the corresponding fund and automatically liquidate the corresponding encumbrance amount;

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- f. Provides the ability to set-up recurring monthly payments;
- g. Supports user-defined tolerances in the invoice reconciliation process including invoice quantity being different than purchase order;
- h. Provides for standard accounts payable reports;
- i. Provides the ability to view a summary vendor aging and drill down selectively by vendor to see detail items;
- j. Prints cash requirements report for the next 90 days including open payables and purchase orders issued; and
- k. Provides an interface with inventory (charter schools only).

### 3.1.7 ACCOUNTS RECEIVABLE

The Accounts Receivable component must include, but is not limited to, the following features:

- a. Integrates with the General Ledger and other System components as necessary for a seamless integration;
- b. Remittance processing -- including payment methods and automated processing;
- c. Credit management -- including communication of credit policies, credit checks and approvals, and credit maintenance; and
- d. Collections -- including methods to monitor and motivate internal and external collections agents, collections techniques, and technology.

### 3.1.8 PROJECT/GRANT ACCOUNTING

The Project/Grant Accounting component must include, but is not limited to, the following features:

- a. Integrates with the General Ledger and other System components as necessary for a seamless integration;
- b. Provides the ability to interface (method to be determined) with the RIDE *eGrants* grants management system;
- c. Provides multi-level query options to validate grant accounting transactions automatically against the budget each time a transaction is entered;
- d. Creates relationships between grants and other transaction dimensions, such as programs, for more efficient tracking of funds;
- e. Provides actual versus budget comparisons with detailed summary grant accounting reports;
- f. Receives an "Over-Budget" warning to prevent posting a grant accounting transaction that exceeds the budget; and
- g. Enables a district to choose methods for validating transactions against budgets—on a period-by-period, grant-to-date, or grant-life basis.

### 3.1.9 Fixed Assets

The Fixed Assets component must include, but is not limited to, the following features:

- a. Integrates with the General Ledger and other System components as necessary for a seamless integration;
- b. Provides complete control of cash flows and budgets; and
- c. 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 Human Resources component must include, but is not limited to, the following features:

- a. Integrates with the General Ledger and other System components as necessary for a seamless integration;

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- b. 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 with a single click increasing employee productivity by streamlining the process.
- c. 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.
- d. Provides human resource management functions to track applicants, substitute teachers, current employees, assignments, past experience and continuing education;
- e. Maintains information on and tracks classified and certified non-management, management, confidential, temporary, substitutes, mentor teachers and other employee sub-groups;
- f. Prints personnel directories (by school or district-wide) with employee address, phone and other information;
- g. Supports automatic encumbering of salary and benefits for new hires, and disencumbering of remaining salary and benefit amounts upon position changes;
- h. Provides the ability to simulate the financial impact of potential contract salary changes and project the impact based on differing salary increases for certified and classified positions;
- i. 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
- j. Provides the following Event Management Forms:
  - i. Employment Change Events
  - ii. Job Change Events
  - iii. Skills Change Events
  - iv. Training Change Events

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- 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
- k. 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)
- l. Provides the following Workflow Management Wizard functions:
  - i. Employment Application Processing
  - ii. Job Posting Processing
  - iii. New Employee Processing
  - iv. Terminated Employee Processing
- m. Provides Online Documentation (Help).

### 3.1.11 Applicant Tracking

The Applicant Tracking component must include, but is not limited to, the following features:

- a. Integrates with the other System components as necessary for a seamless integration;
- b. 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;
- c. 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;
- d. Multi-Purpose Lists  
Uses the broadly applicable roll-up list function to group names and positions for sorting, emailing and other group actions;

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- e. EEO Handling  
Collects self-identification data from candidates to meet compliance requirements;
- f. Boolean Searching  
Locates keywords and phrases in job descriptions, notes, resumes and candidate profiles with familiar AND / OR search constructs;
- g. Contract Tracking  
Manages contractor assignments and availability; and
- h. Career Internet Candidate Search  
Searches for candidate resumes on the internet and downloads them directly to the FMIS database.

### 3.1.12 Benefits Administration

The Benefits Administration software component must include, but is not limited to, the following features:

- a. Integrates with the other System components as necessary for a seamless integration; establishes and manages multiple employee benefits programs, including flexible spending accounts, as well as leave accruals for sick, vacation, or personal time off (PTO) plans;
- b. Defines providers, rates, and beneficiaries, including spouses, domestic partners, and dependents, and calculates coverage and premiums for employees who have multiple jobs;
- c. Establishes and administers 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, Section 125 plans, and Section 457 savings plans;
- d. Automatically enrolls participants and dependents in a variety of benefit options;
- e. Determines and tracks employee eligibility based on 18 delivered fields;
- f. Uses passive event processing to trigger events automatically;
- g. Generates and processes billings, payments, and adjustments for individuals and groups;
- h. Automatically identifies eligible employees and calculates and processes retroactive benefits and deductions;
- i. Generates reports for frequently requested information and creates customized, ad hoc reports for district-specific requirements;
- j. Provides access to complete benefits information and transactions from a single page and with a single sign-on;
- k. Enables users to view benefits information on summary-level pages and then navigate to more detailed information by clicking the appropriate plan links;
- l. Provides employees with online access to their benefits programs, including health, dental, vision, insurance, and savings plans;
- m. Enables employees to communicate their benefit choices to their organization, including elections, validations, confirmation statements, and other related content;
- n. Ensures that any elections or changes are allowed by the program's rules;
- o. Stores effective-dated employment history to track jobs, employment status, salaried or hourly status, union affiliation, and more;
- p. Accesses individual historical earnings, hours, and pension contribution data; consolidates data; or keeps per-period history;
- q. Tracks all payees (retirees, beneficiaries, and qualified domestic relations order [QDRO] alternate payees) in one database;
- r. Monitors retiree benefits with multiple retiree groups, multiple benefit levels and cost sharing;
- s. Establishes rules for every aspect of pension plans, including eligibility, participation, compensation, vesting, contributions, optional forms of payment, and early retirement factors.
- t. Uses effective-dating to keep a history of plan provisions;

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- u. Sets up rules for special plan provisions, including grandfathered benefits, early retirement window benefits, minimum benefit formulas, and breaks in service;
- v. Calculates service by using elapsed time, hours counting, or hours equivalency methods, which can be established independently for each plan;
- w. Calculates employee contributions and manages separate employee accounts (for example, tax-deferred, post-tax);
- x. Administers "buyback" provisions;
- y. Maintains service credit accruals and payroll consolidations through periodic batch updates;
- z. Runs on-demand calculations for individual employees, or schedules large batch runs for later processing;
- aa. Views calculation results online and prints worksheets to explain pension benefits to employees;
- bb. Tracks communications, activities, election forms, and verifications;
- cc. Calculates benefits for all types of pension plans; for all optional forms of payment; and for past, present, or future dates;
- dd. Produces worksheets with estimates and accrued benefit information for plan participants; and
- ee. Calculates benefits for a group of employees by using an event date alias.

### 3.1.13 Time and Attendance

The Time and Attendance component must include, but is not limited to, the following features:

- a. Integrates with other System components as necessary for a seamless integration;
- b. Time entry
  - i. Enables employees to manage their own time and attendance; and
  - ii. Tracks employee hours by department, location, or project.
- c. 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; and
  - iv. Provides customization of calculations to include company-defined rules, hybrid pay policies, and state and federal laws.
- d. Payroll Submission
  - i. Tracks and notifies late employees;
  - ii. Enables automatic email reminders that are sent to employees who have not submitted their timesheets; and
  - iii. Enables automatic email reminders to approvers.
- e. Reports
  - i. Provides customized reports to help analyze data and improve departments' performance;
  - ii. Provides time in/out reports to help track employee working hours; and
  - iii. Provides missing timesheet reports which helps in accurate payroll submissions.
- f. Payroll Integration
  - i. Enables employees to submit an online time off request to the manager;
  - ii. Enables employees to get their approved time off requests auto-populated within timesheets eliminating double data entry and improving accuracy;
  - iii. Enables supervisors and managers to mass approve, reject, or complete time off requests from a central location to facilitate advance planning to ensure proper personnel coverage;

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- iv. Enables supervisors and managers get employee calendar details when employees are scheduled to take time off and also when time off has been requested; and
- 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 Payroll software component must include, but is not limited to, the following features:

- a. Integrates with the General Ledger and other System components as necessary for a seamless integration;
- b. Meets all current and future federal and state payroll reporting requirements;
- c. Supports district-defined salary grade, step and pay rate tables for classified and certified employees;
- d. Provides on-line access to employee profile, benefit, deduction and absence information with year-to-date totals and available balances;
- e. Automatically posts payroll and fringe benefit expenditures to salary and benefit accounts in the financial accounting system;
- f. Supports direct deposit to multiple financial institutions using industry standard ACH (Automated Clearing House) protocols; and
- g. Provides a report writer tool and printing capacity for reports, checks, W-2s, and quarterly and yearly government reports.

### 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.

## 3.2 Installation and Training

### 3.2.1 INSTALLATION

Bidders must provide pricing and technical specifications for the installation options as described below: (Please note: all Systems proposed by the bidder must be able to be purchased and installed by module.)

#### 1. Individual Installation Model

In this scenario, a district purchases or licenses the FMIS software and 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.

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2. Application Server Provider ("ASP Model")

In this scenario, bidder installs and operates FMIS at its own or third-party data center. Bidder should include any incremental costs, if any, for use of this model including subsequent year maintenance fees for upgrades, improvements and releases.

3. Ride Data Center Model

In this scenario, a district purchases or licenses the FMIS software and bidder installs it at a central data center selected by RIDE. Pricing should include the one-time license fees and subsequent year maintenance fees for upgrades, improvements and releases. Bidder should include any incremental costs, if any, for use of this model including subsequent year maintenance fees for upgrades, improvements and releases.

The bidder must provide a plan for installing FMIS systems for those districts that decide to implement FMIS. The plan must include required hardware, software, development, etc. that may need to be purchased and installation timelines. Also address information about your data center, including, but not limited to redundancy, bandwidth, back-ups, etc.

3.2.2 TRAINING

Irrespective of the method of installation, the bidder must provide training on the proposed System(s) 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.)

3.3 Project Schedule

Following are the periods by which the following tasks of the project for each System must be completed.

<u>Description</u>	FY 2008 (Pilots)	FY 2009
	<u>Days after Effective Date of Contract</u>	<u>Due Date</u>
Install and Configure System including the UCOA	60 days	8/31/08
Identify components requiring modification or customization (if any)	60 days	8/31/08
Train personnel on full use of System	75 days	9/30/08
Modify components as identified	90 days	10/31/08

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<u>Description</u>	<u>Days after Effective Date of Contract</u>	<u>Due Date</u>
System is fully operational	120 days Or no later than 5/30/08	11/30/08

Please note: Central Falls and the Times 2 Charter School are pilots in the state roll out of the Uniform Chart of Accounts and therefore must meet earlier implementation deadlines than the remaining districts/schools.

### 3.4 Deliverables

The Deliverables required of the bidder are as follows:

1. Fully operational System(s), installed, configured and modified (if required) in accordance with the Project Schedule.
2. Training provided to user in accordance with the Project Schedule.
3. Ongoing support available no less than 8:00 AM to 8:00 PM Eastern Time, Monday through Friday, excluding holidays.
4. Hosting services as applicable according to each option proposed.

## 4 CONTRACTOR REQUIREMENTS AND QUALIFICATIONS

Bidders must demonstrate their qualifications to provide the required products and services by providing responses to the following items. Bidders may provide additional information if needed for a full and complete response; however, proposals should be approximately 40 pages in length excluding appendices.

### 4.1.1 COMPANY/ PROJECT / STAFF EXPERIENCE

- Comprehensive school district financial information system experience;
- FMIS implementation experience for education agencies; and,
- Information technology experience.

### 4.1.2 PROJECT WORK PLAN

- Project plan and corresponding tasks specified by the bidder that demonstrate an understanding of the business and technical requirements of this RFP;
- Projected timelines that 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.

### 4.1.3 BUSINESS AND TECHNICAL PROPOSAL

- Demonstrates an understanding of the district financial information system business /functional requirements as specified in Sections 3;
- Communicates the quality and viability of the overall proposed solution;

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- 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 costs for ongoing maintenance for each system including fees for upgrades, improvements and releases;
- Provides a project plan for a past successful implementations;
- Provides references for current installations of the proposed Systems within Rhode Island or near-by communities; and
- Provides a data conversion plan that includes, but is not limited to, conversion of historical payroll records, conversion of HT information; crosswalk of chart of accounts and input of new business rules.

#### 4.1.4 COST PROPOSAL (SEE APPENDIX A)

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

### 4.2 Evaluation Process

#### 4.2.1 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 CONTRACT(S)

The contract(s) will begin **January 1, 2008** and end **June 30, 2009**. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of at least **one year** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate any contract.

In addition, the bidder must agree to the execution of individual contracts with each entity purchasing a System because the intent of the RFP is that each district or school own, operate and maintain its own system.

## 6 COST PROPOSAL

For each option for which bidder offers it products and services, bidder must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. In addition, each bidder must include a cost breakdown by license fees, service fees including hourly rates, maintenance fees and other costs.

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**7 PRE-PROPOSAL MEETING**

**Vendors are prohibited from contacting any district/school named in this RFP with questions and are directed to follow the instructions outlined below.**

A Pre-Proposal Meeting will be held on the date & time indicated on page one of this solicitation. the **Department Administration, Division of Purchases (2<sup>nd</sup> floor), One Capitol Hill, Providence, RI**. At this time all questions relative to the RFP as well as any questions regarding RIDE procedures and proposal format will be addressed. Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty-eight hours in advance of the scheduled conference date. Questions received, if any, will be posted 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 Help Desk at 401 222-3766

**8 PROPOSAL SUBMISSION**

All document pages are to be numbered in consecutive order.

**Combined TECHNICAL/COST PROPOSAL ("original" plus FOUR (4) copies)** submissions are to be either mailed or hand-delivered in a sealed envelope marked: **"RFP 7042776 – "School District Financial Management Information System"** by the date & time indicated on page one

**RI Dept of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, RI 02908-5855**

**NOTE:** Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the Division of Purchases Reception area.

Cost Proposals, Technical and Business Responses will be evaluated by the RIDE Selection Committee. The Committee will evaluate and score the Business, Technical, and Cost Proposals prepared in accordance with Section 4.0 received utilizing the following criteria resulting in a final ranking and recommended selection:

Category	Points	Percent
1. Company Background	5	5%
2. Specific Project Experience (Company)	5	5%
3. Business and Technical Proposal	50	50%
4. Cost Proposal	35	35%
5. Project Work Plan	5	5%
Total	100	100%

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APPENDIX A: Required Budget Forms

BUDGET FORM1: EXPENSES

<b>Expense Category</b>	<b>FY08</b>	<b>FY09</b>	<b>Total</b>
1. Salary			
2. Fringe Benefits			
3. Consultant			
4. In-State Travel			
5. Out-of-State Travel			
6. Printing			
7. Office Expense			
8. Telephone			
9. Educational Materials			
10. Equipment			
11. Data Processing			
12. Rental			
13 Other			
14.			
15.			
16.			
17.			
Subtotal			
Indirect Cost			
<b>TOTAL</b>			

It is understood and agreed that the amounts indicated above 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 and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; 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 is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Education.

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Form 2-BUDGET DETAIL SHEET -FY 2008

**SALARY DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

**FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
TOTAL REQUEST			\$

**DETAIL OF CONSULTANT**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

**EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)**

EXPENSE CATEGORY	DESCRIPTION	COST

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**Form 2-BUDGET DETAIL SHEET-FY 2009**

**SALARY DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL ANNUAL SALARY \$
TOTAL REQUEST				\$

**FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	PERCENTAGE OF APPLIED FRINGE BENEFIT	TOTAL ANNUAL FRINGE \$
TOTAL REQUEST			\$

**DETAIL OF CONSULTANT**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
TOTAL REQUEST				\$

**EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)**

EXPENSE CATEGORY	DESCRIPTION	COST

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**Form 3-COST BY DELIVERABLES (Page 1)**

**Double-click the table to open it up for use.**

Describe the entity or combination of entities for proposed costs.

E.g., Central Falls only, 9 Charter Schools, Other schools, or combinations thereof.


	Individual Installment Model	ASP Model	Ride Data Center Model
<b>License Fees</b>			
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)			
<b>Total License Fees</b>	0	0	0
<b>Maintenance Fees</b>			
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)			
<b>Total Maintenance Fees</b>	0	0	0
<b>Implementation Fees</b>			
<b>Training Fees</b>			
<b>Hosting Fees</b>			
<b>Other (Specify)</b>			
<b>TOTAL</b>	0	0	0



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**APPENDIX B: FMIS SCHOOL DISTRICT PROFILES**

<b>LEA Name</b>	<b>Type</b>	<b>Schools</b>	<b>Total Students</b>	<b>Classroom Teachers (FTE)</b>	<b>Revenue</b>	<b>Expenditures</b>
Central Falls	District	8	3,607	320	\$ 50,993,000	\$ 47,266,000
Met Career & Tech	State Operated	1	691	33	N/A	N/A
Paul Cuffee Charter School	Charter	1	386	36	\$ 4,779,000	\$ 3,855,000
Blackstone Academy	Charter	1	158	12	N/A	\$ 1,966,880
Beacon Charter School	Charter	1	115	10	N/A	\$ 1,022,180
CVS Highlander	Charter	1	234	13	\$ 3,052,000	\$ 2,734,000
International Charter	Charter	1	277	27	\$ 2,867,000	\$ 2,854,000
Learning Community	Charter	1	165	2	N/A	\$ 1,903,957
The Compass School	Charter	1	128	18	\$ 1,271,000	\$ 999,000
Times 2 Academy	Charter	1	586	N/A	N/A	\$ 13,440,955
Textron Chamber of Commerce	Charter	1	104	N/A	N/A	\$ 2,731,786