



**an equal opportunity  
employer**

Ladies and Gentlemen:

**The Board of Public Education**  
208 Bull Street, Savannah, Georgia, 31401 912-201-5600

The Savannah-Chatham County Public Schools take this opportunity to announce that we are requesting proposals for **Application Management System (AMS)**. All proposals should be delivered to the Savannah-Chatham County Public Schools Purchasing Department, 208 Bull Street, Room 213, Savannah, Georgia, 31401. Proposals will be accepted prior to **02:00:00 PM, October 8, 2013** at which time they will be publicly opened and a list of offerors registered. If you are unable to submit a bid response at this time, and wish to remain on our list of potential suppliers, complete and return the Certification and Local and/or Minority/Women Business Enterprise Development (LMWBE) Information document found in this packet marked "No Response". All proposals will be evaluated as described in the attached document. Time is of the essence and any proposal received after the announced time and date for submittal whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time stamp in the Purchasing Department. Offerors are responsible for ensuring that their proposals are stamped by Purchasing Department personnel before the deadline indicated. **Late proposals received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list. Late proposals will not be considered.**

Enclosed is a proposal packet, which outlines the items being solicited and instructions which describe the submission of the proposal.

All proposals must be submitted in duplicate in the enclosed special envelope. If proposal materials require additional envelopes, then all mailing articles must be combined together with the special envelope on top. If you wish to receive a copy of the proposal register, enclose a self-addressed stamped envelope and a copy of the register will be returned to you.

Please include in the proposal package a copy of the current business license if the prospective vendor is located within the City of Savannah of the County of Chatham.

If you have any questions concerning this proposal, please submit them in writing to **Ronald Roper** at the address above or fax them to 912-201-7648. Your interest and participation in submitting a proposal will be appreciated.

Sincerely,

Sabrina Scales  
Purchasing Director

## REQUEST FOR PROPOSAL #14-23

The Board of Public Education for the City of Savannah and the County of Chatham (hereinafter referred to as "the Board") is soliciting sealed proposals for **Application Management System (AMS)** as specified in this Request for Proposal (RFP). The successful bidder(s) (hereinafter referred to as "the offeror") shall meet the terms and conditions set forth in this document and all attachments.

### I. Standard Terms and Conditions of Proposal

#### A. Definition

Competitive sealed proposals are being solicited in response to this RFP. The competitive sealed proposal process differs from competitive sealed bidding in two important ways:

1. It permits discussions with competing offerors and changes in their proposal including price; and
2. It allows comparative judgmental evaluations to be made on various criteria ( in addition to cost) for award of the contract.

#### B. Pricing

No charge will be allowed for those federal, state or local sales and excise taxes where the Board is exempt by state and Federal law. A tax exemption certificate will be furnished by the Board to the successful offeror upon request.

The Board will factor any rebates offered for total dollar volume or quantities ordered over the performance period of this contract in the award of this proposal.

In the event the offeror wishes to provide additional services above and beyond the stated requirements of this proposal at "no cost" to the Board, these services should be identified and included in the proposal response.

#### C. Shipping, Delivery, Terms of Payment & Invoicing

All orders shall be shipped F.O.B. Destination to the designated site after receipt of the purchase order. Since the successful offeror(s) will be responsible for all freight expenses, the selection of carrier shall be determined by the offeror.

The successful offeror agrees to reference the following on all shipping documents and invoices:

- 1.) Purchase Order Number
- 2.) Serial Number (as applicable)
- 3.) Part Number/Description/Nomenclature
- 4.) Quantity Ordered
- 5.) Quantity Shipped
- 6.) Site Destination

Failure to ship order in its entirety will prevent payment of your invoices. **Per Board policy, backorders will not be accepted.** Accordingly, successful offeror(s) should not invoice until one shipment has been made for all items on order.

Offerors shall guarantee delivery of supplies and services in accordance with such delivery schedule as may be provided in the specifications.

The Board's Purchasing Director reserves the right to charge the vendor for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Board's Purchasing Director and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

All invoices should be mailed to:

Savannah-Chatham Co. Board of Public Education  
Attn.: ACCOUNTS PAYABLE  
208 Bull Street, Room 119  
Savannah, GA 31401

Terms of payment will be 2% 10th Net 40 Days.

#### ***D. General Specifications/Scope of Work***

**Specifications/Scope of Work** for **items/services** to be purchased are detailed in the attached Specifications Sheet "Attachment A" following Section III.

When reference is made in the specifications to manufacturer or brand name, such references are made solely to designate minimum acceptable levels of quality and do not indicate a preference.

In the event an offeror is proposing another manufacturer and/or model number other than stated in the specification, the offeror must provide complete technical information, specifications, manufacturer's name, model number and a complete list of deviations from stated specifications. The burden of proof for documenting equality rests with the offeror. All determinations of the acceptability of an equal or alternate material or equipment shall rest with the Board staff and their decision shall be final.

Proposals on equipment must be on standard, new equipment of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified.

All regularly manufactured stock electrical items must bear the label of the Underwriters Laboratories, Inc.

Any obvious error or omission in specifications shall not inure to the benefit of the offeror but shall put the offeror on notice to inquire of or identify the same from the Board.

#### ***E. Discontinuation of Equipment***

In the event items requested are discontinued by the manufacturer, offeror shall substitute an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.

#### ***F Submittal of Objections***

Objections from offerors to this Request for Proposal and/or these specifications should be brought to the attention of the Board, Director of Purchasing. The offeror should submit any objections in writing not less than (5) days prior to the opening of the proposal. The objections contemplated may pertain to form and/or substance of the RFP documents and specifications. Failure to object in accordance with this

procedure will constitute a waiver on the part of the offeror to protest this Request for Proposal.

#### ***G. RFP Interpretations/Addenda***

If any questions should arise pertaining to the RFP documents, the offeror may mail or fax a written request for interpretation to:

Savannah-Chatham Board of Public Education  
**Attn.: Ronald Roper**  
**Lead Buyer**  
208 Bull Street, Room 213  
Savannah, GA 31401  
Fax No.: (912)201-7648

Any interpretation of documents shall be made by addendum to the RFP. Copy of such addenda will be mailed or faxed to each offeror receiving a set of documents. All requests for interpretation must be submitted on or before the close of business, **02:00:00 PM on September 20, 2013**. The Board shall not be responsible for any other explanation of questions submitted after this date. The Board shall mail, fax, or contact offeror for pickup of any addenda prior to the **close of business on September 24, 2013**.

Any addenda issued during the time of the RFP shall be covered in submitted proposals, and in closing the contract shall become a part thereof.

#### ***H. Failure to Respond***

If a proposal is not to be submitted but the offeror wishes to remain on the Board's list of offerors, the offeror should complete and return the Certification LMWBE Information document found in this packet marked "No Response".

#### ***I. Receipt & Registration of Proposals***

Proposals and modifications shall be time-stamped upon receipt. Proposals shall not be opened publicly but shall be opened in the presence of two or more Purchasing officials. Proposals and modifications shall be shown only to Board personnel having a legitimate interest. Only after award of the contract shall proposals be open to public inspection.

#### ***J. Errors in Proposals***

Offerors or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the offeror's own risk. The offeror may withdraw a proposal prior to the proposal opening date and time by requesting to do so in writing.

#### ***K. Standards of Acceptance of Proposal for Contract Award***

The Board reserves the right to reject any and all proposals and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a proposal of any offeror as being unresponsive when such offeror cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

#### ***L. Compliance With Laws***

The offeror shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the offeror. Any such requirement specifically set forth in any contract document between the offeror and the Board shall be supplementary to this section and not in substitution thereof.

#### ***M. Indemnity Provisions***

Where offeror is required to enter or go onto property to provide services or gather information, the offeror shall be liable for any injury (including death), damage or loss occasioned by negligence of the offeror, his agent, or any person the offeror has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement. Board Policy DJE provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

#### ***N. Cancellation/Default of Contract***

In the event the successful offeror, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

#### ***O. Certification of Independent Price Determination***

By submission of this proposal, the offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this Request for Proposal:

1. The pricing structure in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
2. The pricing structure which has been quoted in this proposal has not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

#### ***P. Local and/or Minority/Women Business Enterprise (LMWBE)***

It is Board policy to improve opportunities for Local and/or Minority/Women Business Enterprise (LMWBE) to participate competitively in proposals for materials and supplies, and professional services.

All bidders must read and complete all documents included in Attachment "C" with all pertinent Exhibits.

**Q. “Responsive” Offeror Criteria**

- \* Availability of Products/ Services
- \* Warranties/Guarantees
- \* Ability to Meet Equipment Specifications/Proposal Conditions
- \* Documented Quality of Product and Manufacturer
- \* Service and Support Capability

**R. Qualification of Offeror**

A responsible offeror is defined as one who meets, or by the date of the proposal acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposal. The Board has the right to require any or all offerors to submit documentation of the ability to perform, provide, or carry out the service requested.

**S. Proposal Discussion with Individual Offerors**

Discussion may be held with offerors submitting proposals acceptable or potentially acceptable. The purpose of the discussions are:

1. Promote understanding of the Board’s requirements and the offeror's proposals; and
2. Facilitate arriving at a contract most advantageous to the Board taking into consideration price and other evaluation factors set forth in the RFP.

**T. Compliance with Specification/Terms and Conditions**

The Request for Proposal, Legal Advertisement, General Terms and Conditions, Proposal Submittal Instructions, Special Terms and Conditions, Specifications, Attachments, Vendor's Response, any addenda, and/or any other pertinent documents form a part of the offeror's proposal and by reference are made a part hereof.

**U. Award of Contract**

The contract, if awarded, will be awarded by means of a two- step process as described in Attachment “A” Specifications for .

Product quality, service issues and other factors stipulated above in Condition “O” must be met to the satisfaction of the Board for a proposal to be considered responsive. Moreover, the Board will award the contract to the next most qualified offeror if the selected offeror is unable to execute a contract and provide delivery within the time parameters specified in this RFP.

In the case of a tie of more than three offerors at the conclusion of the first step, the top three offerors will be determined by the following criteria:

1. Savannah-Chatham County LMWBE
2. Savannah-Chatham County Vendor
3. Metropolitan Statistical Area Vendor
4. Georgia Vendor

If proposals remained tied, then award will be made by means of a public coin flip performed by the buyer and witnessed by one other Board employee and all interested parties.

Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal.

At its option, the Board may take either of the following actions in order to form an agreement between the Board and the selected offeror:

1. Accept a proposal by issuing a written "Notice of Award" to the selected offeror, which incorporates the proposal documents by reference and accepts all or selected portions of the offeror's proposal. This "Notice of Award" will represent a contractual obligation, and will be executed by both the Board and the selected offeror.
2. Enter into negotiations in an effort to reach a mutually satisfactory agreement entitled "Memorandum of Agreement for **Application Management System (AMS)**", which represents a contractual obligation and will be executed by both the Board and the selected offeror. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

#### ***V. Vendor Performance***

The successful offeror(s) will be evaluated by the Board over the duration of the contract period. Performance will be documented. Poor performance may result in the vendor being disqualified on future proposals.

#### ***W. Signed Proposal Considered Offer***

The signed proposal shall be considered an offer on the part of the offeror, and shall be deemed accepted upon approval by the Board. In case of a default on the part of the offeror after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

#### ***X. Public Information***

It is the policy of the Board that at the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Board from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.

## **II. Proposal Submittal Instructions**

All proposals must be prepared in the standard format described below in order to facilitate comparison and evaluation. Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and therefore, be excluded from consideration. Any proposed deviation from the requested item must be noted and fully explained.

### ***A. Completion of Certification Form & LMWBE Program Information Form***

1. Complete the attached Certification Form. Include a contact person for this proposal with a phone number where that person may be reached. **Include this form as the first page of the submittal.**

The offeror is required to provide references, including phone number and contact person, of at least three firms for whom similar items or services have been supplied.

2. Complete the LMWBE Information Form with pertinent information for minority/women/majority designation.
3. Complete the "Where Did You Hear About This Proposal" section. This information is for statistical use only.
4. Complete all pertinent documents within Attachment "C".

### ***B. Completion of Proposal Submittal Form***

For each item listed on the Proposal Submittal Form, complete with the requested information.

### ***C. Proposal Preparation and Submittal***

All proposals shall be:

- \* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED. Facsimile, printed, copied or typewritten signatures are not acceptable.
- \* Submitted in the provided manila envelope, which is plainly marked with the proposal number and title, and date and time of proposal opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.
- \* Submitted on proposal forms as included in this RFP and in accordance with instructions stated above.
- \* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Proposal Opening date and time. Whether sent by mail or by means of personal delivery, the offeror assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the offeror.
- \* Proposals submitted by facsimile transmission will not be accepted.
- \* Considered an irrevocable offer for a period of sixty (60) days from the date of public proposal opening.

Offerors are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

Offerors shall provide **two (2) copy(s)** of submitted proposal proposals containing all pertinent documentation. The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal.

### **III. Special Terms and Conditions**

The offeror agrees that the Board shall have the right to place purchase orders referencing **14-23** for quantities of listed items as the Board may require. The projected requirements are subject to increase or decrease contingent upon the availability of state and federal grants and local funding. The Board will award this contract on an "all or nothing" basis or an item by item basis based on the best interest of the Board.



### ***A. Pricing***

The offerors shall provide a **unit price for each item** on this RFP which will remain valid throughout the stipulated performance period or until delivery is completed. Price shall include the items as specified. If so stated in the bid specifications, the Board may request an option to renew the contract at the bid prices for a specified time period.

**OR**

The bidder shall provide a **lump sum price totaling all items** on this RFP.

### ***B. Samples/Demonstrations***

The Board reserves the right to request samples after proposals are opened and before the award is made. Samples, when requested must be submitted in accordance with instructions. Samples must be furnished free of charge and if not destroyed during testing will, upon request be returned at the offeror's expense. A call tag must be furnished and all shipping costs shall be at the offeror's expense. Each individual sample must be labeled with the offeror's name and manufacturer's brand name and part/model number.

### ***C. Warranty***

The offeror shall guarantee the products to be free of defects of material and/or workmanship for a period of at least **one (1) year** from the date of delivery. Any additional warranty offered by the offeror should be so stipulated in the proposal documents. If, during the warranty period, such faults develop, the successful offeror agrees to replace the unit or part affected without cost to the Board.

**CERTIFICATION FORM BOARD OF PUBLIC EDUCATION  
FOR THE CITY OF SAVANNAH AND THE COUNTY OF CHATHAM**

**RFP #14-23**

The undersigned offeror certifies that he/she has carefully read the preceding list of instructions to offerors and all other data applicable hereto and made a part of this Request for Proposal; and further certifies that the proposal submitted is in accordance with all documents contained in this request for Proposal package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. By \_\_\_\_\_  
*Name (printed)*

\_\_\_\_\_  
*Title Signature*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*Address (Street, City, State, Zip)*

\_\_\_\_\_  
*Phone No. Fax No.*

\_\_\_\_\_  
*Federal Taxpayer I.D. No. e-Verify No.*

\_\_\_\_\_  
*Contact Person for This Bid Phone Number*

**REFERENCES OF AT LEAST THREE ORGANIZATIONS SUPPLIED WITH SIMILAR ITEMS:**

1. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Acknowledge Receipt of Addendum(s) # \_\_\_\_\_ # \_\_\_\_\_ # \_\_\_\_\_



**Local and/or Minority/Woman Business Enterprise Development Information**

It is the desire of the District to maximize participation of local and disadvantaged business enterprises at all levels in the procurement process. In order to accurately document participation, businesses submitting bids, proposals or Statements of Qualifications are required to report ownership status.

OFFEROR: \_\_\_\_\_ RFP #  
\_\_\_\_\_

Please check ownership status as applicable:

\_\_\_\_ Local \_\_\_\_ Woman

\_\_\_\_ African American \_\_\_\_ Hispanic

\_\_\_\_ Majority \_\_\_\_ Non-Local

\_\_\_\_\_  
Name, Title Authorized Signature Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 201\_\_\_\_

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

**HOW DID YOU HEAR ABOUT THIS RFP?**

(This information is for statistical use only.)

\_\_\_\_ City of Savannah, Department of Economic Development \_\_\_\_ The Herald Legal Ad

\_\_\_\_ Received Request for Qualifications by Mail \_\_\_\_ Savannah News Press Legal Ad

\_\_\_\_ The Savannah Tribune Legal Ad \_\_\_\_ Visiting the Purchasing Office

\_\_\_\_ Other  
\_\_\_\_\_

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Savannah-Chatham County Public School System has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Contractor Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on \_\_\_\_\_, 201\_  
in \_\_\_\_\_(city), and \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the Savannah-Chatham County Public School System ("SCCPSS") has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE  
SUBCONSULTANT/SUPPLIERS

**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ and \_\_\_\_\_ on behalf of (Savannah-Chatham County Public School Systems ("SCCPSS")) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

\_\_\_\_\_  
Name of Sub-subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE SUB-SUBCONSULTANT/SUPPLIERS**

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**DISCLOSURE OF RESPONSIBILITY STATEMENT**

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract of subcontract, or in the performance of such contract or subcontract.
2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affect the responsibility of the contractor. List any convictions or civil judgments under state or federal antitrust statutes.
3. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
4. List any prior suspensions or debarments by any government agency.
5. List any contracts not completed on time.
6. List any penalties imposed for time delays and/or quality of material and workmanship.
7. List any documented violations of federal or state labor laws, regulations, or standards, occupational safety and health rules.
8. List any pending civil actions against company for nonperformance of contract.

I, \_\_\_\_\_,  
Name of Individual Title & Authority

Of \_\_\_\_\_  
Company Name

declare under oath that the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by representing him/herself to be of the company named herein.

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## PROPOSER SUBMITTAL FORM

RFP #14-23

### APPLICATION MANAGEMENT SYSTEM

Offerors who submit a proposal in response to this Request for Proposal (RFP) may be required to give an oral presentation of their proposal and discuss in detail their approach and plan on providing required services which meets and satisfies the requirements detailed in this RFP. This is a fact finding and explanation session only and does not include any form of negotiations. The Purchasing Director will schedule the time and location of these presentations. Oral presentations are strictly an **option** of Savannah-Chatham County Public School System (SCCPSS) and may not be conducted.

#### SUBMITTAL REQUIREMENTS:

##### **All proposals shall be:**

- \* Submitted on 8 1/2" x 11" paper, and prepared simply and concisely.
- \* Typewritten or legibly printed in ink and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.** Facsimile, printed, copied or typewritten signatures are not acceptable.
- \* Submitted in a sealed envelope, which is plainly marked with the proposal number and title, and date and time of proposal opening. Elaborate artwork, expensive paper, bindings, visual, and other presentation aids are not required. If proposal materials require additional envelopes, then the proposal package must be combined together with the envelope on top.
- \* Thorough and detailed as possible so that the Board may properly evaluate the offeror's capability to provide the required services.
- \* Submitted on proposal forms as included in this Request For Proposal and in accordance with instructions stated above.
- \* Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Register of Offerors date and time. Whether sent by mail or by means of personal delivery, the proposer assumes the risk for having the proposal deposited on time and at the place specified on the first page of this RFP. Late proposals will be returned unopened to the proposer.
- \* Proposals submitted by facsimile transmission or e-mail will not be accepted.
- \* Considered an irrevocable offer for a period of one hundred and twenty days (120) days from the date of public proposal opening.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

In order to be considered for selection, proposer must submit complete a response to this RFP; one (1) unbound **original**, **seven (7)** copies of each proposal shall be submitted to the Board as indicated on the cover sheet. Proposers must also submit **one** reproducible CD-ROM of the



proposal. Its content must be constructed from commercial grade software such as Microsoft Word or Corel WordPerfect or similar products. No other distribution of the proposal shall be made by the offeror.

Ownership of all data, materials, and documentation originated and prepared for the board pursuant to the RFP shall belong exclusively to Board and be subject to public inspection. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure. The offeror may prior to or upon submission of the data or other materials to be protected and state the reasons why protection is necessary.

The Board assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the proposal. Proposers are required to submit the following items as a complete proposal:

The return of this **Request For Proposal** document, signed and filled out as required.

**1. EXECUTIVE SUMMARY:** This section shall provide a summary of the Offeror's cost proposal and the software to be provided. The offeror shall clearly specify its proposed Applicant Management System's ability to meet specifications as defined in the Request for Proposal to include product information:

- a. documented quality of product relative to similar products on the market
- b. product line performance history
- c. product functionality

The Offeror shall clearly specify its qualifications and ability to meet specifications as defined in the RFP.

**2. GENERAL:** Location of Offeror's headquarters; nearest office; applicable telephone, and facsimile numbers; email addresses, and any other pertinent information relative to the size and organizational structure of the company.

**3. PROJECT TEAM:** An organizational chart (block diagram) and written description of the proposed Project Team, with names and titles of the key individuals shown. Include supporting narrative to describe the qualifications, education and experience of the personnel to provide the support services to SCCPSS. A copy of the organization's business license or formal legal documentation with respect to conducting business in the state of Georgia must be submitted with your proposal. Clearly indicate personnel's qualifications, expertise and experience in implementing support services for the District's application management system solution. Letters of support and endorsements must be included.

**4. PROPOSED PROJECT/SUPPORT PLAN WITH TIMELINE AND DELIVERY:** Provide a written detailed project plan describing how the offeror intends to approach and execute the plan. The planned approach must clearly state methods to be used on providing support and services to the District. The successful offeror must demonstrate the capability to successfully maintain and support the requirements of the aforementioned as herein described.

**5. FINANCIAL DATA:** Pertinent data which demonstrates the Offeror's corporate capability to successfully perform. This shall include information about the financial stability of the firm; e.g. annual financial reports and statements, Dunn and Bradstreet and/or other credit bureau ratings.

**6. PROJECT UNDERSTANDING:** The Offeror shall provide a written narrative statement to demonstrate his or her thorough understanding of the scope of work to be provided and performed. This would include a project plan and change management plan.

**7. APPROACH/METHODOLOGY:** The Offeror shall provide a written narrative describing the approach/methodology to providing services. Specifically describe your approach to ensuring the application management system's software is correctly configured and all necessary diagnostic testing is fully completed and documented.

**8. EXPERIENCE/REFERENCES:** Describe the Offeror's prior related experience of providing a application management system for school divisions of similar size and scope, governmental agency, or institution(s) of higher learning. Responses **must** include the names, addresses, telephone and facsimile numbers, and email addresses of contact persons, telephone number of schools supplied, size and scope (magnitude and complexity) of that served, dollar value of contract, date of award, and period of performance. Offerors **must** provide a minimum of **three** (3) references with a company's name, contact person, telephone and fax number.

**9. SUPPORT VERIFICATION:** The Offeror shall submit a detailed description of their pre-sales and post-sales telephone and on-site support capabilities. Offeror's shall provide sufficient detailed information to assess their ability to work with the Board's personnel for pre-sales consultation and post-sales support. The information needs to include phone support, available on-site support, including hours available and turn-around time for response follow-up.

**10. TENTATIVE TIME/FRAME/SCHEDULE OF EVENTS:**  
**RFP solicitation release/issue date - September 10, 2013**

**Deadline for written questions - September 20, 2013 by 2:00 p.m.**

**Responses to written questions issued by addendum - September 24, 2013**

**Closing date for receipt of Request for Proposals – October 8, 2013 at 2:00 p.m.**

**Evaluation Review Panel October 10th-14th, 2013**

**Oral presentations and system demonstration - October 21st – 25th, 2013**

**Final award recommendation from Evaluation Committee – November 1, 2013**

**Contract awarded pending Formal Board Approval - December 3, 2013**

This schedule is intended as a guideline for the timing of various events in this effort. Management requirements and other factors may cause certain dates to vary from original intentions. In no event, however, shall the deadline for proposal submittal be changed.

**11. COST PROPOSAL:** Cost proposals shall be submitted on the enclosed Proposal Cost Submittal Form in a separate sealed envelope clearly marked "Cost Proposal". The offeror shall clearly outline the cost proposed for the application management system software and support services. All costs and conditions outlined in the offerors proposal shall remain fixed and valid for the acceptance period of one hundred and twenty (120) days starting on the due date for proposals.

Offerors must clearly outline any items with additional cost. The additional cost must be submitted along with this proposal. If additional costs are not submitted, then the District will assume cost provided includes all cost for the requested application management system and support services.

All costs associated with Offeror's response to this RFP shall be borne by the Offeror. The Savannah-Chatham County Public School System (SCCPSS) will not be liable for any costs incurred by the Offeror in responding to this RFP.

**PROPOSER COST SUBMITTAL FORM**

**RFP 14-23 Application Management System (AMS)**

**Total cost including all labor for Licensing Cost, Additional Module Cost, Implementation Project Cost & Training Etc.**

**Please submit your cost proposal on this form in a separate sealed envelope.**

- 1. Licensing Cost \$ \_\_\_\_\_
- 2. Additional Module Cost \$ \_\_\_\_\_
- 3. Implementation Cost \$ \_\_\_\_\_
- 4. Training Cost \$ \_\_\_\_\_
- 5. Additional Maintenance Year 1 \$ \_\_\_\_\_
- 6. Additional Maintenance Year 2 \$ \_\_\_\_\_
- 7. Additional Maintenance Year 3 \$ \_\_\_\_\_
- 8. Additional Maintenance Year 4 \$ \_\_\_\_\_
- 9. Additional Maintenance Year 5 \$ \_\_\_\_\_
- 10. Other Services: Please Specify \$ \_\_\_\_\_  
\_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

**12. EVALUATION METHOD CRITERIA:** This RFP is not meant to favor any Offeror. Instead, it is intended solely to meet the needs and requirements of SCCPSS. The District will evaluate each proposal based on its technical merit and cost. SCCPSS will also consider the Offeror’s ability to provide the required services in the allotted time, any previous work done for SCCPSS, and references of similar projects.

The Board will evaluate proposals and will select the offeror(s) which meets the requirements within this Request for Proposal and the best interests of the Board. The Board shall be the sole judge of its own best interests, the proposals, and the resulting agreement. The Evaluation Committee will make a recommendation as to which proposal best meets the needs of the SCCPSS and which best satisfies the requirements as detailed in this document. While cost is an important consideration, it will not be the sole determining factor in the selection of a solution. Quality, warranty and support are other very important considerations that will contribute to the selection of the solution.

The Board may at its discretion and at no cost to the Savannah-Chatham County Public School System, invite offeror's to appear for questioning during the evaluation period of the Request for Proposal. Each proposal will be evaluated based on criteria and priorities defined by Savannah-Chatham Public School System.

Each member of the Review Committee shall assign up to the maximum number of points for each evaluation item to each of the proposing Offeror’s proposals. All assignments of points shall be at the sole discretion of the individual members of the Evaluation Committee. The categories will be evaluated independently of one another. The Board's decision's will be final. The Board's evaluation criterion may include but shall not be limited to consideration of the following:

<b>Cost of Service</b>	25
<b>System Features</b>	20
<b>Software Reports/Workflow capabilities/Security</b>	20
<b>Meets technology requirements</b>	15
<b>Implementation process/Training</b>	10
<b>Vendor Information/References</b>	5
<b>Management, Maintenance and Support Services</b>	5
<b>Total Points Allowed</b>	100

\*After all evaluations are complete, the evaluation panel shall be responsible for recommending an award based on the established criteria. The award recommendation shall be based upon the established evaluation criteria and overall needs of the district.

### **13. CONFIDENTIALITY AND OWNERSHIP:**

All data, school information and data from field tests shall be strictly confidential and shall be the property of the SCCPSS. Any data or tasks/items developed by or for the SCCPSS shall also be strictly confidential and considered the property of SCCPSS unless otherwise agreed to in a written agreement. The Offeror will maintain ownership of the items that been previously developed by and are copyright of the Offeror.

The Offeror may not communicate or transfer said data, school information, and data from field tests in whole or in part, to any third party without the express written consent of the SCCPSS or its designee. In the event said written consent shall be granted by the SCCPSS or a designee, the Offeror shall comply with all requirements of law respecting confidentiality of student records.

### **14. CONFIDENTIALITY OF DOCUMENTS:**

All documents submitted as part of the Offeror's proposal will be deemed confidential during the evaluation process. Offeror proposals will not be available for review by anyone other than the SCCPSS Proposal Evaluation Team or its designated agents. There shall be no disclosure of any Offeror's information to a competing Offeror prior to award of the contract. The Savannah-Chatham County Public School System is a public agency as defined by state law, and as such, it is subject to the Georgia Open Records Act section 50-18-70. Under the law, all the SCCPSS' records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Offeror(s) are advised that once a proposal is received by the SCCPSS and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Offeror(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a Offeror feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Offeror(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number. The envelope must contain a letter from the Offeror's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record", and briefly stating the reasons that each document meets the said definitions.

### **15. DISCREPANCIES AND OMISSIONS:**

Offeror is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP and all addenda. Failure to do so will be at the sole risk of Offeror. Should Offeror find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, Offeror shall notify the SCCPSS's Designated Contact, in writing, of such findings at least ten (10) calendar days before the proposal opening. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective proposal and exposure of Offeror's proposal upon which award could not be made. All unresolved issues should be addressed in the proposal.

**16. SCCPSS's RIGHT TO REJECT PROPOSALS:**

The SCCPSS reserves the right to accept or reject any or all proposals or any part of any proposal, to waive defects, technicalities or any specifications (whether they be in the SCCPSS's specifications or Offeror's response), to sit and act as sole judge of the merit and qualifications of each product offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the SCCPSS may deem necessary in the best interest of the SCCPSS.

**17. SCCPSS's RIGHT TO CANCEL SOLICITATION:**

The SCCPSS reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The SCCPSS makes no commitments expressed or implied, that this process will result in a business transaction with any Offeror. This RFP does not constitute an offer by the SCCPSS. Offeror's participation in this process may result in the SCCPSS selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the SCCPSS to execute a contract nor to continue negotiations. The SCCPSS may terminate negotiations at any time and for any reason, or for no reason.

**18. CHANGE OR WITHDRAWAL OF PROPOSAL:**

**PRIOR TO PROPOSAL OPENING.** Should the offeror or individual withdraw its proposal, they shall do so in writing. This communication is to be received by the Director of Purchasing, 208 Bull Street, Room 213, prior to October 8, 2013. The offerors' name and the proposal number should appear on the envelope.

**AFTER PROPOSAL OPENING:** October 8, 2013 proposals may not be changed; and they may not be withdrawn for one hundred twenty (120) days from that date.

Savannah-Chatham County Public School System  
 Applicant Management System RFP # 14-23  
 Functional Specifications



**Vendor Responses**

**SUP** - Supported as delivered      **INTP** - Supported through an Integrated partner solution      **ADDP** - Supported through add-on products offered by partners  
**3RDP** - Supported via a third party solution      **MOD** - Supported via modifications (configurations, reports, etc)      **CSTM** - Supported via customization  
**FUTR** - Will be supported in a future release      **NSNA** - Not Supported/Not Available

Hierarchy	Criterion	Vendor Response	Vendor Comment
	<b>Applicant</b>		
1	<b>Confirmation</b> How many different ways can an applicant be notified their application was received? Explain. I.E. email, text or automatic phone call. How many different methods can the applicant check the status of their application? Explain. I.E. Computer, Smart Phone or Text.		
2	<b>Application</b> a) Is there a help screen available to the applicant? b) Can the applicant change their application once submitted? c) Can an applicant create a profile account without applying for a job?		
3	<b>Job Searches</b> a) Describe the various ways searches can be done by an applicant? b) Can the applicant search and review jobs without having an account in your system?		
4	<b>New Opening Notifications</b> a) Can an applicant set up a 'job agent' within your system in order to receive email notification when positions of interest become available; if so, how many ways can notification be provided?		
5	<b>Applicant status tracking</b> Does your system allow for the applicant to see the current status of their application through the process? Can the applicant receive alerts? Explain.		
6	<b>Multiple Jobs</b> Can an applicant create multiple profiles under one account?		
7	<b>Social Networking</b> Does your system allow a person to communicate job posting to others, if so explain.		
8	<b>Attachments</b> a) Can applicants attach files to their profile? b) Can applicants attach web links to thier profile?		
	<b>Human Resources</b>		



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Hierarchy	Criterion	Vendor Response	Vendor Comment
9	<b>Application Fields</b> a) List all fields provided and available for an applicant. b) Can custom fields be created? c) Can certain data fields be designated as required on the application?		
10	<b>Searches</b> a) Can HR search existing applicant database for potential candidates using keywords? Explain.		
11	<b>Background Checks</b> Does your system provide support for applicant background checks? If so, please explain?		
12	<b>Employee Referral</b> Can your system manage employee referral, to include support for online forms, tracking, reporting and storing? Explain.		
13	<b>Employee Pre-Screening</b> Can the system be configured to automatically pre-screen applicants? Explain.		
14	<b>Multi-Level Approvals</b> HR must pre-approve applicants before being released to supervisors for review. Explain how this can be done with your system.		
15	<b>Paper Application</b> Please explain how paper based applications can be handled within your system.		
16	<b>Job Description Management</b> a) How are Job descriptions maintained in the system? b) Existing job descriptions are in PDF and word files. Propose a solution to move them over to your system.		
17	<b>Job Posting</b> b) Describe any unique features you provide.		



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Hierarchy	Criterion	Vendor Response	Vendor Comment
18	<b>Job Posting</b> Vacancies are sometime posted for internal employees first before making them public. Can this be handled by your system? Explain.		
19	<b>Job Posting</b> a) Each job description has a unique identifier number that is used in our financial system. Can this number be used within your system for job tracking and reporting?		
20	<b>Job Postings - Time Limit and Expiration</b> a) Can the system automatically remove the posting at the expiration date? b) Can the system alert the HR staff if a posting is about to expire? c) When the position is filled does it require a separate action required to remove the posting or is it automatic? d) When a job is 'filled' is it automatically removed from the job posting(s)?		
21	<b>Multi-Jobs</b> Does your system handle posting a position with multiple vacancies?		
22	<b>Canned Letters - Templates &amp; customized letters</b> a) Are canned letters provided? If so provide a list of letter templates provided? Can custom letters be created? b) Can a letter be amended for a specific applicant? c) Can offer letters be printed, emailed or texted?		
	<b>Interviewing Process</b>		
23	<b>Applicant Panel Scoring</b> a) Can the interview process be handled completely online for comments and scoring? b) Can the panel enter comments directly into the system? c) Are text note fields available to just recruiters and/or HR staff? d) Can fields be blocked from panel view? I.E. Gender, race, birthplace? e) Does your system provide evaluation rubric? If so please explain. f) Can a new evaluation rubric be created online? g) What types of ratings scale are provided by your system?		
24	<b>Multi-level interviews</b> a) Does your system support multi-level interviews? b) Does your system have the ability to track different types of interviews, such as phone, one-on-one, group panels, manager's interview etc.? If yes, please explain.		



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Hierarchy	Criterion	Vendor Response	Vendor Comment
25	<b>Screening Questions</b> a) Does the system provide canned questions to select from? b) Does the system allow questions to be entered into the database? c) Can question be associated with specific job levels? d) Are any pre-test included or can be integrated? Please explain?		
26	<b>Offer - Rejection Reasons</b> Does your system support the selection of one or multiple rejection reasons?		
27	<b>Pre Orientation</b> What functionality or tools does your system offer in the way of on-boarding? I.e. the capability to complete the I-9 online and print a New employee checklist. Please describe.		
	<b>Data Quality</b>		
28	<b>Data Quality - Mandatory Fields</b> Do your system support mandatory fields? Please explain.		
29	<b>Data Quality Application</b> What checks and balances are in place to prevent a candidate from creating duplicate applicant profiles?		
	<b>System Audits</b>		
30	<b>OFCCP</b> a) Are applications complying with OFCCP regulations? All qualified applicants must be provided the opportunity to self-identify their race/ethnicity and gender. b) Also you must outline and document the screening process for each step of your selection process, for all applicants, using disposition codes. c) Describe the in-house expertise or resources you have to keep abreast of regulatory and compliance requirements, such as OFCCP and EEO. d) Are these resources available to assist customers?		
31	<b>Offer Details</b> Does your system timestamp actions taken by applicant and hiring staff?		
32	<b>EEO Voluntary Form</b> a) Can applicants submit their EEO data? b) Can the system be configured so the candidate can decline before they continue with their submission?		



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Hierarchy	Criterion	Vendor Response	Vendor Comment
33	<b>Historical tracking and reporting</b> Can your system track details of the offer stages, such as offer extended, offer accepted, and/or offer rejected? Please explain.		
	<b>Reports Development</b>		
34	Describe the reporting capability features provided to: Applicants HR Staff Administration/Supervisor Technical Staff		
35	<b>Data Export</b> a) Does your system support file exporting? b) Describe the export capability and format supported.		
36	<b>Ad Hoc Report Writer - Field</b> a) Does your system support AD Hoc reports? b) Can the Ad Hoc report writer report on all fields in the database including user-defined fields? c) Describe the capabilities of your report writer.		
37	<b>Report Development</b> a) Can Ad Hoc or on-demand reports be developed by HR staff or is reporting language knowledge required? b) Is training included in the cost estimate for report development?		
38	<b>Time Frame Reporting</b> Does your system have the capability to provide date range reporting on all data? If not, which data is not included?		
39	<b>Standard Reporting</b> Please provide a listing of all built-in reports in the system.		
40	Does your system include a query tool with access to all data tables and fields		
	<b>Workflows</b>		
41	a) Does your system support workflows? b) Describe your workflow process.		
42	<b>Requisition - Approval</b> a) How does the approval process work within your system to include placing on hold and proving proxy approvals?		
43	<b>Approvals</b> Can approvals be handled via emails, text or other methods?		

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Hierarchy	Criterion	Vendor Response	Vendor Comment
	<b>Communication</b>		
44	<b>Requisition Approval - Reminder</b> a) Does your system send a "reminder" email if the requisition has not been approved/disapproved within "x" days? b) Are triggers for email reminders supported by your system?		
45	<b>Requisition Approval - Update</b> a) How does the system send an update notification to the hiring manager/recruiter once the requisition has received all approvals?		
46	<b>Requisitions - Creation - Pre-populated fields</b> Does your system have the ability to pre-populate fields based upon other field selections? For example, selection of job code pre-populates job title, salary range and job summary.		
	<b>Rules</b>		
47	a) Our policy requires that an applicant not be considered for a full year if they have been offered a position but failed the drug test, background check or has falsified data. Explain how this can be handled within your system. b) List other rules available for us to use.		



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Hierarchy	Criterion	Vendor Response	Vendor Comment
	<b>Technology</b>		
1	System runs in a web based environment. List versions supported and any snap-ins required. List any client software required for applicant or for management.		
2	System supports port 80 and port 443 for secured connection (SSL). List any additional ports required.		
3	a) Are all user and administrator functions accessible through a Web browser? b) List all browsers supported? c) List all devices supported?		
4	Application runs on a MS Windows server platform. List versions supported.		
5	Application runs on MS SQL? List other Databases supported.		
6	Describe your solution's method for archiving, restoring and backup strategies.		
7	Database and application software is installed and tested by the vendor.		
	<b>Connectivity</b>		
8	a) Application includes a client import and export utility. List all exporting capabilities. b) Are flat file extracts preconfigured at no cost?		
9	Support ODBC Connectivity, List 3rd party reporting tools supported?		
	<b>Customization</b>		
10	User Defined Fields: a. Can you create user-defined fields to the system? b. Can user-defined fields contain calculations? c. Can these fields be accessed via report writer? d. Can user-defined fields be access in normal viewing of the front-end application? e. Does the system have audit trails for user defined fields?		
11	Forms menus can be added or modified?		



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Hierarchy	Criterion	Vendor Response	Vendor Comment
12	Page manipulation - Can fields be hidden as needed?		
13	System allows for SCCPSS graphics/banner and changes to match SCCPSS branding		
14	Application support virtualization/VMWARE high availability clustering (explain).		
15	User can move from screen to screen and from function to function without returning to the main menus.		
16	Is software application SIF certified?		
17	List any known software or hardware incompatibilities or conflicts for example Java version.		
18	On-line help screens are accessible from any screen and are specific to the screen.		
<b>Security</b>			
19	a) User access inactivity timeout is available and customizable. b) Account lockout after multiple attempts is provided. c) Security audit trails are provided. d) Password reset capability provided to applicant?		
20	Is group security defined at the screen or data element within screen level?		
21	System supports LDAP (Microsoft Active Directory ID and password accounts).		
22	How do you add, change or delete approvers in your system?		
23	Security is assigned by position or is it role based?		
<b>3rd Party Interfaces</b>			
24	Describe capability to interface/share data with AMS Advantage HR		



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Hierarchy	Criterion	Vendor Response	Vendor Comment
25	Describe capability to Interface/share data with SharePoint Services		
26	Describe any custom interfaces that can provided.		
	<b>Training</b>		
27	Vendor can provide additional training beyond scope of contract.		



Savannah-Chatham County Public School System  
 Applicant Management System RFP # 14-23



**Vendor Profile**

Hierarchy	Criterion	Vendor Response
	<b>Vendor General Information</b>	
1	Vendor Name & Corporate Address	
2	State of Incorporation	
3	Product /Application name and version	
4	Local Sales Office Address	
5	Sales Associate Name, Address, Phone and email	
6	Years in Business - Overall	
7	Does your company have a parent company? If so, what is it and how long has this relationship existed?	
8	Number of Employees. Are you currently expanding or decreasing your workforce?	
9	Number of Employees in this Product Development	
10	Number of Employees in this Product Support	
11	Number of Employees in this Product Implementation	
12	Number of Employees in this Product Training	
13	Location and hours of Support Office(s)	
14	Has your company been involved in any acquisitions or mergers in the last three (3) years?	
15	Is your company for sale or currently involved in any transactions to expand or become acquired?	
16	Has anyone brought legal action against you in the last three (3) years? If so, what is the status or was the outcome?	
17	Recent Certifications or Awards	
18	Are you profitable? If not currently profitable, when do you project becoming profitable?	
19	Individual(s) who have the authority to negotiate and approve any final contract or agreement on behalf of your company.	
20	Industries/Business Lines Supported	
21	Total number of customers. Number breakdown of customers by industry and employee size.	
22	Number of fully implemented systems?	
23	Number of your customers in K-12 education that are currently using the product(s) that you are proposing to our company	



**Vendor Profile**

Hierarchy	Criterion	Vendor Response
24	How many new customers have acquired the proposed system? This year? Last year?	
25	The number of customers that have ceased using your software in the past three years. Why do these former customers no longer use the software?	
26	Experience with organizations with our number of employees, system users, student population, etc.	
27	When was the software first developed?	
28	When was the last major release or upgrade?	
29	When is the next major software upgrade planned?	
30	Briefly, what will be new?	
31	a. Briefly describe your release process. b. How frequently do customers receive major and minor releases? c. Is there a cost associated with releases or upgrades?	
32	If a new release requires the client to incur significant integration costs or significant costs in replacing hardware or software, how long do you support previous release versions?	
33	Are there any plans to update the system's architecture? Do you expect or require the client to upgrade to the newer system software and/or hardware? If so, what would be the transition plan?	
34	Describe the software license price is calculated?	
35	What are your deployment options - Example: local host or SAAS/ASP	
36	What is your software warranty period and what is covered?	
37	Define all Service Level Agreements (SLAs) included in the maintenance contract.	
38	Will your company guarantee in the contract that the software will comply with all published current and future federal and state regulations? Describe any non-compliance issues.	
39	Provide sample copies of maintenance and support agreements/contracts.	



**Vendor Profile**

Hierarchy	Criterion	Vendor Response
40	What is the overall vision of the functional capabilities of product for the next 5 years?	
41	Describe your vision for technology and system architecture over the next 5 years. How does this support the functional product vision?	
42	a. Describe how your product's architecture will scale to support growth. b. How large can the database become before response-time or system degradation is realized? c. How many users can be simultaneously accessing the system before impacting system performance? d. How often do you benchmark this information?	
43	If you maintain a support website, describe its functions and contents and provide the domain name.	
44	What level of support do you offer for third party tools required or recommended for use with your software.	
45	Describe your process to prioritize bugs and deliver fixes to customers. How frequently do customers receive urgent bug fixes or patches?	
46	Implementation - Methodology a) Briefly describe your implementation methodology. b) Define the implementation resources and roles required, both from your organization and ours. c) Provide a sample implementation plan.	
47	Implementation - Time to Benefit a) On average, what is the time required to bring a system live, based on the requirements and size of our organization? b) Have you done phased implementations?	
48	For Integrated and User Acceptance Testing, do you provide templates for Test Scripts?	
49	Provide a description of your training program. Provide sample training agendas and training manuals.	
50	What is the typical number and type of client staff resources needed to maintain the system after implementation?	
51	Provide a description and samples of reference and technical documentation provided with the application.	

Savannah-Chatham County Public School System  
Applicant Management System RFP # 14-23



**Vendor Profile**

Hierarchy	Criterion	Vendor Response
52	Value-added features - Detail any non-chargeable items provided by the vendor to further enhance the application.	

**PROPOSER COST SUBMITTAL FORM**

**RFP 14-23 Application Management System (AMS)**

**Total cost including all labor for Licensing Cost, Additional Module Cost, Implementation Project Cost & Training Etc.**

**Please submit your cost proposal on this form in a separate sealed envelope.**

- 1. Licensing Cost \$ \_\_\_\_\_
- 2. Additional Module Cost \$ \_\_\_\_\_
- 3. Implementation Cost \$ \_\_\_\_\_
- 4. Training Cost \$ \_\_\_\_\_
- 5. Additional Maintenance Year 1 \$ \_\_\_\_\_
- 6. Additional Maintenance Year 2 \$ \_\_\_\_\_
- 7. Additional Maintenance Year 3 \$ \_\_\_\_\_
- 8. Additional Maintenance Year 4 \$ \_\_\_\_\_
- 9. Additional Maintenance Year 5 \$ \_\_\_\_\_
- 10. Other Services: Please Specify \$ \_\_\_\_\_  
\_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

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## ATTACHMENT "A"

### SPECIFICATIONS

RFP #14-23

#### Application Management System (AMS)

All bid postings on this web site are not intended to be official. This information is provided as a public service. Any information presented here is subject to revisions at any time and is reproduced from official documents of the Purchasing Department. In case of errors and/or omissions you are advised to contact the Purchasing Department for the current status of any bid posting. All bids and RFP's submitted to the Purchasing Department must be clearly marked with the Bid/Proposal name and number on the outside of the document.

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**GENERAL INTENT:** The purpose of this solicitation is to request formal proposals from interested firms, herein after referred to as "Offeror", qualified to provide an Application Management System for the Savannah-Chatham County Public School System, herein after referred to as "SCCPSS" or "District". The proposed system shall be a fully operational, web-enabled paperless solution that integrates job descriptions, requisitions, advertising, applications, interviews and the selection process. The Offeror shall provide a turn-key solution to include, customization, installation, training, user documentation, integration, system updates, and maintenance services. Any deviations from these specifications must be clearly noted in proposal submittal by offeror. Adequate information to allow the Board to evaluate those exceptions must also be provided in the proposal. Offerors, if proposing solutions other than specified, are to clearly describe the nature of those solutions. The RFP allows for flexibility in specifications.

**SPECIFICATIONS/SCOPE OF SERVICES:** The SCCPSS is looking for a complete integrated application tracking solution, including software, configuration and installation, integration, testing implementation, training and on-going software maintenance and technical support. The Application Management System provided by the successful Offeror will at a minimum improve operations by allowing for:

- a.) Seamless integration of the on-boarding process from requisition to advertising to selection.
- b.) Ease of operation and integration with current and future HR/Payroll system.
- c.) Requisitions, applications, job descriptions, interview and documentation will be housed in a single repository.

The Application Management System provided shall be a fully operational turn-key commercial "off the shelf" system solution. SCCPSS requires a system that is user friendly and intuitive. The system should allow job openings to be easily posted and managed. The system should provide search and report capabilities to hiring manager and HR staff. SCCPSS requires a system that works for both external and internal hires. All data transmitted in the system, by applicants, employees, hiring managers, and/or HR staff must be secure. Offeror will be responsible for providing customization, installation, training, user documentation, conversion services, on-going system upgrades, customer services and technical support services.

The Application Management System provided by the successful Offeror must meet the functional, technical, implementation, and support service requirements listed on the attached excel files:

**AMS Functional**

**AMS Technical**

**AMS Vendor Qualifications**

**BACKGROUND INFORMATION:** The Savannah-Chatham County Public School System (SCCPSS) enrolls approximately 36,000 students in grades kindergarten through twelve. The medium sized school district is currently comprised of twenty five (25) elementary schools, seven (7) K-8 schools, nine (9) middle schools, ten (10) high schools, and six (6) alternative educational facilities. The Board currently employs more than 4,855 staff members which are assigned to sixty-three (63) work sites. Approximately 4,409 are professional administrators or teachers and the remaining number represents support service paraprofessionals, substitute teachers, secretaries, clerks, various administrative and "other" seasonal and temporary positions.

The Human Resources Department lists approximately 1,000 new employment advertisements, for an average of 150 positions a year and receives approximately 16,000 applications in response to those recruitment ads. Applications and resumes are received via regular mail, fax, email, on-line submittals, and from walk-ins. Employment applications from qualified applicants are accessible through our current system, photocopied, scanned or emailed to the hiring director for review and to make interview arrangements. The hiring director, upon reaching a decision, completes a selection form in Word then signs the document and routes a hard copy of the selection form to the Human Resources Department. They also complete a Personnel Action in Sharepoint. After HR completes the initial review of the application, a selection panel is determined to complete the interview process.

The Boards current employment application management system is NovusHR, a web-based solution. The requisitioning and selection processes are paper-based and consists of pdf files, Word Documents or Sharepoint workflow. The current Human Resources payroll Management system does not allow for direct interface of the systems. Job descriptions are housed in both Word and pdf files.

A summary of technical specifications are listed below:

- PC Operating System- Microsoft XP, Windows 7 and Windows 8
- Browser- Internet Explorer (latest Internet browser)
- Server Operating System- Microsoft Windows 2008 R2
- Email System- Microsoft Exchange
- Database preference- Microsoft SQL 2012
- HR/Payroll System- AHRS release 2.X from CGI-AMS
- Employment Applications/Recruiting System- NovusHR by Novus Solutions

Successful Offeror will be required to work directly with the Data and Accountability Department and Human Resources Staff to ensure a smooth transition and successful implementation.

**FISCAL FUNDING:** Notwithstanding any other provisions of this agreement, the parties hereto agree that the charges hereunder are payable to the awarded offeror by the SCCPSS solely from appropriations received by the Savannah-Chatham County Public School System. In the event such appropriations are determined by the Chief Financial Officer/Comptroller of SCCPSS to no longer exist or to be insufficient with respect to the charges payable hereunder, this agreement shall terminate without further obligation of SCCPSS at the end of any fiscal period (hereafter to as "Event"). In such Event, the Purchasing Director of SCCPSS shall certify to the offeror the occurrence thereof.

**E-VERIFY REGISTRATION REQUIREMENTS AND INFORMATION:** Offerors are required to complete the Contractor Affidavit verifying its compliance with Georgia state law. The State law requires that every public employer and every private employer that contracts for the physical performance of services or for a public works contract with a county must be registered with and use the E-Verify program. Private employers with more than 10 employees must register by 1 January 2013.

**INSTRUCTIONS TO OFFERORS:** Offerors responses must include a detailed statement of work/deployment plan for the installation of the application management system software. This plan will be a part of the evaluation of the RFP. Offerors responses must include detailed information on how the proposed product solution will be supported. This must include installation, warranty, and support of systems that fail within the first week. Failure to respond to this RFP in its entirety or provide detailed information as requested will be reflected in the scoring assigned by the Evaluation Committee.

**CONTRACT CHANGES:** By written notice to the offeror, the SCCPSS may make changes, within the general scope of the contract, and in the goods or services to be provided.

**BASIS OF AWARD:** The District intends to award a contract for an Application Management System as a result of this Request for Proposal. The firm scoring the highest number of points based on the established criteria and meeting and exceeding the stipulated requirements will be



recommended for award. After the initial review, SCCPSS will shortlist the Offerors responses for further consideration of award recommendation based on the technical evaluation criteria. If needed, on-site presentations and demonstrations will be scheduled with the firms that have been considered for award recommendation.

The award will be made as outlined in the evaluation criteria including cost and other factors in the proposal submitted. The District reserves the right to waive any technical or formal errors or omissions of the District and to reject any and all proposals, or to award contract (s) for Employment Application Management Systems in the best interest of the District.

**AWARDING OF CONTRACT:** Contract, if any awarded, will be awarded to the responsible Offeror(s) submitting the best Proposal for the Application Management System solution package complying with the conditions and requirements of the contract that SCCPSS determines receiving the highest total technical and fee score.

The contract, if awarded, will be awarded by means of a two- step process. Moreover the Board will award the contract to the next most qualified offeror if the selected offeror is unable to execute a contract and provide delivery within the time parameters specified in this RFP. Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal. At its option the Board may take either of the following actions to form an agreement between the Board and the selected offeror.

1. Accept a proposal by issuing a written “Notice of Award” to the selected offeror, which incorporates the proposal documents by reference and accepts all or selected portions of the Offerors proposal. This “Notice of Award” will represent a contractual obligation, and will be executed by both the Board and the selected offeror.
2. Enter into negotiations in an effort to reach a mutually satisfactory agreement entitled “Memorandum of Agreement for **Application Management System**”, which represents a contractual obligation and will be executed by both the Board and the selected offeror. This agreement will be based on proposal documents, the submitted proposal and the associated negotiations.

**CONTRACT:** The selected Offeror(s) may be required to execute a contract written for and by Savannah-Chatham County Public School System. The SCCPSS Board of Education may not execute the Offeror(s) standard contract. All proposals should contain a statement indicating the Offeror's willingness to accept a written contract. The Offeror should indicate if this RFP and the Offeror's written material could be included in the contract. Any exemptions to this requirement must be noted in the Offeror's response.

**CONTRACT REQUIREMENTS:** In the execution of a resulting contract, the Successful Offeror will be responsible for complying with the following service requirements in accordance with these specifications:

- A. The Successful Offeror will be held fully accountable for its performance under the contract entered into pursuant to this proposal and must have the qualifications and licenses

required to perform the services requested. Employees and/or Subcontractors of the Offeror must have and maintain the appropriate qualifications, licenses and ability to perform the services.

B. The Successful Offeror and its employees and/or subcontractors will comply with all applicable laws, rules and regulations required to perform the services requested in this Request for Proposal.

C. The Successful Offeror will ensure that all of its employees and subcontractors have undergone a drug screening and a criminal background check, in addition to a demonstration of the skills necessary for performing the services requested.

D. The Successful Offeror will be responsible for providing and maintaining, for the duration of the contract term, at its own expense, all bonding and professional liability insurance; worker's compensation and other insurance for the limits stated on the Insurance Attachment. Failure to provide a current certificate of insurance or performance bond at any time, upon request by the Board, will result in termination of contract.

E. The Successful Offeror will not subcontract with any other firm, agency, or person to perform the contracted services described hereunder and will not assign, transfer, convey, sublet, or otherwise dispose of the resulting contract or its rights, titles, interest therein, or power to execute agreement to any other person, company, or corporation without the prior written consent and approval by the Board. Offeror's intent to subcontract any portion of the contract shall be clearly identified and detailed in technical proposal submittal.

F. The Successful Offeror will ensure that all employees and subcontractors comply with National Immigration policies and that each have valid immigration status.

**BACKGROUND CHECKS:** All employees of the successful Offeror(s) will be required to undergo a background check through SCCPSS, and where applicable, must comply with the requirements of SCCPSS prior to any work commencing on any SCCPSS campus. Any employee of the Offeror(s) who does not clear the background check will not be allowed to participate in any activities on SCCPSS property.

**PERFORMANCE PERIOD:** If awarded, this proposal will establish a contract to be put in place and remain open for a two (2) year period beginning with contract award. The "Board" reserves the right to renew this contract for three (3) additional one-year contract award periods provided all prices, terms, and conditions remain unchanged or mutually agreed upon price changes whether they be up or down in nature and both parties agree to renew the contract. Any renewal will be based on satisfactory performance by the offeror(s) during the previous year as to cost and service provided and approval of the District's Board. Cost submitted on the cost submittal form shall be firm during the entire contract award period.

**COST PROPOSALS:** Cost should be proposed on an annual basis with a projected cost annually for five (5) years. Pending solution provided, the district reserves the right to implement solution in multiple phases. Offerors are required to submit pricing as outlined on the cost submittal form. **The SCCPSS will neither honor nor consider any price increases, fuel surcharges or add-on cost during the established performance period.**

**OFFERORS QUALIFICATIONS:** The District will only consider firms that have been engaged in the business of performing the services as described in these specifications. The offeror must be able to produce evidence that they have an established satisfactory record of performance for a reasonable period of time and to ensure that they can satisfactorily execute the services if awarded a contract.

The District reserves the right, before awarding the contract, to require an offeror to submit such evidence of its qualifications as it may deem necessary, and may consider any evidence available to it (including but not limited to, the financial, technical and other qualifications and abilities of the offeror, including past performance and experience with the District) in making the award in the best interest of the District. Offerors must be engaged full time in the supply or services rendered that are particular to this Request for Proposal.

**NEGOTIATIONS:** After evaluation of all proposal responses received, SCCPSS reserves the right to enter into negotiations with the Offeror or Offerors that SCCPSS considers best qualified to meet its requirements. Negotiations may be conducted by the District, in its best interest, best and final offer requirements may also be part of the negotiation process or award may be made based on the results of the original offers. SCCPSS reserves the right to reject any and all proposals and to waive any nonconformity, whenever such actions are in its best interest, as determined solely by SCCPSS. Negotiations may include, but are not limited to:

- Cost of the items or services so specified in the offer
- Delivery time after receipt of order, or time of completion of the project
- Determining whether the Offeror has the financial capabilities, facilities, personnel and equipment necessary to provide required items or services.

**NEW TECHNOLOGY AVAILABILITY:** SCCPSS recognizes the continuous nature of technology advancements. If during the term of the resultant contract, the successful Offeror(s) can provide the SCCPSS with advanced technology which meets or exceeds SCCPSS' minimum specifications, SCCPSS and the successful Offeror(s) may choose by mutual agreement to install the new Application Management System. These changes may be proposed to save money, improve performance, to save energy, or to satisfy increased requirements.

The successful Offeror(s) shall submit a cost change proposal to SCCPSS for evaluation. This will be finalized when SCCPSS confirms the product substitution in writing. If requested, offerors shall provide SCCPSS with new product demonstrations and a reasonable evaluation period prior to product substitution.

If during the term of the resultant contract, cost is reduced on the Applicant Management System system listed in this RFP by the offeror(s); such Cost reductions must be provided to SCCPSS and be transferred to subsequent technology that is purchased. The offeror(s) will, within 10 days of price reduction, notify SCCPSS of such reduction by letter. Failure to do so may result in termination of the contract.

**DISCONTINUATION OF EQUIPMENT TECHNOLOGY UPGRADES:** In the event that the Application Management System is discontinued or upgraded by the manufacturer due to technological advances, the Offeror(s) shall recommend an equivalent replacement item from the same manufacturer at equal or lower pricing. Offeror(s) shall advise SCCPSS' Purchasing Department and/or SCCPSS' Data and Information Division of any anticipated discontinuation along with a recommended replacement. The Offeror(s) shall advise SCCPSS of any anticipated discontinuation or upgrades with thirty (30) days advance notice. New replacement equipment shall be provide to the Data and Information Division for testing and evaluation.

**SERVICE COMMITMENT/VENDOR PERFORMANCE:** A commitment to service excellence is required of all District vendors. The successful offeror(s) will be evaluated by SCCPSS along with the products offered over the duration of the term of the resulting contract. Poor performance may result in contract termination and disqualification on future RFPs. The successful offeror(s) warrants that their firm shall:

Perform all warranty repair work on-site.

Repair, replace, or exchange any defective piece of software that the Vendor or the district determines to be defective within thirty (30) days of installation within a period not to exceed fifteen (15) working days.

Bear all costs and risks regarding the return of any defective software.

Provide all parts during the warranty period at no additional cost to Savannah-Chatham County Public Schools.

Complete all warranty repairs within 72 hours.

Replace any software that has required remedial warranty work more than two (2) times, due to no fault or negligence of the District, at no additional cost to SCCPSS.

Provide detail steps and procedures, contact person(s), and phone numbers for reporting and requesting service on warranty items.

Provide software and software technical support in a professional manner with qualified personnel.

Insure that all onsite support personnel adhere to District policy regarding check-in and professional conduct. At a minimum:

- o Notification of software installation shall be done in advance
- o Visitors must sign it at the main office
- o Visitors must display appropriate identification at all times
- o Visitors shall minimize disruptions to the instructional process (i.e. cell phones in vibrate mode.)

**MANAGEMENT REPORTS:** The offeror(s) shall maintain procurement and warranty repair data on all goods in connection with the contract resulting from this RFP. Reports generated from this database shall include at minimum:

**Purchase History**

Purchase Date  
Purchase Order Number  
Warranty Date(s)  
O/S Version & License Number  
Ship To Address

**Warranty History**

Warranty Start Date  
Warranty Completion Date  
Warranty Description

**TRAINING/PRODUCT DEMONSTRATION:** Offeror's shall describe the particulars of technical (usage or maintenance) training availability and cost if any. The objective of such training would be to insure the District's in-house Technology Support and Human Resources staff is knowledgeable about product support issues and technical trends. Online or local training is preferred.

If selected, Offerors will be required to coordinate and set up a product demonstration event. This event will provide District Staff the opportunity to view all proposed equipment to this Request for Proposal.

**AUTHORITY:** The Director of Purchasing has the sole responsibility and authority for issuance of Invitations to Bid, Request for Proposals, Negotiations, placing and modifying invitations requests, purchase orders and awards issued by and for the Savannah-Chatham County Public Schools. In the discharge of these responsibilities, the Director of Purchasing may be assisted by delegating to Buyers and other Purchasing Department staff. No other School Board officers or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the School Board for indebtedness. Any purchase orders or contract made which is contrary to these provisions and authorities shall be of no effect and void, and the Savannah-Chatham County Public Schools shall not be bound thereby.

**VALUE-ADDED SUPPORT:** The district is soliciting, at the discretion of the proposers, any "value-added" support that you, as the proposer feel will be helpful to our schools. Proposers

who are interested in providing "value-added" support are asked to enclose considerations in a separate cover to be opened after contract award.

**STATEMENT OF NEED:** Proposals must be for standard, new software of the latest model and in current production, unless otherwise specified. Used, reconditioned or refurbished equipment is not acceptable unless otherwise specified. Contract resulting from this RFP shall allow SCCPSS to purchase Application Management System. SCCPSS reserves the right to negotiate further price reductions.

**OFFEROR'S STANDARD OF CARE:** All work shall be done in a thorough and conscientious manner according to the highest standards of care within the industry and shall be subject to inspection by SCCPSS its agents, architects, consultants and others and by the proper authorities. It is expressly understood and agreed that such observations and inspections by SCCPSS, its other contractors and consultants shall not relieve the Vendor from any responsibility for the proper supervision and execution of the Work described in the RFP or agreed to at a later date.

**AMENDMENTS AND MODIFICATION:** The contract, which will be issued upon award, shall be amended or modified only in writing signed by the parties. The modification, amendment, or waiver of part of this Contract shall not constitute a waiver of the whole.

**TRANSFER OF CONTRACT:** The contract, which will be issued upon award, shall not be assigned or transferred without the District's prior written consent. The Offeror shall not assign, transfer, delegate or in any way give its rights, title or interest therein, or its power to execute such contract to another person, company or corporation, without prior written consent of the Savannah-Chatham County Public School System.

**DISCLOSURES:** By signing its Proposal, a Offeror affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the proposal submitted.

By signing its Proposal, a Offeror affirms that, to the best of his/her knowledge, the Proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other offerors in the award of this RFP.

**VENUE:** The contract, which will be issued upon award, shall be construed under the laws of the State of Georgia, and venue arising out of this agreement is in Chatham County, Georgia, regardless of the place of execution or performance.

**INSURANCE REQUIREMENTS:** All offerors shall provide documentation of Worker's Compensation and Liability Insurance as specified by attachment 'B' of this document, along with proposal response.

**INDEMNITY/HOLD HARMLESS:** Successful offeror shall, at all times, fully indemnify, hold

harmless, and defend SCCPSS and its officers, members, agents, and employees from an against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Offeror and its employees, or because of any act or omission, neglect or misconduct of the Offeror, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise. Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting SCCPSS, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

Successful offeror shall likewise be liable for the cost, fees and expenses incurred in SCCPSS' or the offerors defense of any such claims, actions, or suits.

Successful offeror shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

**TERMINATION FOR CAUSE/DEFAULT:** In case of failure to deliver the material or services in accordance with the contract terms and conditions, the Board, after due oral or written notice, may procure them from other sources and hold the offeror(s) responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Board may have.

Specifically, if, through any cause, the offeror(s) shall fail to fulfill in a timely and proper manner their obligations under this contract, or if the offeror violate any of the covenants, agreements, or stipulations of this contract, the Board shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding the above, the offeror shall not be relieved of liability to the Board for damages sustained by the Board by virtue of any breach of contract by the offeror. The Board may withhold any payments to the offeror for the purpose of set off until such time as the exact amount of damages due to the Board from the offeror is determined.

**TERMINATION FOR CONVENIENCE:** The Board reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever the Director of Purchasing determines that such a termination is in the best interest of Board. Any such termination shall be effected by delivery to the proposer, at least ten (10) working days prior to the termination date, a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. After receipt of a notice of termination, the vendor must stop all work or deliveries under the purchase order/contract on

the date and to the extent specified; however, any contract termination notice shall not relieve the proposer of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of termination. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

**RFP ACCEPTANCE PERIOD:** A one hundred and twenty days (120) period from RFP closing date is generally allowed to review and evaluate responses. There is an expectation that all processes will be completed during this time. If we envision the process will not be completed by the end of the one hundred and twenty day period, the district will request a time extension, if the evaluation process is inactive.

**TRANSITION PERIOD:** Due to the nature of our purchasing process, oft times a transition period is required during the evaluation period, final contract negotiations or contract award and execution. The successful vendor shall agree to maintain the same terms and conditions as the original contract/agreement for a period not to exceed one hundred twenty (120) days, if necessary, as a transition period. In addition, if the current provider is not the successful offeror, he or she shall agree to provide the same level of services for a period not to exceed one hundred twenty days (120) days, allowing for an orderly transition.

**AMBIGUITY, CONFLICT, OR OTHER ERRORS IN RFP:** If an Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify the Purchasing Director of such error in writing and request modification or clarification of the document. Modifications shall be made by issuing an amendment and shall be given by written notice to all parties who have received this RFP from the Savannah-Chatham Public School System's Purchasing Department. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived. The Board of Education will not be responsible for any oral instructions. All addenda shall be acknowledged by the offeror(s).

**INQUIRIES:** Interested PROPOSERS may contact the DISTRICT to get clarification of the proposal. All questions shall be directed to Sabrina L. Scales, Interim Purchasing Director, in writing, to The Savannah-Chatham County Board of Public Education, Purchasing Department, Room 213, 208 Bull St., Savannah, GA, 31401, or by fax at (912) 201-7648 by 2:00 p.m. on September 20, 2013. No employee of the District is authorized to interpret any portion of the proposal or to give information as to the requirements of the proposal in addition to that contained in the written document. Interpretations of the proposal or additional information as to its requirements, where necessary, shall be communicated to proposers by written addendum to all PROPOSERS who requested the RFP. **No questions will be answered by telephone or emails.**

**PROTEST:** Any bidder or offeror who wishes to protest the handling or fairness of a solicitation shall express his/her concerns in writing to the Director of Purchasing within five working days of the matter being protested.

The letter of protest shall be taken under consideration by the Chief Financial Officer and the



Superintendent and the protesting bidder/offeror shall be notified within ten (10) business days of the result of such consideration.

**PROPOSAL SIGNATURE AND CERTIFICATION**  
**( Offeror must sign and return with response)**

**RFP 14-23 Applicant Management System (Annual Contract)**

**Non-Collusion Clause**

**I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this and certify that I am authorized to sign this bid for the bidder. I further certify that the provisions of the Official Code of Georgia Annotated Sections 45-10-20 through 45-10-25 have not been violated and will not be violated any respect.**

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

**Sworn to and subscribed before me**

**this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

**NOTARY PUBLIC**

**My Commission Expires:**

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## **ATTACHMENT "B"**

### **INSURANCE REQUIREMENTS**

Before performing any work on the awarded contract, the successful bidder shall procure and maintain, during the life of said contract, insurance coverage as listed below. The policies of insurance shall be primary and written on forms acceptable to the Board and placed with insurance carriers approved and licensed by the Insurance Department in the State of Georgia and meet minimum financial A.M. Best & Company rating of no less than A:8. Further the contractor will provide copies of all insurance policies required thereunder. No changes are to be made to these specifications without prior written specific approval by the Board.

1. Worker's Compensation Insurance. Statutory in accordance with OGGA 34-9.
2. Commercial General Liability. Including but not limited to bodily injury, property damage, contractual and personal injury with limits of not less than \$100,000 combined single limit per occurrence, \$500,000 per project aggregate covering all work performed under this contract.
3. Automobile liability. Bodily injury and property damage including all vehicles owned, leased, hired and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed under the contract. (Limits may be satisfied by combining an Umbrella form and Automobile Liability form for a combined total limit of \$1,000,000). Each bidder shall submit a certificate of insurance and liability/collision coverage for drivers who will transport vehicles to and from Board property. The successful bidder shall be required to list the Board as additionally insured.
4. Umbrella Liability. With limits of not less than \$1,000,000 per occurrence covering all work performed under this contract.
5. The Board, its officers and/or officials, employees and volunteers shall be named as insured under awarded bidder's insurance policy for the duration of this contract.

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## **ATTACHMENT C**

### **LMWBE BUSINESS PARTICIPATION PROGRAM**

It is the policy of the Board of Public Education (“owner”) that minority and women business enterprises shall have the maximum opportunity to participate in school board projects. The bidder who may receive contract award shall take all necessary and reasonable steps in accordance with this solicitation to insure that LMWBE’s have that maximum opportunity to participate in the resulting contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award or performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the bidder shall take affirmative action and otherwise make good faith efforts as described in the section below entitled “Good Faith Efforts” to select contractors, vendors, and suppliers from certified LMWBEs.

The following completed documents are to be submitted with all bids:

1. Proposed schedule of LMWBE (Exhibit #1)
2. Documentation of Good Faith Efforts (Exhibit #2)

The following completed documents are to be submitted with all bids if applicable:

1. Joint Venture disclosure requirement form (Exhibit #3)

The successful bidder will be required to submit in duplicate and one copy submitted with contractor’s request for monthly and final payments and the second copy directly to the cooperative minority and women business development program.

1. LMWBE monthly payment form (Exhibit #4)

### **DEFINITIONS OF LMWBE**

A Minority Business Enterprise is an independent, continuing venture that is at least 51% owned by a minority person or persons that meets the criteria for a Disadvantaged Business. A Disadvantaged Business is a small business which is owned, controlled and managed on a daily basis by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantage. This includes:

1. African - American - A person having origins in any of the Black racial groups of Africa;
2. Hispanic - American - A person of Spanish culture with origins in Mexico, South America, Central America or the Caribbean, regardless of race;
3. Local - A local business enterprise is defined as (1) having established a regular, physical place of business other than a job site office with at least one employee within the geographical boundaries of the Savannah Georgia Metropolitan Statistical Area (MSA) prior to the closing date on the solicitation (a post office box address will not satisfy this requirement); (2) having a current Business Tax Certificate and other licenses, certificates, or permits required by law to operate a business in that location; and (3) performing a commercially useful function within the local office.

4. Women Business Enterprise - WBE - A Women Business Enterprise is an independent, continuing venture that is at least 51% owned by one or more women. To qualify as an LMWBE, the owner must be a citizen or lawful permanent resident of the United States, be involved in daily business operations, and provide a commercially useful function. The ownership interest must be real and continuous and not created solely to meet the local/minority/women business or local/minority/women contractor good faith efforts.

The School District's Program Management Firm is available to identify and facilitate qualified Local and/or Minority and/or Women Owned Businesses through its community outreach division. The contact person for this assistance is Sylvester Formey, Phone 912-236-1766 and email [sylvesterf@vangdist.com](mailto:sylvesterf@vangdist.com).

For more information regarding how to best provide opportunities for business growth and development for local and disadvantaged business enterprises, please contact:

Gail Delaney  
Savannah Entrepreneurial Center  
801 E. Gwinnett Street  
Savannah, GA 31401  
(912) 652-3582 (Phone)  
email: [gdelaney@savannahga.gov](mailto:gdelaney@savannahga.gov)

The Savannah Entrepreneurial Center of the City of Savannah is merely a reference resource, and has and shall have no authority in the evaluation of Offerors or Statements of Qualifications, or in the disposition of grievances or protests pertaining to this RFQ.

**ATTACHMENT C - Exhibit #1**

**PROPOSED SCHEDULE OF LMWBE PARTICIPATION**

NAME OF BIDDER/PROPOSER: \_\_\_\_\_ BID NO.: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_ TOTAL BID AMOUNT: \$ \_\_\_\_\_

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUB-CONTRACTED	SUBCONTRACT VALUE
			\$
			\$
			\$
			\$
			\$
			\$

AFRICAN-AMERICAN PARTICIPATION TOTAL VALUE: \_\_\_\_\_ % \$ \_\_\_\_\_

WOMEN PARTICIPATION TOTAL VALUE: \_\_\_\_\_ % \$ \_\_\_\_\_

OTHER MINORITY PARTICIPATION TOTAL VALUE: \_\_\_\_\_ % \$ \_\_\_\_\_

The undersigned will enter into a formal Agreement with the LMWBE Sub-contractors/Proposers identified herein for work listed in this schedule conditioned upon execution of a contract with the Savannah-Chatham County School Board.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Under penalties of perjury I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Note: The School District's Program Management Firm is available to identify qualified LMWBE's. Please contact the Office at (912) 236-1766.

**ATTACHMENT C - EXHIBIT #2**

**GOOD FAITH EFFORTS REQUIREMENTS**

Vendors are required to submit with bidding documents evidence of good faith efforts utilized to ensure that minority and women enterprises are provided with the maximum opportunity of compete on this contract. Such good faith efforts of a bidder will include, but not limited to, the following:

Attendance at pre-bid meetings, if any scheduled to inform LMWBE's of subcontracting opportunities.	Yes or No  If no, please explain:
Advertisements in general circulation media, trade association publications, and minority and women business enterprise media to provide notice of subcontracting opportunities.	Yes or No
Communicating with the School District's Program Management Firm to identify available qualified LMWBEs.	Yes or No  If no, which agencies were used to identify potential LMWBE Subcontractors?
Efforts made to select portions of work for subcontracting in areas with established availability of LMWBE subcontractors.	Yes or No
Providing a minimum of five (5) days written notice to known qualified LMWBEs that their interest in prime and subcontracting opportunities or furnishing supplies is solicited.	Yes or No
Efforts to negotiate with qualified LMWBEs for specific sub-bids, including reasons for rejections of any sub-bid offered.	Please explain efforts:

**JOINT-VENTURE DISCLOSURE STATEMENT**

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the LMWBE joint venture firm.

Joint venture firms	Level of work	Financial participation

**ATTACHMENT C - Exhibit #4**

**LMWBE MONTHLY REPORT**

NAME OF CONTRACTOR/CONSULTANT: \_\_\_\_\_

BID NO: \_\_\_\_\_

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

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

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

CONTRACT AMOUNT: \$ \_\_\_\_\_

NAME OF LMWBE PARTICIPANT	ADDRESS	TYPE OF WORK SUBCONTRACTED	MONTHLY PAYMENTS
			\$
			\$
			\$
			\$

PERCENTAGE OF TOTAL CONTRACT: \_\_\_\_\_%

PERCENTAGE OF OVERALL CONTRACT COMPLETION: \_\_\_\_\_%

The undersigned hereby affirms and declares that the above listed firms were actually employed in the performance of work services under this contract, and further that each such firm earned and has been paid the stated amounts for their respective efforts.

Under penalties of perjury, I declare that I have read the foregoing conditions and instructions and the facts are true to the best of my knowledge and beliefs.

Date: Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Notes:**

1. Contractor/proposer shall attach to this report a typewritten explanation of any differences in LMWBE participation between this report and LMWBE Form 1, including an accounting for any changes in LMWBE firms employed.

**2. THIS REPORT MUST BE COMPLETED IN DUPLICATE AND ONE COPY SUBMITTED WITH CONTRACTOR'S REQUEST FOR MONTHLY AND FINAL PAYMENTS AND THE SECOND COPY DIRECTLY TO THE DISTRICT'S PROGRAM MANAGEMENT FIRM.**