Marin County Office of Education

REQUEST FOR PROPOSAL
COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM

MCOE 2023-RFP-001

Due: September 1, 2023

NOTICE OF REQUEST FOR PROPOSAL
MARIN COUNTY OFFICE OF EDUCATION
MCOE 2023-RFP-001 COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM

Notice is hereby given that the Marin County Office of Education (MCOE) and its Local Education Agencies (LEA's) are soliciting proposals from interested firms to provide a Comprehensive Financial Management System. Each proposal must conform and be responsive to this RFP and comply with the required proposal format.

PROPOSAL DOCUMENTS will be available Thursday July 13, 2023, from the:
MARIN COUNTY OFFICE OF EDUCATION
Business Services Department
1111 Las Gallinas Avenue
San Rafael, CA 94913
(415) 499-5805

PROPOSALS ARE DUE:
Friday, September 1, 2023, by 4:00 PM (PST) at the
MARIN COUNTY OFFICE OF EDUCATION
Business Services Department
PO Box 4925
San Rafael, CA 94903
(415) 499-5805

MCOE CONTACT:
Randy Jones, Assistant Superintendent, Business Services
(415) 499-5822 or erp@marinschools.org

RFP REQUIREMENTS:
Proposals must be on MCOE forms as provided by MCOE.

Proposals will not be opened publicly.
MCOE may reject any or all proposals.
MCOE may waive irregularities in this RFP process.

AWARD REQUIREMENT:
An award will be made to the qualified vendor whose proposal meets the evaluation standards that will be the most advantageous to MCOE with price and all other factors considered.

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INTRODUCTION

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1.1 PROJECT SCOPE

The Marin County Office of Education (MCOE) and nineteen (19) LEA's (seventeen districts, an independent charter school and a joint powers authority) are considering purchasing a new Comprehensive Financial Management System (CFMS). Currently, the Novato Unified School District (one of the nineteen LEAs) manages a stand-alone system for their district and district authorized independent charter school and the remaining LEAs are hosted on MCOE's system. For the purpose of this Request for Proposal (RFP), references to MCOE include all of the LEAs, and the terms are used interchangeably. MCOE is therefore soliciting proposals for a comprehensive, fully integrated CFMS that is preferably cloud based, and that not only meets the requirements set forth in this RFP, but is also flexible and scalable in order to meet its future business and technology needs. MCOE will only entertain proposals for a CFMS that is fully integrated or intends to be fully integrated as of June 2024 and operational in California school districts. The purpose of this RFP is to provide interested vendors with sufficient information to enable them to develop and submit proposals for application software that will fulfill the specified information processing needs of MCOE and the LEA's. MCOE is looking for a system that integrates the following required modules:

General Ledger	Human Resources
Budget	Payroll
Position Control	Benefit Administration
Accounts Payable	CalSTRS & CalPERS (STRS & PERS)
Accounts Receivable	Employee Self Service
Purchasing	Credentials
Stores / Inventory Warehouse	Report Writer
Fixed Assets	Personnel Action Form (optional)
Work Order (optional module)	Absence tracking and leaves reporting
Applicant Tracking (optional)	Time accounting and reporting (optional)
Work Flow tools (optional)	
Grant and Project Accounting (optional module – no MCOE provided specifications)	

MCOE is anticipating that vendor will propose a complete financial system application suite solution that includes not only application software, but hardware (if applicable) and other technology and the following services:

Project Management	Implementation Services
Hardware and Software installation	Data Conversion
Report Development	Integration and Interface Development
Training	Documentation Development
Process Redesign	Ongoing Support and Maintenance Services
System and Operational Procedure Development	System configuration and securities

The final scope of a new system and the timeline for its purchase and implementation will depend on the responsiveness of the specific characteristics of the proposed system to this RFP, the responsiveness of the proposed system as a whole to this RFP, the capabilities of the vendor and the price, functionality, technology architecture, implementation capabilities and other criteria.

MCOE reserves the right to reject any or all proposals, issue a subsequent RFP, cancel the entire RFP, remedy any technical errors in this RFP or the RFP process, establish a short list of vendor(s) eligible for discussions after review of written proposals, negotiate with any, all or none of the vendor(s), waive informalities or irregularities in the proposals or reject all proposals and continue using its existing

1.3 GUIDELINES

By virtue of submitting a proposal, interested parties are acknowledging:

This RFP is a request for both software and implementation services. As such, proposals from implementation firms alone or software firms without an implementation mechanism will not be considered.

MCOE reserves the right to reject any or all proposals if it determines that select proposals are not responsive to this RFP or if the proposals are judged not to be in the best interests of MCOE and the LEA's. MCOE reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select vendors at any time to gather additional information. In addition, MCOE reserves the right to negotiate for some or all of the services offered by vendors. Furthermore, MCOE reserves the right to delete or add functionality (i.e., modules) up until the final agreement is signed.

All third-party software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated. The primary software vendor will serve as the prime contact for all work related to this RFP.

Each and every vendor agrees that the pricing and terms set forth in its proposal shall remain firm, fixed and valid for a period of at least one (1) year from the date that MCOE receives the proposal. Pricing and terms for implementation services shall be submitted on a "not to exceed" basis and shall be firm, fixed and valid for the full duration of each and every agreement executed by the successful vendor with MCOE, except as otherwise agreed mutually by the parties.

For implementation services under the "not to exceed" basis, the successful vendor who executes an agreement will be paid on the basis of hours and expenses that it incurs up to the "not to exceed" amount. If hours and expenses incurred fall short of the "not to exceed" amount, MCOE shall retain the difference between the "not to exceed" amount and the costs and expenses actually incurred. If the successful vendor exceeds the "not to exceed" amount, it shall be required to finish the work at no additional cost to MCOE; however, this obligation shall be relieved to the extent that it was materially caused by the failure of MCOE to perform a specific obligation or specific obligations imposed on MCOE by this RFP or by any agreement arising out of this RFP. Each and every vendor shall describe in detail in its proposal all work necessary to achieve the functional requirements it obligates itself to perform in its proposal. MCOE reserves the right to request each and every vendor to resubmit proposal pricing on either a fixed-fee basis or a combination of fixed-fee and not to exceed basis.

Vendors selected for software demonstrations and oral presentations agree to be available on dates specified by MCOE. Failure to be available on specified dates may lead MCOE to elevate another proposal for further consideration or to eliminate the vendor from consideration.

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in elimination from further consideration.

financial management system at its sole discretion to be in the best interest of MCOE and the LEA's.

The Novato Unified School District reserves the right to maintain a separate system and to use this RFP in the selection of a vendor while reserving the right to reject any or all proposals and to issue a subsequent RFP.

MCOE is seeking a vendor that has a broad experience in school solutions. To the greatest possible extent, MCOE seeks to implement a "vanilla" software package (i.e., a software package needing minimal custom modifications), and to limit any modifications to the base application.

1.2 PROJECT GOALS AND OBJECTIVES

The following lists the major capabilities of the integrated financial system that the MCOE and the LEA's wish to purchase. Each vendor is strongly encouraged to address each and every one of these capabilities in its response, as well as to include "value added" items that will supplement or enhance the capabilities listed below.

- Replace current financial and personnel systems.
- Provide complete integration between personnel/payroll and financial systems and processes.
- Provide the ability to easily execute certain applications such as payroll and vendor warrants in a combined mode while allowing the LEA's within Marin County to execute preliminary runs individually.
- As required by AB 1200, provide a full range of county oversight capabilities for the LEA's, ranging from review and monitoring of financial and budgetary activities (including annual budget, interim reports and unaudited actuals) up through individual transaction entry and/or approval.
- Eliminate standalone business processing systems, independent tracking mechanisms and paper-intensive manual processes.
- Increase information analysis capabilities that support enhanced decision-making capabilities.
- Elimination of duplicate effort, especially concerning redundant data entry processes.
- Allow MCOE and the LEA's to easily develop and deliver financial reports and information that meet all State of California Department of Education, Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and funding source requirements.
- Provide the ability to budget in multiple years and track multiple funding sources to a single project.
- Provide modern processing capabilities such as drilldown, audit trail and workflow approvals.
- Integrate and track the life cycle of the various personnel processes, including but not limited to: recruitment, background checks, staffing requests, classification studies, personnel transactions, new hires, promotions, pay changes, transfers, performance evaluation, and payroll.
- Provide integrated benefits management including the ability to effectively track and process STRS, PERS and alternative retirement systems.
- Provide a consistent user interface, online documentation and context-sensitive help.
- Must establish a foundation for integrating with other software providers such as student information systems, substitute calling systems, e-purchasing and e-commerce solutions, associated student body accounting systems, emergency notification systems, employee orientation/training software, and applicant tracking systems via ODBC or other connectivity means.

VENDOR GENERAL SUBMITTAL REQUIREMENTS

Intent

It is the intent of MCOE, through this RFP and contract conditions contained herein, to establish the requirements for the agreement to be awarded as a result of this RFP.

Before submitting a proposal, the vendor shall be thoroughly familiar with all contract conditions referred to in this RFP and any addenda issued before the proposal submission date. Such addenda shall form a part of this RFP and shall be made a part of the agreement. It shall be the vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date.

The vendor shall determine by personal examination and by such other means as may be preferred the actual conditions and requirements under which the agreement must be performed.

2.1 MCOE REPRESENTATIVE

MCOE is issuing this RFP on behalf of itself and the LEA's. The LEAs in Marin County include 17 K-12 school districts, one independent charter school, a Joint Powers Authority (JPA), and the County Office of Education. The joint powers authority (JPA) serves our area schools for transportation. The MCOE, 16 school districts, and the JPA use the MCOE financial management system with approximately 23,000 students enrolled and roughly 5,200 employees, including substitutes. The Novato Unified School District currently uses a separate installation of the same financial management system to serve the district and the district authorized charter school with approximately 7,500 students enrolled and approximately 1,237 employees, including substitutes.

The MCOE Representative is:

Randy Jones, Assistant Superintendent, Business Services
Marin County Office of Education
1111 Las Gallinas Avenue
San Rafael, CA 94913

Proposal Packets are available from:

Randy Jones, Assistant Superintendent, Business Services
Marin County Office of Education
1111 Las Gallinas Avenue
San Rafael, CA 94913

Phone: (415) 499-5822   E-mail: erp@marinschools.org

Vendors may view and download this RFP document on the MCOE website at:

https://www.marinschools.org/page/6514

If you DO NOT intend to submit a proposal for this project, please complete and return the attached Statement of No Proposal Form (Appendix J) as soon as possible. Your response will assist us in

evaluating all responses for this important project and improve our proposal solicitation process.

Prospective vendors are encouraged to submit a written "Intent to Propose" (no form supplied) before July 24, 2023. Submitting an "Intent to Propose" does not obligate the vendor to submit a proposal and is not mandatory to submit a proposal. By submitting an "Intent to Propose" (no form supplied), a prospective vendor is guaranteed to receive amendments and notices to this RFP. The written "Intent to Propose" must include the vendor's name, mailing address, phone number, and e-mail address of its main contact for communications regarding this RFP as well as the preferred method for receiving amendments to this RFP. Prospective vendors should e-mail this information to:

Randy Jones, Assistant Superintendent, Business Services
Marin County Office of Education
E-mail: erp@marinschools.org

Written responses to written questions and requests for interpretation or clarifications regarding this RFP will be sent to all vendors who have submitted an "Intent to Propose".

2.2 SUBMISSION REQUIREMENTS

In order to facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each vendor is required to submit one (1) original proposal in hard copy form, and one (1) proposal in electronic format to the MCOE contact as listed above.

Failure to submit any required data item may be cause for rejection. Vendors may submit such other data, as they deem appropriate and called for in this proposal; however, voluminous or overly elaborate proposals are discouraged.

All information, prices, notations, signatures, and corrections must be in permanent ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in permanent ink by the person signing the proposal.

2.3 SUBMISSION CHECKLIST

Please use the following checklist to ensure that you are submitting a complete proposal. Additionally, please ensure that all electronic files are clearly identified with your business name and address.

- All sections of the proposal (3.0 Proposal Format)
- Vendor references on forms supplied in this RFP (Excel spreadsheet Appendix B)
- Excel spreadsheet containing costs (Appendix I) including implementation and conversion support. In addition to costs associated with the software, Vendors are expected to estimate the costs of additional hardware and footnote such added costs appropriately in the cost estimates. It is also important to estimate work effort required for implementation by MCOE and LEA staff and tie this directly to the proposed implementation schedule.
- Excel documents containing responses to the functional and technical requirements questions (Appendices C, D, E, F, G and H).
- Other required documents (Appendix J)
- Word document with any written exceptions to the specifications set forth in this RFP.

It is the intent of MCOE to obtain proposals from as many qualified vendors as possible. It is, however, a requirement for each vendor to submit a complete proposal. It is the desire of MCOE to obtain a

"turnkey solution" from a single vendor to take responsibility for the completion of all the requirements detailed in this RFP.

2.4 DEADLINE FOR SUBMITTAL

Proposals, one (1) hard copy original, six (6) copies and one (1) electronic copy of the complete vendor proposal, including the completed specification worksheets that have been provided in Excel, must be received on or before 4:00 PM (PST), Friday, September 1, 2023, (the "Submittal Deadline") at which time the proposals will be opened. Proposals may not be delivered via facsimile or e-mail. Failure to completely execute and submit the required documents before the Submittal Deadline will render a proposal non-responsive.

Proposals may be submitted any time **before** the Submittal Deadline. Proposals shall be submitted in a package, sealed and plainly marked "MCOE 2023-RFP-001- COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM".

Any proposals received **after** the due date and time will **not** be considered. It will be the sole responsibility of the vendor to have his/her proposal delivered to the desk of the MCOE Representative for receipt **on or before** the above stated time and date. If U.S. Mail or other transportation (FedEx, UPS, etc.) delivers the proposal, the vendor will be responsible for its timely delivery. Proposals delayed by mail, or any other courier, will not be considered, will not be opened and will be disposed of unless vendor makes timely arrangements for their return at the vendor's expense. **It is imperative RFP's are clearly marked on the outside as to content (MCOE 2023-RFP-001 – Comprehensive Financial Management System) and marked with due date of September 1, 2023.**

Submit proposals to:

Randy Jones, Assistant Superintendent, Business Services
Marin County Office of Education
PO Box 4925
San Rafael, CA 94913

Proposals **will not** be opened publicly. Upon request, a listing of companies submitting proposals will be made available**.**

2.5 SUBMITTAL COSTS

The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this RFP.

2.6 ACCEPTANCE OF SUBMITTAL REQUIREMENTS

Each vendor, by making a proposal, represents that this RFP has been read and is fully understood.

All terms and conditions of this RFP, each and every addendum, the successful vendor's proposal and all negotiated terms, shall be incorporated into any and all agreements arising from this RFP, either explicitly or by reference. Submission of any proposal indicates a vendor's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

2.7 ADDENDA

Should any vendor find discrepancies, omissions or ambiguities in this RFP, the vendor should at once request in writing an interpretation from the office of the MCOE Representative. The person submitting the request will be responsible for its prompt delivery. Any changes, additions, deletions, or clarifications to this RFP, including the general provisions and specifications, shall be made by written addendum to this RFP. Such addendum shall be issued by the MCOE Representative and will be provided to all prospective vendors who have submitted a letter of "Intent to Propose".

No telephone or fax questions will be accepted or considered. Vendors should refer to the specific RFP paragraph number and page and should quote the passage being questioned. All inquiries regarding this RFP must be written and should be e-mailed to:

Randy Jones, Assistant Superintendent, Business Services
Marin County Office of Education
E-mail: erp@marinschools.org

Any questions received by July 24, 2023, by 4:00 PM (PST) will be addressed in an addenda document that will be posted to MCOEs website and distributed to interested parties via email by July 29, 2023.

All questions must be submitted no later than July 24, 2023, by 4:00 PM (PST) so addenda can be prepared and sent to all prospective vendors in order to allow sufficient time to prepare their proposals.

MCOE shall not be required to respond to any request for interpretation, but any interpretation will be made by a written addendum to this RFP. Failure on the part of a vendor to receive a written interpretation before the submission deadline will not be grounds for withdrawal of proposal. Vendor will acknowledge receipt of each addendum issued by stating so in its proposal.

The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information will be provided by MCOE. Only questions answered by formal written addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.

2.8 ADVICE OF OMISSION OR MISSTATEMENT

In the event it is evident to a vendor responding to this RFP that MCOE has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, it shall advise the MCOE Representative of such omission or misstatement.

2.9 EXAMINATION OF DOCUMENTS

It is the responsibility of the vendor to thoroughly examine and be familiar with all elements of this RFP. The vendor will satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, equipment and appurtenances necessary to perform the work as specified by this RFP. The failure or neglect of the vendor to examine this RFP will in no way relieve him/her from any obligations with respect to the proposal or subsequent agreement. The submission of a proposal will constitute an acknowledgment upon which MCOE may rely that the vendor has thoroughly examined and is familiar with this RFP and any addenda. The failure or neglect of a vendor to receive or examine any of this RFP will in no way relieve him/her from any obligations with respect to their proposal. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

2.10 TENTATIVE PROCUREMENT AND IMPLEMENTATION SCHEDULE

Process	Date(s)
RFP Release Date	July 13, 2023
RFP Advertisements: - Sacramento Bee - Marin Independent Journal	 July 13, July 14 and July 16, 2023 July 13, July 14 and July 15, 2023
Due Date for Intent to Propose and All Written Questions and Inquiries	July 24, 2023, 4:00 PM (PST)
MCOE distributes, by e-mail, responses for Vendor clarification requests	July 29, 2023
Proposals Due	September 1, 2023, 4:00 PM (PST)
Proposal Evaluations	September 4, 2023 – September 22, 2023
Software Demonstrations	September 25 – October 13, 2023
Finalize Proposal Evaluations	October 16 – November 1, 2023
Anticipated Award Date	November 2, 2023

2.11 RESERVED RIGHTS

2.11.1 RIGHT TO SELECT AND NEGOTIATE

MCOE reserves the right to waive any irregularities; accept the whole, part of, or reject any or all proposals; and to select the firm which, in the sole opinion of MCOE, best meets MCOE's needs. MCOE may make award to the qualified vendor based on fees submitted and its proposal. MCOE also reserves the right to negotiate with potential vendors so that its best interests are served.

2.11.2 RIGHT TO REQUEST ADDITIONAL INFORMATION

MCOE reserves the right to request any additional information that might be deemed necessary after the receipt of proposals.

2.11.3 RIGHT OF REFUSAL

MCOE reserves the right to refuse any or all proposals in their entirety, or to select certain equipment or software products from various proposals, based on the best interests of MCOE.

The right is reserved to reject any proposal where an investigation of the evidence or information does not satisfy MCOE and/or the vendor is not qualified to carry out properly the terms of the awarded agreement.

2.11.4 RIGHT TO CANCEL

MCOE reserves the right to cancel this RFP or portions thereof, without penalty.

2.11.5 RIGHTS TO PERTINENT MATERIALS

All responses, inquires, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation submitted as part of the proposal shall become the property of MCOE after the proposal submission deadline. No proposals will be returned to vendors.

2.11.6 RIGHT TO POSTPONE DEADLINE

MCOE reserves the right to postpone the Submittal Deadline and opening of proposals any time before the date and time of said deadline announced in this RFP or subsequent addenda.

2.18 WARRANTY

A warranty is sought for both the software and implementation services. It is assumed that vendors have priced their services to recognize these warranty provisions. The extent of the warranty coverage will be evaluated as part of the overall procurement process.

2.18.1 Software

The selected Vendor will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software vendor's license and the software vendor will warrant pursuant to the RFP requirements. The selected vendor must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, should be valid until the proposed system is fully implemented and until final acceptance (as will be defined during the negotiation process) of all applications included in the implementation. MCOE will look more favorably at vendors with warranty periods longer than the minimum specified herein.

2.18.2 IMPLEMENTATION SERVICES

MCOE also seeks a warranty for implementation services (e.g., work products, developed modifications, and system configuration) for a minimum of eighteen (18) months after the final acceptance date of the respective modules. The vendor must ensure that the implemented software conforms to the requirements warranted by the software vendor.

2.19 CANCELLATION OF AWARD/TERMINATION

MCOE shall have the right to terminate the award of an agreement by delivering to the vendor, at the vendor's address shown in the proposal, thirty (30) days written notice of cancellation, in the event that the performance of the vendor is unsatisfactory to MCOE. MCOE shall be the sole judge of whether such performance is unsatisfactory. MCOE warrants that it has funds available to remit payments on the resulting agreement(s) at the time any agreement is executed. Should appropriated funds during the term of the agreement become unavailable for the purpose of the agreement, MCOE may cancel the agreement by providing the Vendor with written notice. Such notice shall release both MCOE and vendor from all obligations under the agreement.

2.20 LEGAL REQUIREMENTS

This RFP and any resulting agreement shall be governed by all federal, state and local laws, codes, ordinances, and regulations including, but not limited to, those promulgated by CAL-OSHA, FED-OSHA, EPA, EEOC, DFEH, and the California State Department of Health Services. The agreement shall be in accordance with the substance and procedural laws of the State of California.

2.21 INDEPENDENT CONTRACTORS

The vendor agrees and certifies that neither they nor any of their agents, servants or employees is an agent or employee of MCOE. The vendor shall be an independent contractor solely responsible for the vendor's acts. The resulting agreement(s) shall not be construed as an agreement for employment with MCOE.

2.22 ASSIGNMENT AND SUBCONTRACTING

The Vendor shall have no right, authority or power to sell, mortgage or assign the resulting agreement(s) or any interest therein, or any right, power or authority to allow or permit any other person or persons or organizations to have any interest in or use any part of the rights or obligations granted hereunder for any purpose whatsoever without the prior written consent of MCOE. Neither the

2.12 CONSIDERATION OF PROPOSALS

In cases where an item requested is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that Vendor proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is pre-approved by MCOE.

References to any of the above are intended to describe the type, quality, and features desired and to indicate articles that will be satisfactory. Proposals of articles claimed to be "equal" will be considered, provided that the vendor states in its proposal exactly what the vendor proposes to furnish, including sample, illustration, or other descriptive matter clearly indicating the character of the article covered by such proposal and the way(s) in which it varies from the specifications requirements. The designated MCOE Representative, in his or her sole discretion, hereby reserves the right to approve or reject any article proposed as an "equal," and MCOE Representative's decision on such proposals shall be final and binding.

2.13 EVALUATION SELECTION PROCESS

MCOE will use a competitive process based upon elevating a certain number of vendors to compete against each other at different levels (stages) of the process as described in section 4.2 of this RFP.

2.14 AWARD

This RFP qualifies under Education Code section 1276, with award made to the qualified vendor whose proposal meets the evaluation criteria standards and will be most advantageous to MCOE with price and all other factors considered. These factors may include but are not limited to: experience with California School Districts, California Charter Schools, County Offices, Joint Powers Authorities, functionality, technology architecture, implementation capabilities and other criteria. The vendor shall be deemed as having been awarded an agreement when MCOE approves an agreement with the vendor according to the terms and conditions submitted to it for review.

2.15 CONFIDENTIAL MATTERS

Proprietary information or trade secrets must be clearly identified in the proposal itself. MCOE will be free to use all information in the proposals for MCOE's purposes. While MCOE will take reasonable steps to protect the vendor's proprietary information or trade secrets, the vendor understands that any material supplied to MCOE may be subject to public disclosure under the California Public Records Act.

The vendors shall maintain the confidentiality of all information, including materials, drawings, designs, documentation, and other property or data, that is disclosed to them in connection with this RFP and such information shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than MCOE unless written consent is obtained from MCOE.

2.16 INDEMNIFICATION

As part of each and every agreement arising out of this RFP, the successful vendor shall agree to indemnify, defend, and hold MCOE and the LEA's harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of the agreements and from any and all claims and losses to anyone who may be injured or damaged by reason of the vendor's willful misconduct or negligent performance of the agreements.

2.17 INSURANCE REQUIREMENTS

Prior to commencing the work, the selected vendor shall provide certificates insurance naming MCOE, its officers, agents, and employees as additional insureds as required by the agreement.

agreement(s) nor any interest created thereby shall pass by operation of law to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors or any claim hereunder to any other party or parties, except as expressly authorized by MCOE.

2.23 SUBCONTRACTS

Nothing contained in this solicitation will be construed as establishing any contractual relationship between any subcontractor(s) and MCOE. The vendor(s) will be fully responsible to MCOE for the acts and omissions of the subcontractor(s) and their employees. After award of contract, any changes in subcontractors require prior written approval from MCOE.

2.24 NON-DISCRIMINATORY EMPLOYMENT

Neither vendor nor any permitted subcontractor shall unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age, or condition of disability. Vendor and/or any permitted subcontractor understands and agrees they are bound by and will comply with the nondiscrimination mandates of all Federal, State, and local statutes, regulations and ordinances.

2.25 PERFORMANCE STANDARDS

The vendor will be required to meet specific performance standards established during the contract negotiation process. A project schedule specifying significant benchmark events and a project completion date will be required as part of the agreement. This plan will include vendor delivery deadlines and will be jointly developed by MCOE and the vendor.

MCOE also reserves the right as a condition of entry into any agreement with the successful vendor to demand financial security for performance including a performance bond, insurance policy, on-demand letter of credit, or other reasonable security.

2.26 SERVICES AND STATEMENT OF WORK

MCOE expects to enter into a software licensing and implementation agreement with the selected vendor. Such services will be set forth in the "Statement of Work" which will be developed during contract negotiations.

Except as otherwise explicitly stated in the agreement, the vendor will furnish all labor, materials, equipment, products, tools, transportation, and supplies required to complete the services. Any additional services must be mutually agreed to in writing by each party through MCOE's change order process.

In connection with its proposal, each vendor shall submit all documents, including but not limited to agreements and or licenses of every kind that the vendor would incorporate into any agreement with MCOE arising out of this RFP.

2.27 DISQUALIFICATION OF VENDOR

If there is reason to believe that collusion exists among the vendors, MCOE may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name, will make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. A person, firm, or corporation who has submitted a sub-proposal to a vendor, or who has quoted prices on materials to a vendor, is not thereby disqualified from submitting a sub-proposal or quoting prices to other vendors. Reasonable ground for believing that any vendor is interested in more than one proposal for the same work will cause the rejection of all proposals for the work in which a vendor is interested. Vendors will submit as part of their Proposal the completed Non-Collusion Affidavit provided herein. If there is reason to believe that any vendor has contacted any

staff, other than those listed in this RFP, or any Governing Board member of MCOE regarding this RFP, MCOE may refuse to consider proposals from said vendor.

DETAILED PROPOSAL SUBMITTAL REQUIREMENTS

Introduction

To facilitate the analysis of responses to this RFP, vendors are required to prepare their proposals in accordance with the instructions outlined in this section. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of this RFP. *Emphasis should be concentrated on accuracy, completeness, and clarity of content.* All parts, pages, figures, and tables should be numbered and labeled clearly. The proposal should be organized as follows:

Response Section	Title
	Proposal Submittal Form (see Appendix J Item 1)
1	Executive Summary
2	Scope of Services
3	Vendor Background
4	Proposed Applications Solution
5	Third-Party Products/Optional Software
6	Response to Functional/Technical Requirements (see Appendices C-H)
7	Implementation Strategy
8	Maintenance and Support
9	Cost Proposal (see Appendix A and Appendix I)
10	Client References (see Appendix B and Appendix J)
11	License and Maintenance Agreements
12	Documentation
13	Exceptions and Deviations
14	Other Required Forms (see Appendix J)

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

This document has been provided electronically to assist in the preparation of the proposals.

Proposal Submittal Form

Each vendor, by making a proposal, represents that this RFP has been read and is fully understood.

The proposal must be signed in permanent ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

All manual signatures must have the name typed directly under the line of the signature.

3.1 EXECUTIVE SUMMARY (RESPONSE SECTION 1)

This part of the response to the RFP should be limited to a brief narrative not to exceed three (3) pages, describing the proposed solution. The summary should contain as little technical jargon as possible, and should be oriented toward non-technical personnel. This section should include cost quotations at a summary level only, for software and services, totals at most. Please note that the executive summary should identify the primary engagement contact for the software vendor, the contact for the implementation services firm if different, and the contact for any third-party software being proposed. Contact information should include a valid e-mail address and a toll free telephone number.

3.2 SCOPE OF SERVICES (RESPONSE SECTION 2)

This section of the proposal should include a general discussion of the vendor's understanding of the "overall" project and the scope of work proposed. The response must clearly describe the software products or modules included in the proposal that are necessary to meet MCOE's business requirements, as well as any software products or modules included in the proposal that are "value-added" or "optional." The response must also confirm that the proposal includes all of the work effort necessary to implement the software products or modules included in the proposal.

3.3 VENDOR BACKGROUND (RESPONSE SECTION 3)

Each vendor must provide the following information so that MCOE can evaluate the vendor's stability and ability to support the commitments set forth in response to this RFP. MCOE, at its option, may require a vendor to provide additional support or clarify requested information.

Background information shall include:

- How long the vendor has been in business.
- A brief description of the vendor size and organizational structure.
- How long the vendor has been selling software to California County Offices of Education, K-12 school districts and charters.
- How long the vendor has been selling the *proposed software* to clients similar to MCOE and the LEA's.
- Most recent audited financial statements for the vendor as contained in relevant annual reports. The statements should include information on annual sales, profitability, etc.
- List installations at entities similar to MCOE and its LEA's. Also list the number of users, distinguished by type if relevant.
- Any material (including letters of support or endorsement from clients) indicative of the vendor's capabilities.
- If using a software subcontractor, how long the vendor has worked with the software subcontractor and how many implementations the two parties have completed together, evidence that the subcontractor is a corporation, is in good standing and qualified to conduct business in California.
- Copies of business licenses, professional certifications or other credentials.

3.4 PROPOSED APPLICATIONS SOLUTION (RESPONSE SECTION 4)

The vendor must present, in detail, features and capabilities of the proposed application software. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

3.4.1 MODULAR INTEGRATION

a) Which of the proposed modules are fully integrated (part of the base software) into the main application?
b) What processes are handled in "real-time," and which of them require a batch process?
c) What are the proposed third-party applications? If there are proposed third-party applications, explain how they are integrated into the main application, including whether the applications will share security definitions and have similar menu structures.

3.4.2 HARDWARE ENVIRONMENT

Describe the optimal hardware configuration and operating system of hardware/servers required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each. Identify the optimal server and desktop requirements including the required number of servers and how they are distributed.

3.4.3 NETWORK ENVIRONMENT

Describe the ideal network environment required to utilize the proposed software. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each.

Taking into account MCOE and the LEA's current WAN and remote computing configurations, indicate what changes are required or recommended for both MCOE and the LEA's.

3.4.4 DATABASE PLATFORM

The vendor is requested to provide the ideal database platform choices for the proposed software. In the event that there is more than one suitable database platform, please list all options, including the relative strengths and drawbacks (if any) of each. What is the required experience utilizing both the database and other technical areas? Also, please indicate the primary development platform and whether underlying code is generic or platform-specific. Describe how the database configuration will allow each LEA to maintain an autonomous set of vendors and fringe benefits while allowing central application processing at MCOE.

3.4.5 ADMINISTRATION/DEVELOPMENT TOOLSETS

What application toolsets are included with the software? What programming languages and skills are required to maintain the software? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)? What monitoring is routinely required for optimal system performance (e.g., monitoring of audit files)?

3.4.6 SECURITY

What security tools are included with the software? How are the following restrictions accomplished: administrative tool access; application access; menu access; record access; field access; and querying/reporting access? How is the security profile defined? What is included in the user security profile?

3.4.7 WORKFLOW

Describe the workflow (electronic routing of documents) tools available in your software. How are the workflow rules established and maintained? Identify the email systems that are compatible with the system. List the standard workflows that are inherent in the system. Also please describe the skill sets required to make changes to workflow routines including whether workflow is easily maintained by functional staff or requires detailed technical skills.

3.4.8 UPGRADE TOOLS

What is the upgrade frequency? How are patches and fixes applied? How are patches and fixes deployed? How are upgrades applied? How much training (technical training and end-user) is generally required with upgrades to the system? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support? Please provide details of all upgrades and bug patches over the last three years.

3.4.9 REPORTING AND ANALYSIS TOOLS

What internal and external (third-party) reporting tools are available in/for the software? What Online Analytical Processing (OLAP) tools are available? Are there any interfaces to Microsoft Office? Do the same security definitions apply to the reporting tools as established in the main software? Include a list of the standard reports, by module, that come "out of the box" with the software.

3.4.10 DOCUMENT IMAGING AND RECORDS MANAGEMENT

Describe the document management and storage capabilities of the proposed software. What types of tools are needed to utilize these features in your product? Provide examples of how other organizations have used the software to provide these capabilities.

3.4.11 DISASTER RECOVERY AND SYSTEM BACKUP

Detail the optimum process for system backup and any delivered disaster recovery processes that will need to be configured by MCOE.

3.4.12 APPLICATION PROCESSING

Describe the manner in which the method of processing any function, such as payroll or vendor warrants, can be run individually by the LEA's in a preliminary mode but as a single combined final process for all LEA's.

3.4.13 FUTURE PLANS

Provide a technology roadmap for your product for the next 3 years. Describe future product releases, enhancements, and versions that MCOE is entitled to and/or not entitled to within this proposal.

3.5 THIRD-PARTY PRODUCTS/OPTIONAL SOFTWARE (RESPONSE SECTION 5)

The vendor shall explicitly state the name of any third-party products that are part of the proposed solution to MCOE. For each third-party product there should be a statement about whether the vendor's contract will encompass the third-party product and/or whether MCOE will have to contract on its own for the product.

A proposal must describe any products, features or other value-added components recommended for use with the proposed administrative system that have not been specifically requested in this RFP. The vendor should also provide proof that it has access to the third-party software source code (owned or in escrow) and that the vendor has the ability to provide long-term support for the third-party software components of its system. Consideration of these products, features or other value-added components will be given where they may be of value to MCOE. Vendors must include the cost of any third-party products, including the software license cost, maintenance, implementation, training cost, and any other related costs in the total cost of this proposal.

3.6 RESPONSE TO FUNCTIONAL/TECHNICAL REQUIREMENTS (RESPONSE SECTION 6)

Responses to the general and functional requirements listed in Appendix C-H to this RFP must be provided in this section of the vendor's proposal. Vendors should use the spreadsheet format provided and add explanatory details as necessary in a separate spreadsheet using the requirement number as a reference. The following answer key must be used when responding to the requirements:

Answer	Description
Y	Yes, the software provides this functionality.
N	No, the software does not provide this functionality.
CU	The software can be customized via software modification to provide this functionality. Provide cost estimate in the "Comments" section.
F	Functionality will be available in a future release. Provide anticipated release date in the "Comments" section.
TP	Third-Party software required to fully meet requirement.
R	Provided with reporting tool.

Vendors must use one code only per requirement. Brief additional explanation can be submitted in the comment field. Vendors should feel free to create their own separate spreadsheet for lengthy comments on particular requirements that are cross-referenced to specific requirement numbers. All requirement responses must be submitted electronically in the spreadsheet format presented in the attached documents. The proposals submitted, including requirement responses, will become attached to the software license and implementation services contract. All responses that indicate that functionality is available out-of-the-box, through customization, or a reporting tool, or through a third-party product should be included in the costs submitted in this proposal. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal. If functionality is expected to be available in future release, please indicate the expected release date in the Comments column.

3.7 IMPLEMENTATION STRATEGY (RESPONSE SECTION 7)

The vendor must provide a detailed plan for implementing the proposed system. In addition to responding to the items in this section, please provide an overall description of the vendor's project management approach towards this type of engagement. This would include a description of the Vendor's methods for support of each of the "Five Project Management Phases" of this project (initiation, planning, executing, controlling, and closing).

3.7.1 IMPLEMENTATION PLAN

The response information MUST include:
- Detailed methodology for implementing software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities. Include recommended commencement date.
- Detailed methodology for implementing third-party software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.
- An explanation of how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; (c) parallel testing and (d) stress/load testing.
- Work effort estimates. Provide a chart listing proposed support, training, programming, project management and other customer service resources by each month of the project implementation. Include names, titles, and resumes of implementers likely to be assigned to this project. Work effort estimates must match assumptions presented in the cost schedule and the assumptions presented in the implementation methodology. MCOE reserves the right to alter work effort estimates after further discussion with the Vendors.
- Anticipated MCOE support staff levels. Vendors should identify the expected IT and Finance and Business Services staffing levels to support the implementation and on-going operations of the proposed system. This will be verified with vendor references.

The vendor should not be constrained to only include the above items in its proposal if it feels that additional items add value to the overall implementation. Vendors shall provide their work plans in Excel format.

3.7.2 DATA CONVERSION PLAN

Describe the process for designing a data conversion plan to migrate MCOE and the LEA's historical data from legacy systems to a standard common database format; ensuring the integrity and accuracy of that data. MCOE maintains multiple years of financial and payroll data and wishes to migrate all or as much as possible historical and current data.

Responses should detail the vendor's expectations of the activities that MCOE personnel and the vendor will be expected to perform with regards to data conversion. Vendors should detail their past experience with data conversion, especially the main types of databases and business information systems (i.e. general ledger, human resources, payroll, retirement such as STRS and PERS) for which they have successfully completed conversions. Vendors should describe how they would approach conversion of the main systems and describe their methodology for managing the required conversions.

3.7.3 INTEGRATIONS AND INTERFACES

The vendor must assist MCOE in the development of required integrations and interfaces related to the CFMS software to and from external reporting systems in place at MCOE.

Depending on the implementation timeframe for each module, data upload from the legacy software into the proposed software may need to occur for a period of time (i.e. proposed financial module live while still running payroll on the legacy system) and possibly data upload into legacy of financial data (e.g. account code changes).

The vendor should respond in this section with a detailed discussion on the approach on how each of these integrations/interfaces would be developed. Aggregate pricing for the development of all of the integrations/interfaces should be included in Appendix I – Cost Proposal.

3.7.4 Training Plan

MCOE is interested in utilizing both vendor and MCOE-provided training. The vendor must provide a detailed plan for training. This information MUST include:

- Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, and technology personnel.
- The role and responsibility of the software vendor in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to MCOE and the LEA's end-users).
- The role and responsibility of MCOE staff in the design and implementation of the training plan.
- The knowledge transfer strategy for developing technical support and technical operational procedures proposed by the software vendor to prepare MCOE staff to maintain the system after it is placed into production. Outline the major milestones, describe the process and each participant's role.
- Descriptions of classes/courses and training materials proposed in the training plan. (The vendor should specify the unit of measure for its training (e.g., units, classes, days, etc.) and define the hours associated with these units of measure.) The vendor must be very clear about exactly what training courses are included in the cost of the proposal.

3.7.5 STAFFING PLAN

The vendor must detail the type and amount of implementation support to be provided (e.g., estimate number of personnel, level of personnel, time commitment, etc.).

In addition, provide a description of the resource requirements for the vendor's staff and configuration needed during the implementation to include the following:
- Number of workstations
- Number of desks
- Number and size of dedicated rooms for the project
- Parking
- Telephones
- Network accessibility needs

- White boards
- Flip charts
- Power requirements
- Other resource needs

Likewise, provide an overall estimated staffing plan for the project including identification of MCOE resources during the course of the implementation in terms of hours or full-time equivalents (FTE's).

3.7.6 Acceptance Testing

Specific mutually agreeable criteria for successful system operation will be established during the contract negotiation process, taking into account MCOE's functional specifications and the vendor's own software documentation. The selected vendor will be required to participate with appropriate MCOE personnel in testing the functionality of the proposed system to ascertain conformance with the acceptance criteria before MCOE will accept the system. Vendors should detail their approaches to acceptance testing and what criteria were generally used to signify acceptance at previous implementations. Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; and (c) stress/load testing. Also explain any anticipated parallel testing that will be part of the overall implementation process.

3.7.7 Report Development Plan

The system should provide the ability for end-user querying and reporting to be performed without impacting the performance of the transactional system. The system also should provide the ability to upload and download information ensuring integrity of uploaded information.

Describe the process the vendor will follow to provide assistance to MCOE staff in the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc.

3.7.8 Process Redesign Development Plan

MCOE intends to redesign business processes as part of the CFMS implementation. The vendor must participate in process redesign sessions although MCOE and/or a designated third-party will be responsible for leading these sessions and implementing the redesigned processes. Additionally, the Vendor should include a proposal to provide Policy & Procedure documentation services.

3.8 MAINTENANCE AND SUPPORT (RESPONSE SECTION 8)

The proposal must specify the nature of any post-implementation and ongoing support provided by the vendor including:

- Post-implementation support (e.g., how many months of on-site support after going live).
- Telephone support (e.g., include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, minimum response time, escalation options and procedures, prioritization of support calls, etc.).
- Special plans defining "levels" of customer support (e.g., gold, silver, etc.). Define what level of support is being proposed.
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
- Version support timelines.
- Approach to upgrades in a multiple server application cluster environment.
- Approach to upgrades of client site (user) application.

- ▪ Availability of user groups in general, and education user groups in particular, and their geographic areas.
- ▪ Problem reporting and resolution procedures.
- ▪ Bug fixes and patches.
- ▪ Other support (e.g., on-site, remote dial-in, Web site access to patches, fixes and knowledge base).
- ▪ If there is to be a separate maintenance contract, Vendor should attach form of such contract.

3.9 COST PROPOSAL (RESPONSE SECTION 9)

Vendors should submit an estimate for all hardware, software licenses, support, training and implementation services being proposed using Appendix I in the provided spreadsheet. All costs quoted must include all equipment necessary to make the system specified fully operational for the intent, function, and purposes stated herein. No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup and training. In the event the product or service is provided at no additional cost, the item should be noted as "no charge" or words to that effect. In the event the product or service is not being included in the proposal, the item should be noted as "Not Included".

All proposals must be offered for a term not less than one (1) year in duration. A proposal may not be modified, withdrawn or cancelled by vendor during the one (1) year time period following the time and date designated for the receipt of proposals.

The successful vendor shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base proposal.

MCOE reserves the right to contact vendors on cost and scope clarification at any time throughout the selection process and negotiation process. Do NOT use "TBD" (to be determined) or similar annotations in the price estimates. MCOE is asking vendors to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Failure to fully provide cost and work effort estimates may lead to elimination prior to software demonstrations.

MCOE may award an agreement, based on initial offers received without discussion of such offers. A vendor's initial offer should, therefore, be based on the most favorable terms available. MCOE may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request revised pricing offers from such vendors, and make an award and/or conduct negotiations thereafter. The information provided in Appendix A, LEA ADA, Expenditures, and FTE, should assist vendors with pricing this proposal.

3.10 CLIENT REFERENCES (RESPONSE SECTION 10)

MCOE considers references for the software, implementation team (if different) and third-party vendors (if any) to be important in its decision to award a contract. MCOE will not call vendors to tell them that their references will be contacted because all references provided will be contacted by MCOE during the selection process. Similarly, MCOE will not work through a vendor's reference manager to complete a reference. The names and phone numbers of the project manager for each reference must be listed. Failure to provide this information may result in the vendor not being elevated to the next level in the evaluation process, software demonstrations.

Vendors should provide at least five (5) client references that are similar in size and complexity to this procurement and have utilized the proposed system (including the proposed version) in a comparable computing environment using Appendix B Part 1 in the spreadsheet provided. References should be

for fully-completed (live) installations and at least two (2) California clients are mandatory. Each reference should include information on the "breadth" of the software solution (e.g., PY, HR, BD, GL, AP, AR, etc.). Information should include at a minimum: date of installation, length of implementation, name of client reference, name of agency's project manager, address, and telephone and email address. Please confirm that each reference is willing to be contacted and inform references that MCOE may contact them. All contact information must be correct and up-to-date. Reference checks may include queries concerning specific line personnel and managers. If references cannot be provided, please explain why in detail.

Please provide a list of at least two (2) institutions that have installed your complete product in the last eighteen (18) months or less using Appendix B, Part 1.

If applicable, please provide a list of sites in California to which your product was sold but was not fully implemented. Please explain the reason for this using Appendix B, Part 3.

Third-Party software firms addressing particular functionality (e.g., budget preparation software) should provide at least three (3) client references that are similar in size and complexity to this procurement and that have used the main software system. Submit references for fully completed (live) installations. Please confirm that each reference is willing to be contacted and inform references that MCOE may contact them. All contact information must be correct and up-to-date using Appendix B, Part 4.

3.11 LICENSE AND MAINTENANCE AGREEMENTS (RESPONSE SECTION 11)

In connection with its proposal, each vendor shall submit all documents, including but not limited to, agreements and or licenses of every kind that the vendor would incorporate into any agreement with MCOE and the LEA's arising out of this RFP. Sample license and maintenance agreements must be provided in this part of the vendor's response for all components of the recommended solution (i.e., hardware, software, operating system, database, etc.). Indicate the basis on which licenses are determined.

3.12 DOCUMENTATION (RESPONSE SECTION 12)

In this section of the proposal, the vendor will provide one set of the following documentation to MCOE. If any of these documents are not conducive to electronic submission, they may be mailed to the address specified in Section 2.4. Submission Requirements.
- Sample standard reports
- Sample documentation (technical and end-user documentation, training materials, etc.)

3.13 EXCEPTIONS AND DEVIATIONS (RESPONSE SECTION 13)

All requested information in this RFP must be supplied. Vendors may take exception to certain requirements in this RFP. All exceptions shall be clearly identified and grouped together in this section titled "Exceptions/Deviations from Proposal Requirements" and a written explanation shall include: the scope of the exceptions; the ramifications of the exceptions for MCOE; and the description of the advantages or disadvantages to MCOE as a result of exceptions. Deviations expressed only in other parts of the proposal, either directly or by implication, will not be recognized as deviations, and the vendor, in submitting a proposal, will accept this stipulation without recourse. MCOE, in its sole discretion, may reject any exceptions or specifications within the proposal. Vendors may also provide supplemental information, if necessary, to assist MCOE in analyzing responses to this RFP.

3.14 OTHER REQUIRED FORMS (RESPONSE SECTION 14)

This section contains various forms that should be prepared and submitted along with the proposal. The intent of providing such forms is to ensure comparability between proposals. Included in this section are the following forms:

Proposal Submittal Form	(Appendix J – Item 1)
Non-Collusion Form (with Notary Form)	(Appendix J – Item 2)
Certificate of Nondiscrimination	(Appendix J – Item 3)
Statement of No Proposal	(Appendix J – Item 4)

EVALUATION OF PROPOSALS

4.1 SELECTION OF PARTICIPANTS

Two groups will evaluate and select proposals. The groups are as follows:

Evaluation Team. The Evaluation Team is responsible for the evaluation and rating of the proposals and demonstrations and for conducting interviews during the optional site visits. The Evaluation Team is responsible for evaluating software functionality, technology architecture, implementation capabilities, costs, and other selection criteria. The team's objective is to make recommendations for Vendor selection.

End User Team. The End User Team consists of personnel from MCOE departments and various Local Education Agencies that have knowledge of specific business processes. The End User Team's responsibility during selection is to support the Evaluation Team. Members of this team will be involved as needed.

4.2 EVALUATION SELECTION PROCESS

MCOE will use a competitive process based upon elevating a certain number of vendors to compete against each other at different levels (stages) of the process. If a vendor fails to meet expectations during any part of the process, MCOE reserves the right to proceed with the remaining vendors or to elevate a vendor that was not elevated before. MCOE reserves the right to reject all proposals and continue using the existing financial management system at its sole discretion, should it be in the best interest of MCOE. Selection of the final vendor will be based upon the following steps and factors:

Phase 1 — Initial Review

In this phase, the Team will evaluate each proposal received for responsiveness to the proposal specifications and responses to functional requirements. In order for a proposal to qualify for further consideration under Phase Two, the proposal must satisfy all of the following:

a. Adhere to the required proposal format.
b. Substantially meet the functional requirements.
c. The proposed financial system must meet all California and federal reporting requirements for schools.
d. The proposed HR/Payroll system must meet all CalPERS and CalSTRS reporting and monitoring requirements. The proposed HR/Payroll system must meet the California requirements for registration, reporting and validation of credentials for schools.
e. The vendor's proposed software must support an account code of at least 30 characters compliant with California SACS (Standard Account Code Structure).
f. References by similar users.

Phase 2 – Cost Comparison

The Team will determine the cost of each proposal, based upon the following:
a. Hardware Costs
b. Software Costs
c. Customization
d. Installation Services
e. Integration, Implementation, Training, Conversion
f. Software Licensing
g. Maintenance and Support Costs

The proposals which the Team determines will best suit the needs over a ten (10) year period will then be evaluated in Phase 3.

Phase 3 — Detail Proposal Assessment, Software Demonstrations, and Vendor Interviews

The Evaluation Team will evaluate the chosen proposals (as determined in Phase 2) using the following criteria.

Overall Quality of Product
- Match with functional requirements
- References by current similar users
- Evaluation of system compatibility and technical architecture

Performance and Reliability
- Experience with similar implementations
- Support and maintenance plan
- Staffing requirements
- Data conversion plan
- Implementation & training plan
- Disaster Recovery Plan

The selected vendors will then be invited to demonstrate their proposed software products and evaluated according to the following criteria:
- Software demonstrations
- Findings from site visits
- Analysis of features available vs missing in the proposed software
- Pricing and timeline for custom features / functions
- Performance metrics (i.e. system uptime, screen and data load time, policies for system outages, etc.)

Phase 4 — Final Contract Negotiations
- Responsiveness to Contract Terms and Conditions
- Completion of the Statement of Work