



**BOARD OF EDUCATION**

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DATE: February 6, 2020

TO: All Offerors

FROM: Angela R. Young  
Executive Director of Contracting

RE: **Request for Proposal No. 138-20, Student Activity Fund (SAF) Accounting Software Solution**

Fulton County Schools (FCS) invites you to submit a proposal furnishing any and all goods and/or services required for Student Activity Fund (SAF) Accounting Software Solution.

Sealed Proposals will be received subject to the attached terms specified in “Proposal Conditions”, at the office of the FCS Contracting Department, The Administrative Center, 6201 Powers Ferry Road, Atlanta, Georgia 30339. **Proposals will be received up to 2:30 p.m. local time (as per the Contracting Department time clock) on Tuesday, March 10, 2020. Proposals must be time stamped by FCS in the manner described herein in order to be timely.**

Questions regarding the proposal process should be directed in writing to the Executive Director of Contracting via facsimile at (470) 254-1248 or via email at [wecare@fultonschools.org](mailto:wecare@fultonschools.org). **Only questions received prior to 4:00 p.m. on Tuesday, February 25, 2020 will be considered.**

Proposals are subject to rejection if the signature page is not completed and returned with the proposal on or before time of proposal opening.

**PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE AND PLAINLY MARKED “REQUEST FOR PROPOSAL NO. 138-20, ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS THE DATE OF THE PROPOSAL OPENING. IF NOT SUBMITTING A PROPOSAL, “NO PROPOSAL” MUST BE INDICATED AS SUCH ALONG WITH THE SOLICITATION NUMBER ON THE OUTSIDE OF THE ENVELOPE. FOR IDENTIFICATION PURPOSES, THE CONTRACTOR’S NAME AND COMPLETE ADDRESS SHALL BE CLEARLY PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE. FAXED RESPONSES WILL NOT BE ACCEPTED.**

VISIT OUR WEBSITE AT [www.fcspurchasingdept.org](http://www.fcspurchasingdept.org)

**SOLICITATION NO. 138-20**

**REQUEST FOR PROPOSAL**

**FOR**

**STUDENT ACTIVITY FUND (SAF) ACCOUNTING SOFTWARE SOLUTION**

**FULTON COUNTY SCHOOLS  
CONTRACTING DEPARTMENT  
ADMINISTRATIVE CENTER  
6201 POWERS FERRY ROAD  
ATLANTA, GEORGIA 30339**

**CONTRACTING DEPARTMENT**

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**FOR**

**REQUEST FOR PROPOSAL NO. 138-20**

**STUDENT ACTIVITY FUND (SAF) ACCOUNTING SOFTWARE SOLUTION**

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# PROPOSAL CONDITIONS

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## SECTION I – PREPARATION AND SUBMISSION OF PROPOSALS

### 1. INTRODUCTION

- a. To be entitled to consideration, sealed proposals shall be presented in accordance with the instructions of this solicitation and within the time constraints stated.
- b. Offeror(s) shall submit six (6) sealed proposals (**one (1) original, five (5) copies**) and **one (1) flash drive** to the office of the FCS Contracting Department, The Administrative Center, 6201 Powers Ferry Road, Atlanta, Georgia 30339. Delivery of proposals shall be submitted via hand delivery or mail (i.e. commercial carrier or U.S. Postal Service) only.
- c. Proposals received after the date and time specified by the time clock in the FCS Contracting Department will not be considered. It is the Offeror's responsibility to ensure that its proposals are submitted in a timely manner.
- d. FCS reserves the right to accept or reject any or all proposals and to waive minor irregularities and technicalities. The judgment of FCS on such matters shall be final.
- e. The terms Bidder, Vendor, Contractor and/or Offeror are synonymous in this document and refer to the person, entity or firm that submits the proposal in response to this RFP.

### 2. REQUEST FOR PROPOSAL PROCESS

This solicitation is a Request for Proposal (RFP). In using this method for solicitation, we are asking the marketplace for its best effort in seeking a “best value” solution to our requirement. The proposal(s) submitted by the Offeror will be evaluated by an evaluation committee. Offeror(s) should make their best effort to satisfy the requirements at their best price because a contract may be awarded based on the initial evaluation. Often however, it will be necessary to hold discussions and/or demonstrations with the Offeror(s) about their proposal(s). This will be done after the initial evaluation. The results of the evaluation will be reviewed and a “competitive range” will be selected for discussions. Essentially, if an Offeror's proposal is not evaluated as having a chance for contract award because of the content of the proposal and/or the price, the proposal will be dropped from the competitive range to save time and money for both the Contractor and FCS.

Offerors in the “competitive range” will be notified of the weaknesses in their proposals and given an opportunity, in discussions, to assure they understand the weaknesses. At the end of discussions with all Offerors, best and final offers (BAFO) will be accepted from the Offeror(s) in the competitive range.

The BAFOs will be evaluated and the results reported to a source selection official who will select the proposal that presents the best value to FCS. This selection will then be presented to the Fulton County Board of Education for approval. If approved by the Board

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### **SECTION I – PREPARATION AND SUBMISSION OF PROPOSALS**

and other matters (insurance, bonds, etc.) have been provided in accordance with this solicitation, a contract will be awarded.

#### **3. GOVERNMENTAL ENTITY**

- a. The governmental entity, the owner, for whom the work will be executed is:

Fulton County School District, Georgia (hereinafter “FCS”).

#### **4. PREPARATION OF PROPOSALS**

- a. All proposals shall be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the error. The person signing the proposal shall initial corrections in ink.
- b. Specifications used are intended to be open and non-restrictive. Potential Offeror(s) are invited to inform the FCS Contracting Department in writing whenever specifications or procedures appear not to be fair and open. Such information should be supplied as early in the procurement process as possible. Information received in less than five (5) days prior to the scheduled receipt of proposals will not be acted upon unless the FCS Contracting Department rules that it is in the best interest of FCS to consider.
- c. By submitting a proposal, the Contractor warrants that any goods supplied to FCS meet or exceed specifications set forth in this solicitation.
- d. The FCS Contracting Department will be the sole judge in making the determination as to the quality and the appropriateness of the services proposed as well as the responsiveness and responsibility of the Contractor.
- e. If any supplies, materials, and equipment are provided to FCS under this solicitation, then such items shall be new and in first-class condition unless the solicitation specifically allows offers of used, reconditioned, or remanufactured items. If newly manufactured products are specified, such products shall be of recent origin and not previously used. No equipment of any type is acceptable if serial numbers or any other manufacturer’s identification labels or marks have been removed, obliterated, or changed in any way. A Contractor delivering any such equipment to FCS will be deemed to have breached the contract, and appropriate action will be taken by the FCS Contracting Department.
- f. Time of delivery is a part of the solicitation and an element of the contract that is to be awarded. If the Contractor cannot meet the required delivery date, a proposal should not be submitted. Contractors may provide alternative schedules and/or delivery dates in their proposals. Time shall be stated in “calendar” days. Failure to

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### **SECTION I – PREPARATION AND SUBMISSION OF PROPOSALS**

deliver in accordance with the contract awarded could result in the Contractor being declared in default.

- g. An authorized officer of the company shall sign proposals.
- h. The Contractor covenants with FCS to furnish its professional skill and judgment with due care in accordance with the care and skill normally exercised with experienced and competent, licensed employees performing the same or similar services at the same time and place and in accordance with any specific requirements of the solicitation (the “Standard of Care”). The Contractor acknowledges and agrees that the standard of care is a material term of this solicitation.

#### **5. FAILURE TO RESPOND TO THE SOLICITATION**

If a proposal is not submitted, the solicitation is to be returned marked “no proposal”. Failure to provide a proposal or “no proposal” may result in the company being removed from the FCS mailing list.

#### **6. TAXES**

FCS is exempt from all state sales tax and Federal Excise Tax. These taxes shall not be included in proposals. However, in the event taxes are required by state or federal law for the services or products outlined in this proposal, such taxes shall be the sole responsibility of the Contractor unless otherwise stated in writing and agreed to by FCS.

#### **7. CHARGES AND EXTRAS**

Proposals shall define all pricing and all pricing must remain firm for each year that the contract is in effect. When stating equipment pricing at minimum the stated price shall be F.O.B. destination to include all charges for delivery, unloading, placing in our buildings as directed by the authorities in the buildings, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds and any other cost. Any additional work, such as installation shall be clearly stated in the proposal.

Contractor is fully responsible for any pricing increases due to fluctuations in the marketplace or as a result of international trade disputes.

#### **8. ADDENDA**

Offeror(s) are notified that they must thoroughly examine proposal documents which include, Cover Sheet, Table of Contents, Proposal Conditions, Specifications, Request for Sealed Proposal and Offeror’s Checklist, together with Addenda thereto issued prior to the receipt of proposal.

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## SECTION I – PREPARATION AND SUBMISSION OF PROPOSALS

Any addenda issued in writing during the time of solicitation shall be included in the proposal, and each will be incorporated in the subsequent contract.

If any person or firm contemplates submitting a proposal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request via facsimile at (470) 254-1248 to the Contracting Department for interpretation.

Interpretations of proposal documents will be made by Addenda only. Copies of all addenda will be posted on the FCS Contracting Department's Website [www.fcspurchasingdept.org](http://www.fcspurchasingdept.org) for all who have obtained a set of submittal documents from the Contracting Department to use in the preparation of submittals. FCS will not be responsible for any other interpretations or explanations.

No oral interpretations will be made to Offeror(s) as to meaning of proposal documents. Requests for such interpretations shall be made in writing to the Executive Director of Contracting. Failure on the part of the Contractor to do so shall not relieve them of the obligation to execute such work in accordance with a later interpretation by FCS. All interpretations made to the Offeror(s) shall be made to the form of addenda to the proposal documents and sent to all Offeror(s). Offeror(s) are strongly urged to make arrangements to visit and inspect the site(s) prior to proposing if the configuration, structure, condition, etc. of the site will influence the proposal for contract performance.

### 9. WITHDRAWAL OF PROPOSALS

A proposal cannot be withdrawn after it is delivered to FCS, unless Offeror makes a request in writing to the Owner prior to the time set for receiving proposals, or unless the Owner fails to accept or reject the proposal within one hundred and twenty (120) days after the date fixed for receiving said proposals. After the proposal opening, FCS Contracting Department, at its sole discretion, will permit withdrawal only when the best interest of FCS would be served. If withdrawal is allowed, FCS reserves the right to determine that the Contractor is chronically not responsible.

### 10. ADDITIONAL TERMS NOT BINDING

FCS shall not be bound by any terms and conditions included in any Offeror's proposed contract(s), including but not limited to, terms and conditions related to any provided service or good, limitations of the Offeror's liability or any other third party's liability, limitation of warranties, packaging, invoices, service catalog, brochure, technical data sheet, electronic disclosures, electronic agreements, or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation, FCS' purchase order related to this solicitation or contract.

FCS encourages the submission of value-added recommendations by the Offeror but discourages the submission of terms which negate or conflict with the terms and conditions of this solicitation (See Section 11 below). If Offeror has additional terms and conditions,

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### SECTION I – PREPARATION AND SUBMISSION OF PROPOSALS

including but not limited to supplemental contracts or purchase orders, that Offeror is proposing, then Offeror must provide a list of the documents and a copy of each document in the listed order, with the Offeror's initial RFP response. ***Additional documents proposed by Offeror may not incorporate other documents by reference - all documents Offeror proposes FCS consider must be listed and attached to Offeror's Proposal.*** No additional terms, conditions or documents will be considered after the proposal due date unless specifically requested by FCS

#### 11. EXCEPTIONS AND PROPOSED CONTRACT MODIFICATIONS

The terms and conditions contained in this solicitation comprise the contract terms and conditions proposed by FCS. FCS does not intend to make changes to those terms and conditions, unless necessary to clarify the scope of work and/or technical requirements. Offeror may lose up to **100** points for substantive modifications proposed by Offeror which materially differ from the RFP terms and are likely to, in the opinion of FCS, require substantial legal negotiations to resolve. In addition, failure to accept the RFP terms and conditions may result in significant unacceptable delays in FCS' ability to award a contract and may also result in an Offeror's proposal being deemed to be nonresponsive.

***Nonetheless, if an Offeror must take exception to the contract terms, the exceptions to the scope of work and/or technical requirements must be clearly identified along with the reason for the exception and submitted with Offeror's proposal on Appendix II attached. Similarly, if Offeror must propose modifications to the solicitation's contractual terms, then Offeror must use Appendix III to specifically identify the contract provision Offeror seeks to modify, the reason for the proposed modification and Offeror must provide the specific contract language Offeror proposes to substitute in place of the provision. Offerors who submit a proposed or sample contract must still specifically identify each proposed modification using Appendix III. These Forms shall be placed in the proposal immediately after the executive summary.***

***Proposed exceptions and proposed modifications must not conflict with or attempt to preempt the mandatory requirements set forth in the Special Stipulations Section of this solicitation.***

No exceptions or proposed modifications will be considered after the proposal due date unless such modification is specifically requested by FCS. Offerors are cautioned to limit exceptions and proposed contract as they may be determined to be so material as to cause rejection of the Proposal as non-responsive.

All exceptions and proposed modifications shall be evaluated in accordance with the appropriate evaluation criteria established by FCS and may result in the Offeror receiving a less favorable evaluation than without the stated exceptions and proposed contract modifications. Exceptions and modifications which grant the Offeror an impermissible competitive advantage as determined by FCS in its sole discretion will be rejected.

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### **SECTION I – PREPARATION AND SUBMISSION OF PROPOSALS**

If there is any question whether a particular exception or modification would be permissible the Offeror is strongly encouraged to inquire via written question to FCS prior to the deadline for submitting questions.

No exception or proposed contract modification shall be binding on FCS unless specifically accepted by FCS in writing and acknowledged by FCS as a change to the terms of the solicitation.

#### **12. COMPLIANCE WITH LAWS**

All goods and/or services furnished shall comply with all applicable Federal, State and Local laws, codes, rules, ordinances and regulations, including but not limited to all FCS policies, procedures, operating guidelines and/or regulations including but not limited to those pertaining in any way to the privacy, confidentiality, security, management, and disclosure of FCS data, including student data, personnel information including but not limited to those pertaining in any way to the privacy, confidentiality, security, management, and disclosure of FCS data, including student data, personnel information. This solicitation and any contract arising out of the solicitation shall be interpreted under the laws of the State of Georgia. All Offerors shall include a notarized affidavit stating with specificity any “trade secret” as that term is defined in O.C.G.A. § 10-1-761 to protect such confidential information from being automatically released under The Open Records Act (O.C.G.A. § 50-18-70 et. seq.), specifically O.C.G.A. § 50-18-72(a)(34). Jurisdiction and venue of any action relating to the interpretation and enforcement of this Agreement shall be proper only in the Superior or State Courts of Fulton County, or in the U.S. District Court, Northern District, Atlanta Division.

This section is not subject to the “Exceptions and Proposed Contract Modifications” as outlined in Section I, Paragraph 11, above.

#### **13. PROTESTS**

Protests dealing with the specification or the solicitation shall be filed not later than three (3) working days prior to proposal opening date. Other protests shall be filed not later than three (3) working days after proposal opening date, or if the protest is based on subsequent action of FCS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts given rise to the protest. Protests are considered filed when received by the Executive Director of Contracting. Protests which are not filed in a timely manner, as set forth above will not be considered. Contractor agrees to pay for FCS’s reasonable attorney’s fee and expenses of litigation for any protest arising out of this solicitation in which FCS is a prevailing party. Only Contractors who participated in the solicitation are eligible to protest.

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### SECTION I - PREPARATION AND SUBMISSION OF PROPOSALS

#### 14. PURCHASING POLICY

The FCS Purchasing Policy, Purchasing Procedures, Operating Guidelines and Regulations are incorporated into this solicitation (and, therefore, any contract awarded as the result of this solicitation) by reference. By participation in this solicitation an Offeror, potential Offeror, or Contractor agrees to be bound by the FCS Purchasing Policy, Purchasing Procedures, Operating Guidelines and Regulations on any issue or action related to this solicitation or subsequent contract resulting from this solicitation. Please go to [www.fcspurchasingdept.org](http://www.fcspurchasingdept.org) to review the FCS Purchasing Policy and Procedures – DJE.

# PROPOSAL CONDITIONS

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## SECTION II – CONTRACT AWARD

### 1. CONTRACT LETTER

The contract award letter or establishing purchase order prepared and mailed by FCS, or otherwise furnished, to the selected Offeror within the time for acceptance specified, results in a binding contract without further action by either party. The contract award letter and any of its terms and conditions are a part of this contract. The contract shall consist of this solicitation and any addenda thereto, the Offeror's proposal (as amended by a best and final offer if called for) and the contract award letter or establishing purchase order and supersede all other prior or contemporaneous communications between the parties (whether written or oral), and all other communications relating to the subject matter of the award letter which are not included in or otherwise expressly incorporated into this contract. Unless specifically deleted in writing by addendum or amendment to one of the aforementioned documents of the contract by the Executive Director of Contracting all terms and conditions of FCS contract documents shall be in effect and shall govern if in conflict with any term or condition otherwise presented.

### 2. CONTRACT AWARD

A contract will be awarded to the responsible Offeror whose proposal is determined to be the most advantageous and is of best value to FCS. Proposals will be evaluated on a combination of factors (see the RFP portion of this solicitation for weighted evaluation factors). It is within FCS' sole discretion to determine whether the Contractor is responsible or responsive under the terms and conditions of this solicitation. Further, it is within FCS' sole discretion to determine Contractor responsibility or responsiveness after a contract is entered into. Finally, it is within FCS' sole discretion to terminate this agreement, to not renew a Contractor or to not make an award to a Contractor who is determined to be not responsible or not responsive. None of the foregoing limits any other discretion that FCS has in relation to its solicitation process.

### 3. CONFLICTS IN TERMS AND CONDITIONS

In a conflict between terms and conditions in any document that will be part of the contract, FCS terms and conditions shall govern.

### 4. INSURANCE

When the responsive and responsible Offeror has been identified, he or she will be notified of the necessity to provide required insurance. Proof of insurance shall be provided within five (5) days of the date of written notification to the Offeror. Providing proof of and maintaining the insurance coverage indicated below will be reviewed as part of the Offeror's qualifications, including but not limited to whether the Offeror is responsive or responsible.

Offeror shall maintain at its sole cost and expense such insurance as will fully protect it and FCS and FCS's Board, officials, directors, officers, employees, agents and volunteers

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from all incidents, accidents and claims for any injury, damage or liability which may arise from services and work and for the Offeror's professional liability (errors and omissions) under this submittal and Contract, whether such services and work are performed by the Offeror, by any subcontractor or any tier directly employed or retained by either.

A. The following general requirements apply to any and all work under this Contract by all Offeror and subcontractors of any tier.

- 1) Any and all insurance required by this Contract shall be maintained during the entire length of this Contract, including any extensions thereto, until all work has been completed to the satisfaction of FCS, and for three (3) years thereafter. Any and all insurance must be on an occurrence basis. Professional Liability may be on a claims-made basis.

No Offeror or subcontractor shall commence any work of any kind under this contract until they have complied with all insurance requirements.

- 2) FCS shall be covered as an Additional Insured under any and all insurance required by the Contract documents excluding Workers' Compensation & Employer's Liability Insurance, and Professional Liability. The Workers' Compensation & Employer's Liability Insurance policy shall contain a waiver of subrogation in favor of FCS. Confirmation of this requirement shall appear on all Certificates of Insurance and endorsements and on any and all applicable policies. In addition to the Certificate of Insurance, the Offeror shall provide the Additional Insured Endorsement. The Offeror acknowledges that Additional Insured status and waiver of subrogation for FCS is a material term of the solicitation and the Offeror agrees to provide any endorsements to any insurance policies reflecting FCS status as an Additional Insured within thirty (30) days of the request. Failure to provide any requested insurance documentation in accordance with this solicitation will result in the Offeror being determined to be not responsive. Certificates of Insurance indicating that such coverage is in force shall be filed under this Contract by the Offeror to FCS Contracting Department. Further, if the Offeror fails to procure any of the requested insurance required under this solicitation or make the Fulton County School District an Additional Insured under the applicable policies, then the Offeror will be determined to be not responsive.
- 3) FCS shall be given not less than forty-five (45) days' prior written notice of the cancellation or material change of any insurance required by the Contract documents.
- 4) Each and every insurance agent shall warrant, when executing the certificate of insurance, that they are acting as an authorized representative on behalf of the companies providing coverage to the Contract as required by the contract document and that he/she is licensed by the State of Georgia to conduct business in the State of Georgia and that the companies providing insurance coverage to the Offeror are

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currently licensed by the State of Georgia and are currently in good standing with the Commissioner of Insurance for the State of Georgia.

- 5) Any and all companies providing insurance required by the Contract documents shall meet or exceed the minimum financial security requirements as set forth below.

For all Contracts, regardless of risk, companies providing insurance required by the Contract Documents shall have a current:

- a. Best's Rating of not less than A
- b. Best's Financial Size Category of not less than Class X

- 6) In the event the Offeror neglects, refuses, or fails to provide the insurance required by the Contract documents, or if such insurance is cancelled for any reason, FCS shall have the right, but not the duty, to procure the same, and the cost thereof shall be deducted from monies then due or thereafter to become due to the Offeror or FCS shall have the right to terminate or non-renew the Contract.

### B. Workers' Compensation and Employer's Liability Insurance

The Offeror shall procure and maintain Workers' Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover each and every employee who is or may be engaged in work under this Contract. In addition to the below, Workers' Compensation Insurance must be in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes.

Offeror acknowledges that Fulton County Schools does not provide nor is legally liable for Offeror workers' injuries including death and is not required to provide Workers' Compensation to any Contractor, subcontractor or any tier. Offeror also acknowledges that he/she is responsible for its employees and to the Georgia Workers' Compensation Act.

Workers' Compensation	Statutory
Employer's Liability	
Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 each employee
Bodily Injury by Disease	\$1,000,000 policy limit

### C. Commercial General Liability Insurance

The Offeror shall procure and maintain Commercial General Liability Insurance in an amount not less than \$1,000,000 each occurrence and \$2,000,000 policy aggregate, including contractual liability insurance, product and completed operations, personal injury, bodily injury, physical abuse, sexual misconduct and sexual molestation, property

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## SECTION II – CONTRACT AWARD

damage and advertising injury, and any other type of liability for which this Contract applies. These are the minimum insurance coverage and limits that the Offeror shall maintain. If the Offeror maintains broader coverage or higher limits than the minimums shown above, FCS requires and shall be entitled to all coverage and for higher limits maintained by the Offeror. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to FCS.

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under this contract. Policy coverage must be on an “occurrence” form.

### D. Automobile Liability Insurance

The Offeror shall procure and maintain Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per accident, for bodily injury and property damage, if vehicles are to be used in the delivery of or in the completion of services and work. Insurance shall include all owned, non-owned and hired vehicle liability.

If the Offeror does not own any vehicles in the corporate name, non-owned vehicles coverage shall apply and must be endorsed on either the Offeror’s personal automobile policy or the Commercial General Liability coverage required under this Contract.

### E. Umbrella Liability Insurance

The Offeror shall procure and maintain Umbrella Insurance with limits of liability excess of Employer’s Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance with limits not less than \$3,000,000.

### F. Professional Liability (Errors and Omissions)

The Offeror shall procure and maintain during the life of the Contract, Professional Liability Insurance (all certified / licensed professionals) coverage with limits of not less than \$3,000,000 per occurrence or claim / \$3,000,000 policy aggregate, including coverage for Errors and Omissions caused by Offeror’s negligence in the performance of its duties under this Contract.

The policy shall include Independent Contractors providing professional services on behalf of the Offeror. Liability under a contract of professional services must be covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. Offeror shall ensure that coverage under this policy continues for a period of thirty-six (36) months after completion of services.

### G. Cyber Liability

Cyber Liability insurance with limits of not less than \$3,000,000. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability

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including Errors & Omissions, Security and Privacy Liability and Media Liability, involving privacy violations, information theft,

damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion, and network security.

### H. Property Insurance

Offeror assumes sole responsibility for loss or damage to its property and hereby releases FCS and FCS's boards, officials, directors, officers, employees, agents, and volunteers from loss or damage to Offeror, its agent, representatives, employees, or by any subcontractor for property including tools, equipment, goods, machinery, materials and supplies.

### I. Primary and Non-Contributory Coverage

For any and all claim(s), the Offeror's insurance shall be primary, excess, contingent or on any other basis. Any insurance or self-insurance maintained by FCS shall be non-contributory.

### J. Health Insurance

The Offeror agrees that any obligation to provide health insurance to the individuals utilized by the Contractor shall be the sole and exclusive responsibility of the Offeror

### K. Other Insurance Provisions

The aforementioned insurance policies shall contain or be endorsed to contain, the following provisions:

1. A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least forty-five (45) day prior written notice to FCS.
2. Commercial General Liability, Automobile Liability, Umbrella Liability insurance policies shall include an endorsement making FCS and FCS's boards, officials, directors, officers, employees, agents, and volunteers Additional Insureds under such policies.
3. Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of FCS, its appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers.
4. Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Offeror to FCS, Attn: Contracting Dept., 6201 Powers Ferry Road,

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## SECTION II – CONTRACT AWARD

Atlanta, GA 30339. Certificate must include RFP, RFQ, or Contract number and Project name.

### L. Claims-Made Policies

If Offerors' Professional (Errors and Omissions) Liability Insurance is written on a claims-made coverage form:

1. The retroactive date must be shown on the Certificate of Insurance, and this date must be before the execution date of Contract or the beginning of Contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of Contract work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Contract effective, or start of work date, the Contractor must purchase extended reporting period coverage for a minimum of three (3) years after completion of contract work.
4. A copy of the claims reporting requirements must be submitted to FCS for review, if/when requested.

### M. Certificates of Insurance and Verification of Insurance Coverage

Offeror shall furnish FCS with original Certificates of Insurance, Additional Insured, Waiver of Subrogation, and Amendatory Endorsements. All certificates and endorsements are to be received and approved by FCS Contracting Dept before work commences.

However, failure to obtain the required documents prior to the work beginning shall not waive the Offeror's obligation to provide them.

FCS reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

### N. Subcontractors

Offeror shall require and verify that all subcontractors maintain insurance and coverage requirements meeting all the requirements stated herein.

### O. Non-Limitation on the Offeror's Liability

The obligations for the Offeror to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Offeror, whether or not same is covered by insurance.

## CONTRACTING DEPARTMENT

## PROPOSAL CONDITIONS

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### SECTION II – CONTRACT AWARD

P. Special Risk or Circumstances

FCS reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

### CONTRACTING DEPARTMENT

# PROPOSAL CONDITIONS

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## SECTION III – POST AWARD

### 1. ASSIGNMENT

By the submission of this proposal, the Offeror agrees not to assign the contract or purchase order to others unless specifically authorized in advance in writing by the FCS Contracting Department.

### 2. COST OF INSPECTION OR TESTING

Cost of inspection or testing of products or materials delivered under an awarded contract which do not meet specifications shall be paid by the Contractor.

### 3. PAYMENT

The Contractor shall invoice FCS on a monthly basis or if payment is to be made by line item, when a single line item has been satisfactorily delivered complete payment will be made within thirty (30) days from either the date of delivery or the receipt of satisfactory invoice in triplicate, whichever occurs last. All invoices shall show contract number, work performed and period of work performance. Per Item 5, E-Rate Eligibility (page 29), FCS intends to apply for E-Rate discounts on the eligible costs associated with this solution. It is the intent of FCS to utilize USAC's Form 472 (Billed Entity Applicant Reimbursement "BEAR") process whereby the service provider should bill FCS directly for the full cost of the services and the District will in turn invoice USAC for its discounted portion via reimbursement.

### 4. TERMINATION FOR DEFAULT

- a. In the event any property or service to be furnished by the Contractor under a contract or purchase order should for any reason not conform to the specifications contained herein or to the sample submitted by the Contractor with his proposal, FCS may reject the property or service and may terminate the contract for default.

Prior to a termination for default, a Contractor will be given the opportunity to respond to a "cure notice" and/or a "show cause notice". In either case the Contractor will be expected to either correct the offending situation or provide an acceptable plan and time frame for correction within five (5) days of receipt or refusal of either notice. Failure to do so will be cause for termination.

In such event with specific instructions by the Executive Director of Contracting, the Contractor shall immediately remove the property without expense to FCS and replace all rejected property with such property or services conforming to the specifications or samples.

- b. If the contract is terminated for default, FCS may procure such property or services from other sources and shall have the absolute right to deduct from any monies due the Contractor or that may thereafter become due to the Contractor, the difference between the contract price and the actual cost of the property or service to be replaced or substituted in addition to the reasonable cost of FCS staff time spent securing substitute(s) at \$18/hour.

## CONTRACTING DEPARTMENT

# PROPOSAL CONDITIONS

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## SECTION III – POST AWARD

Price paid by FCS in such event shall be the prevailing market price at the time the substitute purchase is made.

- c. Failure by a Contractor to perform on delivery of goods or services as specified may also result in the removal of the Contractor from doing business with FCS for a period of up to one (1) year and FCS reserves the right to determine that the Contractor is chronically not responsible.

### 5. TERMINATION FOR CONVENIENCE

FCS reserves the right to terminate for convenience, at any time for any reason with no penalty, any contract awarded through this solicitation by providing the Contractor with thirty (30) days written notice.

### 6. PERMITS, TAXES, LICENSES, BONDS, ORDINANCES, AND AGREEMENTS

The Contractor shall, at his own expense, obtain all necessary licenses, permits and bonds; give all notices, pay all license fees and taxes, and comply with all applicable local, State and Federal Laws, ordinances, rules and regulations. The Contractor shall maintain the licenses, permits and bonds required in a current status after award and throughout the course of the contract.

The Contractor shall agree that in the performance of the contract, they shall comply with all local agreements which they have made with any association union or other entity with respect to wages, salaries and working conditions, so as not to cause inconvenience, picketing or work stoppage.

### 7. NON-APPROPRIATION

Notwithstanding any other provision of this agreement, the parties hereto agree that the charges hereunder are payable to the Contractor by FCS solely from appropriations received by FCS. In the event such appropriations are determined in the sole discretion of the Chief Financial Officer of FCS no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of FCS (hereinafter referred to as “Event”) in accordance and as set forth in O.C.G.A. § 20-2-506(b)(2). In such Event, the Chief Financial Officer of FCS shall certify to the Contractor the occurrence thereof, and such certification shall be conclusive.

In the event of FCS certification, FCS agrees not to replace, before the end of the fiscal year in which the Event occurs or before the expiration of this agreement, whichever occurs first, the equipment and/or services covered hereunder with equipment and/or services obtained from another Contractor at the same or higher annual cost to FCS.

### 8. OFFEROR’S APPLICATION FORM

If the Contractor does not have an application on file with FCS please go to [www.fcspurchasingdept.org](http://www.fcspurchasingdept.org) to register.

## CONTRACTING DEPARTMENT

# PROPOSAL CONDITIONS

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## SECTION III – POST AWARD

### 9. PROGRESS REPORTS

When requested by FCS, the Contractor shall furnish such reports as required.

### 10. INDEPENDENT CONTRACTOR STATUS

Contractor agrees that it is an independent contractor and FCS is not responsible for the payment of any salaries, taxes, health insurance, benefits or other costs associated with the provision of workers by Contractor employees under this Agreement. FCS is not responsible or liable for the hiring, termination, or discipline of Contractor's employees.

All workers utilized by Contractor to perform work for FCS ("assigned workers") are intended by the parties to be the common law employees of Contractor and not of FCS. As such, Contractor is responsible for: (a) providing workers' compensation and general liability insurance coverage with respect to the assigned workers, (b) providing assigned workers with compensation and benefits and contributing to Federal Social Security, state unemployment, and other required funds through payroll; (c) complying with all obligations under the Affordable Care Act ("ACA"); and (d) verifying that all assigned workers are legally eligible to work in the United States under Federal immigration laws. Contractor retains sole and exclusive liability for all contributions, taxes, payments, obligations and tax filings required to be made for the assigned workers under all applicable federal or state income tax laws, unemployment and workers' compensation acts, social security acts, the ACA and other such legislation; and Contractor shall fully indemnify FCS for any failure by Contractor to comply with such laws.

FCS is not responsible or liable for the hiring, termination, or discipline of Contractor's employees. If there are allegations of misconduct involving one or more of Contractor's employees connected to any work under this Agreement, FCS reserves the right to require the Contractor to remove promptly any of Contractor's employees from FCS' premises pending the resolution of the employee misconduct. Contractor agrees to promptly comply with any such request from FCS and to cooperate in any investigation with FCS. The failure to cooperate with FCS may result in the termination of the agreement or non-renewal of any agreement with the Contractor, which will be determined by FCS' sole discretion.

### 11. FORCE MAJEURE

Neither FCS nor Contractor shall be responsible for any delay or failure of any other obligations hereunder due to any occurrences commonly known as force majeure, including but not limited to, acts of God, war, acts of terror, labor disputes, strikes, lockouts, civil commotion, international trade disputes to list of factors, or acts of government or government agency or officers.

## CONTRACTING DEPARTMENT

# PROPOSAL CONDITIONS

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## SECTION IV – OTHER

### 1. NON-DISCRIMINATION

The Contractor, by the submission of a proposal or the acceptance of an order or contract, does agree in providing the goods and services covered under the proposal or contract not to discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, age, disability, national origin, sex, or any other legally protected status.

### 2. FCS NON-DISCRIMINATION

FCS does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any legally protected status in any of its employment practices, education programs, services or activities.

### 3. MINORITY AND FEMALE BUSINESS ENTERPRISES

It is the intent of FCS to assure that Minority Business Enterprises (MBE) and Female Business Enterprises (FBE) have an equal opportunity to participate in FCS Contracting requirements.

### 4. DRUG-FREE WORKPLACE

By submission of a proposal, the Offeror certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the Contractor's employees during the performance of the contract. The Offeror also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. § 50-24-3 may cause suspension, termination of contract, or debarment of such Offeror.

### 5. CERTIFICATION OF NON-COLLUSION

By submitting a proposal the Offeror certifies: "that this proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

### 6. AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the Offeror.

## CONTRACTING DEPARTMENT

## PROPOSAL CONDITIONS

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### SECTION IV – OTHER

#### 7. SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of FCS for any costs incurred by Offerors or potential Offerors in relation to the solicitation.

#### 8. RIGHTS AND REMEDIES

The rights and remedies of FCS provided above shall not be exclusive and are in addition to any other rights and remedies provided by Federal law, Georgia law or under the contract.

#### 9. SPECIAL STIPULATIONS- MANDATORY

The following special stipulations are binding upon Offeror and FCS and may not be modified or amended. These special stipulations are not subject to the “Exceptions and Proposed Contract Modifications” outlined in Section I, Paragraph 11, and these special stipulations shall supersede and govern in the event of any conflicting term or provision. ***Failure to accept these special stipulations may result in your proposal being declared non-responsive.***

(a) **GOVERNING LAW.** This solicitation and any contract arising out of the solicitation shall be interpreted under governed by and construed in accordance with the laws of the State of Georgia applicable to contracts made and performed in such state. Jurisdiction and venue of any action relating to the interpretation and enforcement of this Agreement shall be proper only in the Superior or State Courts of Fulton County, or in the U.S. District Court, Northern District, Atlanta Division. Offeror consents to the exclusive jurisdiction of the state and/or federal courts of the State of Georgia, in Fulton County and to the personal jurisdiction of such courts and waives any objections Offeror may now or hereafter have based on venue or forum non conveniens.

(b) **PROHIBITIVE AGREEMENTS.** To the extent required by applicable law, any provision contained in any Offeror document that violates the prohibition against a pledge of credit by FCS, or requires FCS to expend funds for purposes other than educational purposes, or constitutes a waiver of FCS' sovereign immunity, or constitutes an illegal gratuity, or requires FCS' indemnification of Offeror is null and void.

(c) **CONFIDENTIALITY, PRIVACY AND SECURITY.** The Offeror's employees, agents and subcontractors may have access to or become aware of FCS' confidential information including without limitation FCS's strategic plans, employee data, student data and other such information of FCS (collectively referred to as the “Confidential Information”). Offeror shall presume that all information received pursuant to the contract or in the course of fulfilling Offeror's responsibilities under the contract is Confidential Information unless otherwise expressly designated by FCS. Offeror must maintain the highest levels of security in order to preserve and protect the confidentiality of FCS's data and to protect and prevent unauthorized disclosure and use of student and personnel information.

### CONTRACTING DEPARTMENT

## PROPOSAL CONDITIONS

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### SECTION IV – OTHER

It is imperative to protect students' privacy in order to comply with FERPA, to avoid discrimination, identity theft or other malicious and damaging criminal acts. Offeror must and shall adhere all applicable industry standards concerning privacy, data protection, confidentiality and information security as well as all FCS policies, procedures, and operating guidelines regarding privacy, confidentiality, and security. Offeror represents and warrants that it will adhere to applicable privacy standards as required with respect to education records and personally identifiable information as required by FERPA and its implementing regulations, as well as the requirements under the Protection of Pupil Rights Amendment (PPRA) and its implementing regulations. Offeror will also comply with the Children's Online Privacy Protection Act (COPPA) and its implementing regulations. To the extent Offeror or a subcontractor comes into contact with any student data or information, Offeror or subcontractor will not disclose such information without eligible student/parent/guardian and FCS written permission.

In its own discretion, FCS may designate Offeror as a "school official" within the meaning of FERPA, if FCS determines that the services contemplated herein are functions that would normally be provided by FCS and if FCS determines that Offeror has a legitimate educational interest in student educational records and information. Offeror will be under the direct control of FCS with respect to the use and maintenance of personally identifiable information and education records, as those terms are defined by FERPA. Student information and educational records as defined pursuant to O.C.G.A. Title 20 and FERPA, as well as any other confidential information of FCS that Offeror or Offeror's subcontractors may come in contact with, will be, and will be deemed to have been, received in confidence and will be used only for purposes of the services contemplated in this proposal. Offeror is required to and shall immediately notify FCS when it becomes aware of any security or data breach, or a suspected security or data breach. All Confidential Information as well as other documents, data and information provided to the Offeror by FCS is and will remain the property of FCS to the extent that it was the property of FCS at the time it was provided to the Offeror. All Confidential Information and all other FCS data and information shall be returned to FCS by the Offeror, without charge, within five (5) business days of the completion of the services under this proposal unless, and to the extent as required by law, regulation or professional standards. If requested by FCS, an officer of the Offeror will certify in writing that, to the best of his/her knowledge, information and belief, all Confidential Information and all copies thereof have been delivered to FCS or destroyed.

To the extent Offeror is an "operator" as defined by the Georgia Student Data Act ("SDA"), Offeror shall comply with the provisions of O.C.G.A. § 20-2-666. Specifically, Offeror shall not: (1) use student data to engage in behaviorally targeted advertising based on any student data and state-assigned student identifiers or other persistent unique identifiers that Offeror has acquired because of a student's use of Offeror's website, service, or application; (2) use information created or gathered by Offeror's website, service, or application to amass a profile about a student except in furtherance of K-12 school purposes;

## CONTRACTING DEPARTMENT

## PROPOSAL CONDITIONS

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### SECTION IV – OTHER

(3) sell a student's data except as authorized by O.C.G.A. § 20-2-666; or, (4) disclose student personally identifiable data without explicit written or electronic consent from the student over the age of 13 or a student's parent or guardian, given in response to clear and conspicuous notice of the activity, unless disclosure is made for a purpose authorized under O.C.G.A. § 20-2-666. Contractor shall (1) implement and maintain reasonable security procedures and practices appropriate to the nature of the student data to protect that information from unauthorized access, destruction, use, modification, or disclosure and (2) delete a student's data within 45 days if FCS requests deletion of data under the control of FCS.

Contractor understands that FCS must comply with the SDA and Contractor shall assist FCS in complying with the SDA. Within 10 days of a request by FCS, Contractor shall: (1) provide FCS student data maintained by Contractor in electronic format unless Contractor demonstrates and FCS agrees, in FCS' sole discretion, that the requested data maintained by Contractor cannot reasonably be made available to FCS; and (2) correct inaccuracies contained in the student data and confirm the correction to FCS.

**(d) OPEN RECORDS ACT.** Offeror acknowledges and agrees that FCS is obligated to timely comply with requests for information pursuant to state and federal law and regulation. Offeror agrees to comply with all provisions of the Georgia Open Records Act ("ORA") (O.C.G.A. § 50-18-70 *et. seq.*), and to make records pertaining to performance of services, provision of goods or other functions under this contract available for public inspection upon request, unless otherwise exempt under other provisions of the ORA. Offeror shall provide FCS with immediate notice should Offeror receive an Open Records Request. If Offeror asserts that any information in its response or in any information provided to the FCS with respect to the services or products under this contract are a protectable trade secret, as that term is defined in O.C.G.A. § 10-1-761, then the Offeror ***must*** follow the requirements of the ORA set forth at O.C.G.A. § 50-18-72(a)(34) and submit an affidavit declaring and specifically describing their trade secrets, including those of their subcontractor.

**(e) HOLD HARMLESS AGREEMENT.** The Offeror shall Hold Harmless and indemnify FCS, its past, future and current Board of Education, and its past, future, and current employees, agents, volunteers or assignees ("FCS Indemnitees") from any and all claims, suits, actions, damages, liability and expenses including attorney fees in connection with (a) claims, demands, or lawsuits that, with respect to any products or services provided by Offeror or Offeror's subcontractor, allege product liability, strict product liability, or any variation thereof; (b) any alleged infringement of any copyright, trademark, patent, trade dress, or other intellectual property right with respect to any products, services, or intellectual property or any parts thereof provided by Contractor or any subcontractor; (c) the failure of the Offeror or Offeror's subcontractor to comply with Privacy Laws; (d) the loss, misappropriation or other unauthorized disclosure of data by Offeror or Offeror's subcontractor; (e) any security breach involving data in Offeror's or Offeror's subcontractor's possession, custody or control, or for which Offeror or Offeror's subcontractor accesses or is otherwise responsible; (f) loss of life, bodily or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of, or occurring in connection with the performance of this contract which is the result of the Offeror's action(s) or inaction(s), or

## CONTRACTING DEPARTMENT

## PROPOSAL CONDITIONS

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### SECTION IV – OTHER

which are the result of any subcontractor's action(s) or inaction(s) who is hired or retained by the Offeror; (g) any other claim, demand, or lawsuit arising out of or in any way related to goods or services under this proposal (collectively the "Obligations") and (h) any claim demand or lawsuit alleging breach of fiduciary duty or breach of contract arising out of the services provided under this contract. The Offeror's Obligations shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion of omission from any policy of insurance. In the event the Obligations directly arise from the gross negligence or willful misconduct of a FCS Indemnities, then Offeror's Obligations shall be reduced by the proportional fault of the FCS Indemnities.

## CONTRACTING DEPARTMENT

## ADDITIONAL CONDITIONS

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### 1. CONTRACT TYPE

The contract type contemplated for this solicitation is a Requirements Contract.

### 2. CONTRACT PERIOD

The base contract performance period shall be as stated in the contract award letter. The contract may be subject to options as stated below in paragraph 3.

### 3. OPTIONS

In addition to the base period, there are four (4) one-year options to be exercised at the sole discretion of FCS at the same terms, conditions and pricing of the base period.

### 4. CATEGORY OF AWARD

Award will be made on an “All or None” basis. However, FCS reserves the right to award to multiple Contractors if it is deemed to be in the best interest of FCS.

### 5. REQUIREMENTS CONTRACT CLAUSE

This is a requirements contract for a Student Activity Fund (SAF) Accounting Software Solution. There are no guarantees as to quantity of services FCS will require over the contract period stated, and therefore, no liability for non-purchase. More or less of the estimated quantity may be required.

### 6. DELIVERY REQUIREMENTS

Delivery of services may be authorized by Purchase Orders issued by FCS within thirty (30) days of the date of the purchase order.

### 7. RECEIPT OF ADDENDUM

Addenda issued to solicitations will be available at the FCS Contracting Department or on the department web site located at [www.fcspurchasingdept.org](http://www.fcspurchasingdept.org). FCS' Contracting Department shall not bear responsibility for receipt of addenda by mail. If Contractors do not acknowledge receipt of all addenda the bid or proposal may be determined to be non-responsive by the FCS Contracting Department Director.

### 8. OWNER'S REPRESENTATIVE

Supervision of and monitoring performance of the contract will be performed by FCS' Representative, Greta Tinaglia, Executive Director, Accounting and Retirement Services or her designee(s).

## CONTRACTING DEPARTMENT

## ADDITIONAL CONDITIONS

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### 9. SUBMITTALS

Offerors are responsible for submitting offers so as to reach the FCS Contracting Department office by the time and date specified in the solicitation regardless of the method of delivery (i.e. commercial carrier or U.S. Postal Service). If using a commercial delivery service, the Offeror is responsible for informing the commercial delivery service of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. Telephone or fax proposals will not be accepted. FCS shall not be responsible for the premature opening of a proposal not properly addressed and identified, and/or delivered to the incorrect destination.

### 10. WARRANTY

All warranties shall run from the date of acceptance and shall remain in place for a period of one (1) year from the acceptance date. FCS' representative or designee is responsible for inspection and acceptance of the goods. All non-conforming or defective products shall either be replaced at no cost to FCS within thirty (30) days of request by FCS or FCS shall be provided with a refund for the purchase price of the defective good. Any replacement item must be of the same or comparable make and model.

FCS is not waiving, amending or abridging any stated or implied contractual or warranty rights provided to FCS under state or federal law. Offeror warrants and agrees as follows:

- (i) Any goods, applications or software purchased or provided under this contract will be defect free in design, materials and workmanship, be of the quality, size and dimensions ordered, be of first quality material and workmanship, merchantable, fit for the purposes specified by FCS in this solicitation and shall conform to all the requirements of the solicitation. The packaging, packing, marking, and shipping of such goods will conform with the requirements of this RFP and as set forth in Offeror's response. This express warranty shall not be waived by reason of acceptance of the goods or payment thereof by FCS.
- (ii) Any services purchased under this contract will be performed by the Offeror according to its best efforts for the term of the agreement. This express warranty shall not be waived by reason of acceptance of the services or payment thereof by FCS.
- (iii) Offeror is fully aware of FCS' business requirements and intended uses of the applications, software, processes, services and products and warrants that such shall be fit for such intended uses.

## CONTRACTING DEPARTMENT

## ADDITIONAL CONDITIONS

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- (iv) Offeror represents and warrants that all the concepts, materials, applications, products and services produced, or provided to the FCS shall be wholly original with the Offeror or that the Offeror has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials, products, applications and service.
- (v) Offeror represents and warrants that the concepts, materials, applications, products and services and FCS's use of same shall not infringe upon any other work, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials, products and services will not infringe upon the copyright, trademark, trade name, trade dress, patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. This express warranty shall not be waived by reason of acceptance of the goods or payment thereof by FCS.

### 11. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Contractor's full compliance with all applicable federal and state security and immigration laws, including without limitation O.C.G.A. § 13-10-90, *et seq.* as amended and Georgia Department of Labor Rule 300-10-1, *et seq.* is a condition for the contract proposal and any contract award. Contractor is required to affirm compliance by completing and returning all three (3) Georgia Security and Immigration Compliance documents (Appendix I) with Contractor's proposal.

**Failure to provide the Georgia Security and Immigration Compliance forms in (Appendix I) with your proposal shall result in your proposal being declared non-responsive. If a Contractor claims one or more of the documents is inapplicable then the Contractor shall mark the form "Not Applicable" and submit it with their proposal. FCS reserves the right to request additional information from the Contractor to substantiate information provided to FCS. The failure to respond to such a request may result in the Contractor being determined to be non-responsive.**

**Pursuant to O.C.G.A. § 13-10-91 no Contractor or subcontractor may propose a contract or enter into a contract with a public employer for the physical performance of services unless the Contractor or subcontractor is registered with and participates in the federal work authorization program to verify information of all newly hired employees, and provides certain required affidavits. Any Contractor, subcontractor, or sub-subcontractor of such Contractor or subcontractor, shall also be required to satisfy the requirements set forth herein.**

### 12. COMMUNICATION WITH FCS STAFF

From the issue date of this solicitation until completion of the entire solicitation process and announcement of award notification, all Contractor communication must be

## CONTRACTING DEPARTMENT

## ADDITIONAL CONDITIONS

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authorized by and directed to the Contracting Department including, but not limited to, communications with members of the Board of Education, school system employees and/or contracted agents related to this solicitation. Violation of this provision may result in rejection of your company's response.

### **13. CONFLICT OF INTEREST**

As part of the negotiation process, the Offeror is required to disclose the name of any officer, director, employee, agent or consultant who is also an employee of FCS and the name of any FCS employee who owns, directly or indirectly, a stock interest in the Offeror's firm or any of its branches. The Offeror is required to disclose any other real or apparent conflict of interest with any FCS employees.

### **14. CRIMINAL HISTORY BACKGROUND CHECKS**

Contractors awarded contracts resulting from this solicitation shall ensure prior to the onset of the contract, that criminal history background checks are performed on all employees assigned to perform services under the contract. The Contractor shall be notified in writing of FCS' intent to award a contract, and shall proceed at that time, to coordinate the criminal history background checks with the FCS Department of Safety & Security, (470) 254-0599. If the criminal history summary report reveals any felony convictions or no final disposition for a charge, the FCS Department of Safety & Security shall determine if the Contractor's employee is eligible/ineligible to perform services in FCS. Contractors shall not employ for the services of FCS, any person who does not pass the criminal history summary background check, as determined by the FCS Department of Safety & Security.

The Contractor shall ensure that all persons hired to perform services for this contract after the contract has begun, shall undergo a criminal history background check, and be deemed eligible to perform services for FCS, as determined by the FCS Department of Safety & Security. This shall be done prior to the employee starting work.

### **15. PIGGYBACK CLAUSE**

This solicitation allows for other State and Local Government to buy off the awarded contract at the same prices quoted during the effective term, pending agreement between Offeror and the third-party entity.

## CONTRACTING DEPARTMENT

# REQUEST FOR PROPOSAL INTRODUCTION

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## 1. PURPOSE

FCS is soliciting proposals for qualified vendors to provide a Student Activity Fund (SAF) Accounting Software Solution. The software solution will be used in all fifty-nine (59) elementary, nineteen (19) middle and eighteen (18) high schools. The current software is called School Funds On Line.

The overall goals for the Student Activity Fund (SAF) software solution will be:

- To generate and maintain sound financial data for each system school;
- To provide a user friendly, web-based accounting solution that can be easily understood by users with varying degrees of accounting/ bookkeeping knowledge;
- To provide reliable reporting at the school and district level while adhering to professional, legal and school system requirements;
- To facilitate month-end and year-end closings producing accurate and reliable data at the school level and district level with the capability of producing data by Fund/Category, Account, and Subaccount;
- To promote the effective and efficient maintenance of SAF accounting records at the school and the district level providing varying levels of access/capability to various users based on school system established controls while providing the highest level of security to maintain integrity of all system assets.

## 2. BACKGROUND

FCS continues to experience growth due to the District's commitment to educational excellence and the longstanding reputation the school system has maintained for such excellence in the Metro Atlanta area. As an educational leader, FCS delivers quality service and support to our stakeholders: students, parents, community and staff. Currently, FCS serves over 93,500 students at 96 System schools and has approximately 14,000 full-time employees.

As part of our commitment to always strive to provide exemplary services to our schools, departments, board, and community at large, the accounting services department recognizes and understands the need to provide the most up-to-date, reliable SAF accounting software solution available. The accounting services department is comprised of the Executive Director along with 25 supporting staff members including five staff members dedicated to the School Based Accounting Unit (SBAU). The SBAU is comprised of a coordinator and four departmental specialists. The SBAU provides initial and on-going training and support to all district principals, bookkeepers, business managers, coaches, club sponsors, and other applicable staff as related to the accounting for and management of SAF. The accounting services department and the SBAU come under the direction of the Chief Financial Officer.

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL INTRODUCTION

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The approximate revenues and expenditures for our current ninety-six (96) schools for the year ending June 30, 2019 were:

School Level	Revenues (in millions)	Expenditures (in millions)
<b>Elementary</b>	\$4	\$4
<b>Middle</b>	\$4	\$4
<b>High</b>	\$11	\$11
<b>Total</b>	\$19	\$19

### 3. SCOPE OF SERVICE

To be considered as a viable Student Activity Fund (SAF) Software Solution, the Offeror shall be able to provide the following:

- a) Web-Based Software Solution to be hosted by the offeror or installed on the district’s centralized servers. It shall efficiently and effectively facilitate the management of and accounting for SAF financial data producing reliable reporting at the school and central office level according to System Policy and Local, State and Federal regulations while being stored in a secure environment.
- b) Software Maintenance shall be reliable, timely and offered either remotely or on-site depending on the district’s needs. The qualified Offeror shall provide details regarding software maintenance and support services. The details provided shall include such information as technical support offered, software renewal requirements, software maintenance requirements such as updates and patches, disaster recovery plans for unexpected situations resulting in either equipment or data loss (Offeror shall also supply a high-level disaster recovery plan.). Offeror shall seek client approval prior to rollout for all upgrades.

Offeror shall be available to assist with the conversion of all data from existing software to the proposed software for all school locations. The Offeror shall explain their licensing structure. The Offeror shall also explain if there’s separate licensing for the various user groups with varying levels of access.

The Offeror shall describe the methods of delivery that will be available. The Offeror shall describe if dashboards, electronic or other business intelligence tools involved. The Offeror shall describe if the software has the ability to upload attachments.

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL INTRODUCTION

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- c) Training offered in a variety of necessary formats including:
- i. Train the trainer,
  - ii. On-site training,
  - iii. Remote/on-line training sessions (Blackboard, webinars, Front Line etc.)

The Offeror shall provide details for proposed training method for the initial implementation for: SBAU staff of five (5) and for all school bookkeepers. The proposed training details shall include setting requirements (i.e. set-up, space desired, equipment needed, etc.) as well as the timeframe needed for SBAU staff and for bookkeepers.

Will training materials be provided to supplement on-site and/or on-line training sessions? Will training materials be tailored specifically for FCS' needs (i.e. account code structure, etc.)?

- d) Ongoing support shall be offered to the SBAU staff or other administrative central office staff as needed. The SBAU staff shall work directly with each individual school. Schools shall not contact the Offeror individually unless prior written authorization is obtained from SBAU.

The Offeror shall provide details regarding Service Level Agreements (SLA). What is the typical response time to client needs? Does the Offeror have dedicated staff available as service calls are received or are service calls referred to other staff or contractors?

Will a dedicated project manager be assigned to coordinate all aspects of training, implementation and support?

- e) Security – Offeror shall provide Secure Sockets Layer (SSL) certificates and will provide proof of database level encryption.

Regarding a credit card payment solution offered in the software package, will the software retain credit card information provided by parents?

The Offeror shall have Lightweight Directory Access Protocol (LDAP) compatibility for FCS's faculty and parents (students). If not for the parents/students, the parent payment piece shall be self-registering.

Will the software operate in our own FCS's operating environment or would we be sharing the environment with other school districts/other users?

Records Retention Schedules require that SAF data be maintained for a period of ten (10) years. How is archived data stored?

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL INTRODUCTION

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Software solution shall identify valid users and direct those users to authorized options only. Users can only be given such authorization by authorized SBAU personnel.

f) Software features shall include:

### **Reporting**

- School level monthly and year end reporting.
- System level monthly, quarterly and year end reporting.
- Cash receipts/disbursements journal detailing beginning balance, receipts, disbursements, transfers, and ending balance on a daily, weekly, monthly and yearly basis.
- Ability to maintain accounts via fund, account, sub-account structure providing date driven reporting that can be produced at any level (fund, account, subaccount).
- Customized reporting – ability to obtain data sorted by fund, account, subaccount and by date, amount, vendor, description and/or explanation, check number and receipt number.
- Ability to preview and print all reports.
- Ability to download or export reports in different formats, such as Excel and PDF.

### **Additional Technical Requirements/Security**

- School System Designed/Maintained Account Code Structure/Chart of Accounts preventing changes by individual schools unless prior written approval is obtained from the SBAU. Will SBAU have the ability to add/delete accounts/subaccounts when necessary? If standard accounts need to be added for all schools, could the SBAU do that centrally?
- School System Controlled Security Levels with varying access dependent upon staff roles (i.e. System Administrator, Site Administrator, view-only user, etc.). *In order to provide FCS' staff with a "single sign on", offeror must have LDAP, Active Directory Federation Services (ADFS), or Azure Active Directory support compatibility.*
- System controls that shall only allow the SBAU to alter beginning balances and receipt and check numbers once the fiscal year begins.
- System controls to prohibit entries being made to either a previous period or future period (fiscal month or year).
- Ability to control and track unsuccessful login attempts by users.
- Ability to provide audit trail of any changes made.
- Provide reliable automatic data back-ups and the ability to do manual back-ups prior to all fiscal close outs (monthly and annually). Provide a safeguard to ensure that a back-up is performed before all fiscal period close-outs.
- Ability to maintain archived databases for a period of at least ten (10) years to comply with records retention requirements.

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL INTRODUCTION

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### **If the products/solution is hosted by the vendor or in the cloud**

- Support single sign on (LDAP, A, Azure AD)
- All data is the property of Fulton County Schools and must be accessible for export or migration as needed/requested
- Database should be non-proprietary; if proprietary, vendor must provide access, and tools that will allow for export and migration
- Ability to define user roles and associated access
- Ability to audit user roles and access
- Must provide notification of updates, upgrades, patches or fixes with 30-day notice unless such fix or patch is to address a security deficiency
- Must provide a technical contact and record to address issues and outages

### **If the products/solution will be in the FCS data center**

- Ability to operate in a virtual environment (VMWare)
- Support single sign on (LDAP, ADFS, Azure AD)
- Ability to define user roles and associated access
- Ability to audit user roles and access
- MS Windows Server 2016 or greater
- SQL Server 2016 with respective compatibility model on Windows 2019

### **Cash Receipts and Disbursements**

- Online receipt writing/printing with the ability to print individually and/or to batch for deposit without duplication of effort, assigning unique receipt numbers. Explain edit controls for receipts/checks once batched for printing and prior to batching.
- Ability to print duplicate receipts, once posted if necessary due to printer error, etc.
- Online check writing, using standard check stock, able to print to each school bookkeeper's printer assigning unique check numbers.
- Ability to allow transactions to be posted to multiple accounts.
- Ability to process and account for Manual checks and receipts when necessary. Address year end process for continuing to write receipts/checks when closing out fiscal year.
- Ability to sequentially track all void receipts and checks.
- Ability to code vendors and sort corresponding data for 1099 purposes.
- Vendor information must include fields for full vendor name, address, phone number, FEI number/Social Security Number, 1099 Status (Individual, LLC, etc.), search term.

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL INTRODUCTION

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- Ability to generate accurate and timely 1099 reporting at system level and at school level.
- Ability to flag transactions at predetermined thresholds in order to satisfy Board Policies and applicable State and Federal laws (unclaimed property, contracted services).
- Ability to code transactions and sort corresponding data for SB160 (Immigration and Security – Ga State Law).

### **Adjusting Journal Entries**

- Offerors software solution shall allow for the recording of adjusting journal entries and transfer entries.
- Software shall provide for balance verification between affected accounts related to transfers.

### **Reconciliation**

- Ability to verify that amounts posted to cash are balanced with the amounts posted to the various associated fund accounts.
- Monthly reconciliation process and year end close/rollover process with adequate documentation for each providing warning messages if out of balance. Allow balances to be rolled forward, if desired.
- Reconciliation module shall provide reconciliation capabilities from central office level or at the school level.

### **Credit Card Payment Solution**

- Software should be able to interface with multiple Online Credit Card Payment Solutions including the vendor currently used by the District.

### **Other**

- Ability to communicate with all users within the software solution (intra mail).
- Offerors shall provide a warranty of at least twenty-four (24) months of acceptance of the software by FCS. Software warranty should be included as part of proposal.
- FCS currently uses multiple standard (manual) forms related to SAF activity such as Internal Deposit Slips prepared by teachers/club sponsors when remitting funds, Requisitions for Purchase, Fundraising Applications and Financial Recaps, Athletic Ticket Summaries, etc. that are processed “outside” of the current software solution.
  - Does the offerors software have forms embedded that would replace FCS’ forms?
  - If so, can the forms be tailored to meet specific needs of FCS?
  - If not, could our adopted forms be attached to software documents, if necessary?

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL INTRODUCTION

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- How many bank accounts can be maintained using the offeror software solution (i.e. Checking Account, Savings Account, SAF Purchasing Card Account)? Many of our schools not only maintain a checking account, but also have active purchasing card accounts and investment accounts.
  - Ability to view multiple schools at one time.
- g) Training and preparation required prior to implementation
- h) The Offeror shall provide
1. SBAU staff training
  2. Account Code Structure Built/Rollover data from existing system
  3. Bookkeeper training
- i) The Offeror software solution shall go live – Fall 2020.

## CONTRACTING DEPARTMENT

# REQUEST FOR PROPOSAL

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## **A. OFFEROR'S RESPONSIBILITY**

It shall be the responsibility of the selected Offeror to meet all requirements and guidelines set forth therein. Offerors shall provide a single point of contact (POC) to troubleshoot any and all potential problems or issues with the proposed system. No offer will be considered that does not provide a serious and reasonable proposal to the solicitation. Each proposal will be evaluated in its entirety.

## **B. ORAL INTERVIEW/DEMONSTRATION**

FCS may require qualified Offeror(s), considered in the competitive range, to participate in a detailed oral interview/demonstration to fully discuss their proposal and qualifications for this project and to answer questions posed by FCS. A final selection may be based upon the evaluation of both the written and oral responses of each Offeror.

## **C. SUBMISSION OF PROPOSAL**

Proposals shall be submitted in four (4) sections: (1) price, (2) technical capability, (3) business stability and (4) exceptions and modifications (if applicable). Six (6) proposals (one (1) original, five (5) copies) and one (1) flash drive shall be provided in a loose-leaf, three-ring binder. No prohibition shall be placed by this solicitation as to the concept of service the Offeror may choose to propose; however, the concept shall be placed within the framework of the four (4) sections.

## **D. BASIS OF AWARD**

Proposals will be evaluated on a combination of factors with price of the eligible goods/services being the most heavily weighted factor. The evaluation factors are (1) price, (2) technical capability, (3) business stability, (4) exceptions and modifications.

## **E. PREPARING THE PROPOSAL**

Begin each section and subsection on a separate page. Number the pages in each section consecutively. If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary". It is not acceptable to label the entire proposal as confidential and proprietary.

## **F. EXECUTIVE SUMMARY**

An executive summary of not more than two (2) pages stating the offeror's overview of the project shall precede the specific required sections.

## CONTRACTING DEPARTMENT

# REQUEST FOR PROPOSAL

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## G. THE PROPOSAL

### SECTION I – PRICE

In this section, the Offeror shall include the total cost for labor, maintenance/support, travel and per diem, contractual/sub-contractors, and supplies/equipment. The cost proposal must be inclusive of an itemized list of all costs associated with the performance of the contract, detail optional services (if applicable).

(Please see Exhibit IV – Price Schedule)

### SECTION II - TECHNICAL CAPABILITIES

#### A. METHODOLOGY

In this section, the Offeror shall describe in detail the methodology and procedures that are to be used to accomplish the FCS requirements for this RFP. This should include proposed services, data collection, reporting, and evaluation. This section shall include any information that will assist in the understanding of what the Offeror proposes to do and provide, but not limited to, background and history of similar services provided; why the offeror programs and services are the best product for FCS purposes and how the roll-out of the services will be accomplished. Provide an outline of the organization that will be employed. The organizational outline that will be employed should clearly describe the numbers and professional category of personnel, the chain of command of the organization (including the names of key personnel and resumes), and any other details that will aid in understanding how the job is proposed to be accomplished.

#### B. CAPABILITIES:

The Student Activity Fund accounting software proposal shall outline and describe implementation and management of services that include at a minimum, the following capabilities:

##### **Experience and Qualifications**

The Offeror shall designate an individual(s) who will be held responsible and accountable for the completion of the project. The Offeror shall provide a narrative description of the organization, project team and a personnel roster that identifies who will be working on the project.

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL

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The Offeror shall:

- (1) Explain similar-project experience of each individual assigned to the project. Detail experiences in implementing web-based accounting software solutions for student activity funds in other school districts of similar size including training, set-up, rollout, and follow-up training/support;
- (2) Provide complete resumes which demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires;
- (3) Provide a general history of the firm regarding timely and successful completion of similar projects, as confirmed by references.

### **Software features shall include:**

1. Web-Based Software housed by the offeror or installed on the district's centralized servers.
2. School level monthly and year end reporting as well as system level monthly, quarterly and year end reporting. The reporting should also include cash receipts/disbursements journal detailing beginning balance, receipts, disbursements, transfers and ending balance on a daily, weekly, monthly and yearly basis.
3. The ability to maintain accounts via fund, account, sub-account structure providing date driven reporting that can be produced at any level (fund, account, subaccount).
4. Customized reporting, the ability to obtain data sorted by fund, account, subaccount and by date, amount, vendor, description and/or explanation, check number and receipt number.
5. School System Designed/Maintained Account Code Structure/Chart of Accounts preventing changes by individual schools unless prior written approval is obtained from the SBAU.
6. School System Controlled Security Levels with varying access dependent upon staff roles (i.e. System Administrator, Site Administrator, view-only user, etc.). *In order to provide FCS' staff with a "single sign on", offeror must have LDAP, Active Directory Federation Services (ADFS), or Azure Active Directory support compatibility.*
7. Ability to control and track unsuccessful login attempts by users, provide an audit trail of changes made.

## CONTRACTING DEPARTMENT

## REQUEST FOR PROPOSAL

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8. Reliable automatic data back-ups and the ability to do manual back-ups prior to all fiscal close outs (monthly and annually.)
9. The ability to maintain archived databases for a period of at least 10 years to comply with records retention requirements.
10. Cash Receipts and Disbursements
  - Online receipt writing/printing with the ability to print individually and/or to batch for deposit without duplication of effort, assigning unique receipt numbers. Explain edit controls for receipts/checks once batched for printing and prior to batching.
  - Allow transactions to be posted to multiple accounts.
  - Process and account for manual checks and receipts when necessary.
  - Ability to code vendors and sort corresponding data for 1099 purposes.
  - Vendor information must include fields for full vendor name, address, phone number, FEI number/Social Security Number, 1099 Status (Individual, LLC, etc.), search term.
11. Adjusting Journal Entries
  - Offerors software solution shall allow for the recording of adjusting journal entries and transfer entries.
  - Software shall provide for balance verification between affected accounts related to transfers.
12. Reconciliation
  - The ability to verify that amounts posted to cash are balanced with the amounts posted to the various associated fund accounts.
  - Monthly reconciliation process and year end close/rollover process with adequate documentation for each providing warning messages if out of balance. Allow balances to be rolled forward, if desired.
13. Credit Card Payment Solution
  - Software should be able to interface with multiple Online Credit Card Payment Solutions including the vendor(s) currently used by the District.
14. Other
  - The ability to communicate with all users within the software solution (intra-mail).
  - Offerors shall provide a warranty of at least twenty-four (24) months of acceptance of the software by FCS. Software warranty should be included as part of proposal.
  - The offerors software shall have forms embedded that would replace FCS' forms or be tailored to meet specific needs of FCS. If not, adopted forms or allow for attachments of documents/forms, if necessary.

## CONTRACTING DEPARTMENT

# REQUEST FOR PROPOSAL

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## SECTION III - BUSINESS STABILITY

- A. History and Organizational Structure of the Firm** - Provide a cover letter introducing the company and including the corporate name, address and telephone number of the corporate headquarters and local office. The name and phone number of one individual who will be the company's primary contact with FCS for contract negotiation and the name of the project manager. A brief history of the company and the present organizational structure of the firm describing the management organization, permanent employees by discipline, and this project's coordination structure; if the firm is a partnership, indicate the name of all partners; if incorporated indicate where and when. If the Contractor has changed names or incorporation status within the last five (5) years, then please list all of such preceding organizations and a brief reason for the change. Contractor shall also provide a business license indicating that the Contractor can conduct business in Fulton County, Georgia. Further, Contractor shall provide documentation showing that the Contractor is properly registered to conduct business in the State of Georgia. Contractor acknowledges and agrees that any business license and registration shall remain current for the duration of the contract and such documents are material term to this agreement.
- B. Financial Status** - Describe the financial status of the firm; include the audited financial statements (income statements and balance sheets) for the past two (2) accounting years.
- C. References** - List as references (names, address, contact persons and toll-free phone numbers) a minimum of three (3) clients of similar size and nature to FCS for which a project was completed within the last three (3) years. A brief description of the services provided shall accompany each reference.
- D. Subcontractors** - Indicate the names and addresses and degree of utilization of any and all subcontractors which would be used in the performance of this contract.
- E. Previous Default** - Indicate if you or any predecessor organization have ever defaulted on a contract or been denied a bid due to non-responsibility to perform. If so, provide the facts and circumstances. If your firm or any successor organization is now involved in any litigation or in the past ten (10) years have been involved in litigation with owners, please list the parties to the litigation, the civil action number and a brief explanation of the matter. Indicate whether or not your company has ever defaulted on a contract with Fulton County Schools. If yes, please provide details.

## CONTRACTING DEPARTMENT

# REQUEST FOR PROPOSAL

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## H. EVALUATION FACTORS

<b>NO.</b>	<b>FACTOR</b>	<b>POINTS</b>
<b>SECTION I</b>	<b>PRICE</b>	<b>275</b>
<b>SECTION II</b>	<b>TECHNICAL CAPABILITIES</b>	<b>525</b>
<i>Section II-A</i>	<i>Methodology</i>	100
<i>Section II-B</i>	<i>Capabilities</i>	425
<b>SECTION III</b>	<b>BUSINESS STABILITY</b>	<b>100</b>
<b>APPENDICES II &amp; III</b>	<b>EXCEPTIONS AND MODIFICATIONS</b>	<b>100</b>
<b>TOTAL</b>		<b>1,000</b>

## I. REQUEST FOR INFORMATION

All questions and/or correspondence during the entire proposal process shall be directed in writing to the FCS Contracting Department.

During the entire period of solicitation, submittal and evaluation, no Offeror shall contact any member or employee of FCS concerning the solicitation. Such action could result in the Offeror being removed from further consideration in this solicitation.

## CONTRACTING DEPARTMENT

## REQUEST FOR SEAL PROPOSAL

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DATE: \_\_\_\_\_

PROPOSAL NO.: 138-20

NAME OF COMPANY: \_\_\_\_\_

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The Fulton County Board of Education  
6201 Powers Ferry Road  
Atlanta, Georgia 30339

Gentleman/Madam:

Having carefully examined the Proposal Conditions and Specifications entitled “RFP No. 138-20, “Student Activity Fund (SAF) Accounting Software Solution” for the performance of subject work all dated \_\_\_\_\_, and the Addendum/Addenda, as well as the site and premises, and conditions affecting the work, the undersigned proposes to furnish all services, labor and materials called for by them for the entire work, in accordance with said documents.

The Offeror’s Checklist has been complied with, is completed, and is enclosed with this submittal.

CONTRACTING DEPARTMENT

**COMMITMENT TO PERFORM AS PROPOSED**

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PROPOSAL NO.: 138-20

Respectfully submitted,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

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

***(All Correspondence will be sent to  
this email address)***

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

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

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The full names and addresses of persons and firms interested in the foregoing proposals as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_

The legal name of the Offeror is:

\_\_\_\_\_

**CONTRACTING DEPARTMENT**

## OFFEROR'S CHECKLIST

PROJECT: \_\_\_\_\_

PROPOSAL NO: \_\_\_\_\_

- We have acknowledged receipt of addenda issued.
- Six (6) sealed proposals (one (1) original, five (5) copies) and one (1) flash drive of all information requested have been provided.
- The proposal has been signed by an authorized principal or authorized official of the firm.
- No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.
- We are prepared to provide the insurance required in this solicitation.
- We acknowledge that Fulton County Schools does not provide Workers' Compensation to Contractors, Subcontractors or any tier and as such is not responsible or legally liable for Contractor workers' injuries, including death.
- We have included the following **NOTARIZED** Georgia Security and Immigration Compliance documents with our proposal:
  - \*Immigration and Security Form**
  - \*Contractor Affidavit and Agreement**
  - \*Sub-Contractor Affidavit**
  - \*Affidavit of Exception**

\_\_\_\_\_  
TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

\_\_\_\_\_  
SIGNATURE OF PERSON COMPLETING CHECKLIST

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(COMPANY FEDERAL ID NUMBER)

\_\_\_\_\_  
(COMPANY E-MAIL ADDRESS)

**READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE PROPOSAL**

### **RETURN WITH PROPOSAL**

*It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program or any other program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, Ron Wade, 6201 Powers Ferry Road, Atlanta, Georgia 30339, or phone (470) 254-5502. TTY 1-800-255-0135.*

CONTRACTING DEPARTMENT

## **APPENDIX I**

### **GEORGIA IMMIGRATION AND SECURITY FORMS**

CONTRACTING DEPARTMENT

**FULTON COUNTY SCHOOLS**  
**IMMIGRATION AND SECURITY FORM**

If you are providing service, performing work or delivering goods to the Fulton County Board of Education including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.

1) Fulton County Schools shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the “Act”), the **Contractor MUST INITIAL** the statement applicable to Contractor below:

(a) \_\_\_\_\_ **(Initial here):** Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. **[Contractors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement;**

**or**

(b) \_\_\_\_\_ **(Initial here):** Contractor warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. **[Contractors who initial (b) must attach and return a signed, notarized Affidavit of Exception];**

**or**

(c) \_\_\_\_\_ **(Initial here)** Contractor is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

3) \_\_\_\_\_ **(Initial here)** Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

**CONTRACTING DEPARTMENT**

FULTON COUNTY SCHOOLS

IMMIGRATION AND SECURITY FORM (Page 2)

- 4) \_\_\_\_\_ (*Initial here*) Contractor agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, et seq that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor’s name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor’s agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
  
- 5) \_\_\_\_\_ (*Initial here*) Contractor agrees to provide the Fulton County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

\_\_\_\_\_  
Signature Date

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

CONTRACTING DEPARTMENT

## CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the individual, firm, or corporation (“Contractor”) which is contracting with the Fulton County Board of Education has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor’s correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Fulton County Board of Education, unless at the time of the contract said subcontractor:

- (a) is registered with and participates in the federal work authorization program;
- (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
- (c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Fulton County Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

## CONTRACTING DEPARTMENT



## SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the undersigned individual, firm or corporation (“Subcontractor”) is engaged in the physical performance of services under a contract with \_\_\_\_\_ (*name of contractor*), which has a contract with the Fulton County Board of Education.

(2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV/Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(3) Subcontractor’s correct user identification number and date of authorization is set forth herein below.

(4) Subcontractor agrees that the Subcontractor will not employ or contract with any sub-subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the Fulton County Board of Education, unless said sub-subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Subcontractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other permissible verification procured by sub-subcontractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

## CONTRACTING DEPARTMENT

**SUBCONTRACTOR AFFIDAVIT AND AGREEMENT (Page 2)**

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such sub-subcontractor Affidavit or other applicable verification to the Contractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

\_\_\_\_\_  
EEV/Basic Pilot Program User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Subcontractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:\_\_\_\_\_

**CONTRACTING DEPARTMENT**

## AFFIDAVIT OF EXCEPTION

### GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT DOCUMENTS

The undersigned, in connection with a proposed contract or subcontract with the Fulton County School District for the physical performance of services under O.C.G.A. 13-10-90, et seq. (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor or single member entity; and **I do not employ** any other persons.
- (b) I do not intend to hire any employees or to perform the Contract.
- (c) A true, correct and complete copy of my driver's license is attached hereto.

If at any time hereafter I determine that I will need to hire employees to satisfy or complete the services under the Contract then **before** hiring any employees, I will:

- (i) immediately notify the School District in writing at: immediately notify the School District in writing at: Contracting Department, Administrative Center, 6201 Powers Ferry Road, Atlanta, Georgia 30339; and
- (ii) register with, participate in and use, a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended; and
- (iii) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1-.01, et seq.

I agree that I will not employ or contract with any subcontractor(s) to provide services under my contract with the Fulton County School District, school, or Fulton County Board of Education, unless at the time of the contract said subcontractor:

- (i) is registered with and participates in the federal work authorization program;
- (ii) provides me with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

## CONTRACTING DEPARTMENT

**AFFIDAVIT OF EXCEPTION (Page 2)**

iii) agrees to provide me with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If I do contract with such subcontractors, I agree to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification (i.e.: sub-subcontractor affidavits and all other lower tiered affidavits) to the Fulton County Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Attached hereto is a true and correct copy of my state issued driver's license or state issued identification card. I understand that a driver's license or identification card shall only be accepted if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. I understand that the Georgia Attorney General/State Law Department's website posts an annually updated list of the states that verify immigration status prior to the issuance of a driver's license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

\_\_\_\_\_  
BY: Printed Name

\_\_\_\_\_  
Signature

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**CONTRACTING DEPARTMENT**

**APPENDIX II**

**OFFEROR'S EXCEPTIONS FORM**

CONTRACTING DEPARTMENT



## **APPENDIX III**

### **OFFEROR'S MODIFICATIONS FORM**

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**APPENDIX IV**  
**PRICING SCHEDULE**

CONTRACTING DEPARTMENT

**RFP NO. 138-20**  
**STUDENT ACTIVITY FUND (SAF) ACCOUNTING SOFTWARE SOLUTION**  
**PRICING SCHEDULE**

<b><u>ITEM NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>EST. QTY.</u></b>	<b><u>TOTAL COST BASE PERIOD</u></b>	<b><u>TOTAL COST OPTION YEAR1</u></b>	<b><u>TOTAL COST OPTION YEAR2</u></b>	<b><u>TOTAL COST OPTION YEAR3</u></b>	<b><u>TOTAL COST OPTION YEAR4</u></b>
1.	Installation/ Implementation	1	\$ _____				
2.	Professional Services/ Training	105	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.	Maintenance Support	Annual	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.	Annual License Fee	Annual	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.	Optional Services*	Annual	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL COST:</b>			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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**COMPANY NAME**

\*Please provide a detailed description of optional services

**CONTRACTING DEPARTMENT**