



**an equal opportunity  
employer**

Ladies and Gentlemen:

The Savannah-Chatham County Public Schools take this opportunity to announce that we are requesting proposals for **Student Tracking System**. 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 **11:00:00 AM, April 28, 2009** 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 **Sabrina Scales** 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 #09-97

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 **Student Tracking System** 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.: Sabrina Scales**  
**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 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, **05:00:00 PM on April 17, 2009**. 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 April 20, 2009**.

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 show 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 **Student Tracking 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.

#### ***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 **09-97** 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 #09-97**

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 #09-97

### **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 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 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 ninety (90) 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 response to this RFP; one (1) unbound original and **six** (6) 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.

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 proposal to provide the services detailed in the specifications. The Offeror shall clearly specify its 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. There shall be one point of contact for the development services.

**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 be assigned. 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.

**4. PROPOSED PROJECT PLAN WITH TIMELINE AND DELIVERY:** Provide a 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 implementing a student tracking system to the District without any interruption to any systems that are currently in place and being used by the District. The project plan must include timelines for installation and complete delivery of the student tracking system.

**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, Dun and Bradstreet and/or other credit bureau ratings.

**6. PROJECT UNDERSTANDING:** The Offeror shall provide a written narrative statement to demonstrate his or her understanding of the scope of work.

**7. APPROACH/METHODOLOGY:** The Offeror shall provide a written narrative describing the approach/methodology to providing services. Specifically describe your approach to providing. Describe your approach to maintaining the integrity of providing a student tracking system to SCCPSS .

**8. EXPERIENCE/REFERENCES:** Describe the Offeror's prior related experience of providing a student tracking 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. COST PROPOSAL:** Cost proposals shall be submitted on the enclosed Proposal Pricing Form in a separate sealed envelope clearly marked "Cost Proposal". (SEE ATTACHMENT)

**10. EVALUATION METHOD CRITERIA:**

The Board will evaluate proposals and will select the proposer 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 Board's decision's will be final. The Board's evaluation criterion may include but shall not be limited to consideration of the following:

1. Cost-effective Solution that meets the goals and expectations listed. Cost should be broken down for three (3) annual periods.	30%
2. Ability to meet functional and technical requirements listed.	15%
3. Demonstrated expertise and proven implementation success in K-12 schools in like-sized districts nationwide.	15%
4. Proposed projected plan, understanding of required services and offeror's approach to the plan.	10%
5. Demonstrated and superior level of professional development services, customer service and technical support in K-12 schools.	10%
6. Preference shall be provided to SIF compliant and Microsoft ADS integration. <ul style="list-style-type: none"> <li>• Demonstrated ability of the application to run on district-hosted servers.</li> <li>• Demonstrated ability of the application to accept scanned/imaged documents.</li> </ul>	10%

<ul style="list-style-type: none"> <li>• Application and full database including student photos must separately be able to reside on a stand-alone PC or laptop.</li> <li>• Demonstrated ability to integrate/automate with SASI 9.0 and PowerSchool 5.2.</li> </ul>	
7. Exhibit financial soundness and corporate stability.	5%
8. References. (Offerors shall provide a minimum of three (3) with company's name, contact person, telephone and fax number.	5%
Total Points	100%

**Attachments:**

Student Tracking System Functional Checklist

Student Tracking System Budget Checklist

Student Tracking System Technical Checklist

Student Tracking System Vendor Profile Checklist

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## ATTACHMENT "A"

### SPECIFICATIONS

RFP #09-97

#### Student Tracking System

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.

The Savannah-Chatham County Public School System (hereinafter referred to as SCCPSS) requests proposals for a Computer-Based Software application that provides a student tracking system with a printable student infraction pass. The tracking system should have global , configurable settings including but not limited to unique user IDs and passwords, bell schedules, violation tracking codes and disciplinary action codes. The system should be able to import and export information and to give the district the ability to both capture and analyze data through a user-friendly graphical interface. The system should provide daily delinquency and discipline reports.

#### Background:

The SCCPSS is a medium-sized school district with an enrollment of approximately 34,800 students in grades Pre-K through 12. There are currently 48 schools, 6 alternative programs, and 30 administrative/instructional support sites in this district.

The district has a strategic initiative underway to implement a new student information system. The current system, SASI, will be phased out to PowerSchool with a full implementation date of 2010.

#### Service Level

The application must be capable of including the entire school population at school levels Pre-K through 12.

#### Specifications:

The following specifications are not absolute requirements but will be used to evaluate proposals in relation to district concerns. Please provide comments or explanations where appropriate.

#### Representations:

- a. No representations or guarantees of any kind, either expressed or implied are made with regard to the matters of information contained in this document.
- b. Offerors must rely solely on their own independent assessment as the basis for the submission of any offer made.
- c. No offer shall be accepted from, nor shall a purchase order be awarded to any person, firm or corporation that is arrears upon any obligations to the District, or that otherwise may be deemed irresponsible or unreliable by the Director of Purchasing.
- d. The issuance and approval of this document does not constitute an obligation by the District. This is an agreement that the named offeror shall provide a service to the District during the contract period at the cost indicated in the offeror's response to this Request for Proposal.

**Basis of Award:**

The District intends to award a contract for a Student Tracking 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. The award will be made as outlined in the evaluation criteria including price 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 a student tracking system, in the best interest of the District.

**Performance Period:**

If awarded, this proposal will establish a contract to be put in place and remain open for a one (1) year period beginning with contract award. The "Board" reserves the right to renew this contract for four (4) additional years provided all prices, terms, and conditions remain unchanged and both parties agree to renew the contract. Any renewal will be based on satisfactory performance by the offeror during the previous year as to cost and service provided. Cost submitted on the cost submittal form shall be firm during the contract period.

**Price Proposals:**

Pricing should be proposed on an annual basis with a projected cost annually for three (3) years. Hardware requirements should be separately included in this proposal. Specifications and pricing for all hardware needed for the proposed system shall be listed. 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.**

**Fiscal Funding:**

Notwithstanding any other provisions of this agreement, the parties hereto agree that the charges hereunder are payable to the contractor 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 Contractor the occurrence thereof.

**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.

**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 ninety-day (90) 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 ninety-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 ninety (90) 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 ninety (90) 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 Vanessa M. Kaigler, 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. 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.**

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

**RFP 09-97**

**Student Tracking System**

**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.**

Company Name:  
Date Completed: \_\_/\_\_/\_\_

Savannah Chatham County Public School System  
Student Tracking System RFP  
#09-97

Vendor Profile Checklist

Section	Question	Response
<b>VENDOR GENERAL INFORMATION</b>		
1.1	Vendor Name & Corporate Address	
1.2	Form Completed By	
1.3	Date Completed	
1.4	State of Incorporation	
1.5	Dunn & Bradstreet number	
1.6	Product /Application name	
1.7	Local Sales Office Address	
1.8	Sales Associate Name, Address, Phone and email	
1.9	Years in Business - Overall	
1.10	Include detail of current K-12 education clients	
1.11	Does your company have a parent company? If so, what is it and how long has this relationship existed?	
1.12	Is your company public or private? If private, are you venture capital funded?	
1.13	Describe your executive management team and investors background.	
1.14	Number of Employees. Are you currently expanding or decreasing your workforce?	
1.15	Number of Employees in Product Development	
1.16	Number of Employees in Product Support	
1.17	Number of Employees in Product Implementation	
1.18	Number of Employees in Product Training	
1.19	Location of Support Office(s)	
1.20	Hours of Support Office(s)	
1.21	Has your company been involved in any acquisitions or mergers in the last three (3) years?	

Company Name:  
Date Completed: \_\_/\_\_/\_\_

Savannah Chatham County Public School System  
Student Tracking System RFP  
#09-97

Vendor Profile Checklist

Section	Question	Response
1.22	Is your company for sale or currently involved in any transactions to expand or become acquired?	
1.23	Has anyone brought legal action against you in the last three (3) years? If so, what is the status or was the outcome?	
1.24	Recent Certifications or Awards	
<b>FINANCIAL INFORMATION</b>		
Revenue Projections		
2.1	Total Revenue (provide 2008 (projected), 2007, 2006)	
2.2	Total R&D Budget (provide 2008 (projected), 2007, 2006)	
2.3	Percent of Total Revenue Derived from Product* Sales Revenue (provide 2008 (projected), 2007, 2006)	
2.4	Percent of Total Revenue Derived from Product* Services Revenue (provide 2008 (projected), 2007, 2006)	
2.5	Percent of Total R&D Budget invested in Product* R&D (provide 2008 (projected), 2007, 2006)	
Miscellaneous		
2.6	Are you profitable? If not currently profitable, when do you project becoming profitable?	
2.7	Provide a copy of your most recent audited financial statement.	
2.8	Individual(s) who have the authority to negotiate and approve any final contract or agreement on behalf of your company.	
<b>CURRENT IMPLEMENTATIONS</b>		
3.1	Industries/Business Lines Supported	

Company Name:  
Date Completed: \_\_/\_\_/\_\_

Savannah Chatham County Public School System  
Student Tracking System RFP  
#09-97

Vendor Profile Checklist

Section	Question	Response
3.2	Total number of customers. Number breakdown of customers by industry and employee size.	
3.3	Experience with organizations with our number of employees, system users, student population, etc.	
3.4	Number of fully implemented systems?	
3.5	Number of your customers in K-12 education that are currently using the product(s) that you are proposing to our company	
3.6	Company names and contact information for three (3) comparably sized customer references in K-12 education that are currently using the product(s) that you are proposing that we may call.	
3.7	How many new customers have acquired the proposed system? This year? Last year?	
3.8	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?	
<b>SOFTWARE PROFILE</b>		
4.1	Provide copies of installation, maintenance and support agreements/contracts.	
4.2	If you maintain a support website, describe its functions and contents and provide the domain name.	
4.3	Provide a description of your training program with sample training manuals.	
4.4	What is the name and current release (version number) of the application software?	



Company Name:  
 Date Completed: \_\_/\_\_/\_\_

Savannah Chatham County Public School System  
 Student Tracking System RFP  
 #09-97

Vendor Profile Checklist

Section	Question	Response
4.5	When was the software first developed and installed?	
4.6	When was the last major release or upgrade?	
4.7	When is the next major software upgrade planned for this system?	
4.8	Briefly, what will be new?	
4.9	Are all software upgrade costs (i.e. custom programming, installation, training) included in support (maintenance) fees? If not please explain.	
4.10	What is your software warranty period and what is covered?	
4.11	Define all Service Level Agreements (SLAs) included in the maintenance contract.	
4.12	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.	
4.13	Will your system be capable of readily incorporating new requirements dictated by the client or by a regulatory agency? Describe how your software will comply with this requirement.	
4.14	Does the software provide for import and export of data? If yes, explain process including required file formats.	
4.15	Will you provide the client with a copy of the source code for all applications with purchase? Do you maintain a source code escrow account with a national escrow vendor? If yes, please provide name and address.	

Company Name:  
Date Completed: \_\_/\_\_/\_\_

Savannah Chatham County Public School System  
Student Tracking System RFP  
#09-97

Vendor Profile Checklist

Section	Question	Response
4.16	Provide a description and samples of reference and technical documentation provided with the application.	
4.17	Provide a description of the marketing assistance you provide to clients for project rollout notification to the user community.	
4.18	If you have a user group, what is the name of your users group? Define the role your company plays in it	
4.19	How do you keep the product current with the changing compliance requirements and regulations? How does the fluidity of business practices impact your system changes? Please describe.	
4.20	What sources are used for future system development (i.e., customers, focus groups, industry experts, etc.)? If you use multiple sources, how are they weighted? How is the final decision for product enhancement made?	
4.21	What is the overall vision of the functional capabilities of product for the next 5 years?	
4.22	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?	
4.23	Describe your vision for technology and system architecture over the next 5 years. How does this support the functional product vision?	

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Section	Question	Response
4.24	How do you continue to stay current with technology? Are there positions within your Marketing or Product Management groups specifically focused on technology?	
4.25	Please provide a listing of all standard reports in the system. This can be provided as a separate document.	
4.26	a) Does your system have 'Ad Hoc' or on demand reporting capability? b) Please describe capability.	
4.27	a) Can Ad Hoc or on-demand reports be developed by end users or is reporting language knowledge required? b) Is training included in the cost estimates?	
4.28	a) Can the Ad Hoc report writer report on all fields in the database including user-defined fields? b) Can fields and user-defined fields within a report be used to calculate another field in the report? c) Can subtotals be defined by the user?	
4.29	Describe the process to export data to Excel, Access, CSV or .pdf format?	
4.30	a) Does your system have the capability to provide point-in-time reporting on all data? If not, which data is not included? b) Is point-in-time reporting available in both the standard and ad hoc reporting?	
4.31	On what types of platforms do you offer your proposed product(s) - licensed (self-hosted), licensed (hosted by you or a 3rd party), and/or ASP?	

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Section	Question	Response
4.32	a. Is your product Web native? b. Please provide a brief description of your application architecture including the number of tiers and technology infrastructure.	
4.33	a. Identify any third party technology components used in your solution such as application servers, search engines, report writers and integration servers. b. Are these third party technology components licensed as part of your standard solution or is the client required to license them directly from the third party technology provider?	
4.34	a. Describe the programming language your software uses. b. Are there additional modules/components written in a different language?	
4.35	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? Answer in terms of locally hosted and ASP platform.	
4.36	Briefly describe your backup and disaster recovery process. If using the redundant servers, outline the geographic regions where these are located.	
4.37	What operating system(s) do you support or require?	

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Section	Question	Response
4.38	What are the server hardware requirements? (Both minimum and recommended requirements)	
4.39	What are the minimum and recommended hardware and software requirements for the end user's PC?	
4.40	a. Are all user and administrator functions accessible through a Web browser? b. If no to above question, describe which Web browsers you currently support and your plans to support future versions. Does your product require any browser plug-ins?	
4.41	a. Does your solution require any PC installations? b. Do you require a client-install? If so, describe the client install? c. Can they be implemented via Citrix?	
4.42	a. Describe your process to prioritize bugs and deliver fixes to customers. b. How frequently do customers receive urgent bug fixes or patches?	
4.43	a. Briefly describe your release process. b. How frequently do customers receive major and minor releases? c. How many previous releases do you support and when are customers required to upgrade to the latest release?	
4.44	a. Briefly describe your product development methodology and change control process. b. How are new enhancements prioritized? c. How do customers have input into the product planning process?	

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Section	Question	Response
4.45	Describe your quality assurance process and automated testing tools. How many people are dedicated to QA?	
4.46	a. Does your solution include a testing environment for new releases that is available to administrative users? b. If so, briefly describe testing environment. c. Describe the instances of the database that are available for testing, training, development, etc.?	
4.47	For Integrated and User Acceptance Testing, do you provide templates for Test Scripts? If not, how do customers gain access to your solution to develop their own test scripts?	
4.48	a. Does your solution date/time stamp changes or transactions for tables, organizational information, profiles, users, etc.? b. Can this data be used in trend reports? c. Is this data stored in separate, shadow tables? d. Are the original values stored? e. Please provide sample of your audit logs	
4.49	a. Is a user account automatically disabled after a certain number of login attempts? b. Are all security violations logged and available for review online? c. Do you force password changes? If so, how often?	

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Section	Question	Response
4.50	a. What is the required length and strength of passwords and/or personal identification numbers (PINs)? b. Do you support LDAP authentication for all components of your system? If so, which versions of LDAP are currently supported? c. Describe your support for digital certificates and public key infrastructures.	
4.51	a. Does the software provide role-based security? b. Is there any limit to the number of unique roles that can be created? c. Can the customer's systems administrator easily set up roles through a graphical user interface? d. Can a user have multiple roles assigned to them? e. What is the average length of time to set up a user login?	
4.52	Do you have an automated solution for maintaining users in a manager role? Please describe.	
4.53	How long do you support previous release versions?	
4.54	a. In addition to yearly maintenance, what other types of support do you offer? b. By what means of communication do you offer support (i.e. phone, fax, e-mail, web)? c. How much training does your support staff receive before handling client calls? d. What is your staff turnover in your support department? e. What are the hours of your support group?	

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Section	Question	Response
4.55	a. What percentage of your support calls are resolved with the first call? b. Describe how calls are prioritized and outline your escalation process. c. What is the average hold time for support calls?	
4.56	a. What kind of support do you offer for third party tools such as for reporting? b. What support do you offer for any third-party courseware or course content?	
4.57	Do you offer support of customized menus and reports? If so, please describe.	
4.58	a. Can forms, and more specifically menus, be added or modified? b. How is this accomplished and what is the level of effort? c. How do form modifications impact system upgrades? d. What is the approval process to put changes into production?	
4.59	a. Describe the steps to add user-defined fields to the system? b. Can user-defined fields contain calculations? c. Can these fields be accessed via the 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?	
4.60	Is there a session time-out limit set after which the applicant has to re-enter their application information again? Describe	



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Section	Question	Response
4.61	a. Are all necessary table links predefined? b. How does system security handle a third-party reporting tool?	
4.62	Describe your solution's method for archiving?	
4.63	a) Describe the capability to modify standard code tables and add user-defined codes. b) Are all user-defined codes and expanded descriptions accessible to the report writer to generate custom reports? c) Is there any limit to the number of user-defined code tables?	
4.64	Describe your system's integration capabilities and standard Application Programming Interfaces (APIs).	
4.65	Provide an implementation plan with tasks, duration and responsibilities.	
4.66	a. What is the typical number and type of client staff resources needed to maintain the system after implementation? b. Describe the involvement of your technical resources regarding communications with the customer through out the life cycle of your product.	
4.67	Implementation - Methodology a) Briefly describe your implementation methodology. b) Define the implementation resources and roles required, both from your organization and ours. c) Please include a sample implementation plan.	

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Section	Question	Response
4.68	Implementation - Time to Implement 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, such as rolling out to hiring managers in a second phase?	
4.69	Based on your previous experience with companies of our size, provide any ROI case studies to demonstrate a three year ROI. These can be provided as separate documents.	
4.70	a) Describe your capability to transfer data to a Student Information System b) Do you have any clients currently integrating with Pearson's PowerSchool and SASI?	

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Technical Checklist

SECTION	TECHNICAL AREA	YES	NO	COMMENT
1	<b>Stand Alone PC/Hand Held Device/Printer Hardware</b>			
	PC runs in a Windows environment.			
	PC specifications are provided by vendor.			
	Vendor to provide interfaces between any hand held devices and PC used for remote tracking.			
	Hand held devices to include chargeable battery with acceptable battery life.			
	Vendor provides any proprietary required driver software for PC attached printers.			
2	<b>Database Environment</b>			
	Database runs in a Windows environment.			
	Database software is included with the cost of the system.			
	A separate annual maintenance fee is required for database software.			
	System complies with open system architecture standards.			
	Backup and recovery programs are included.			
	A utility is included for mass updates of the database.			
	Database is ODBC compliant.			
	Database is relational.			
	Database maintenance procedure documentation is provided by the vendor.			
3	<b>Application Environment</b>			
	Bar Code 3 of 9 format to be used as standard format for scanning cards.			
	Security includes both classes of users and users within class.			
	Separate ID and logon is provided for each user.			
	Minimum password length and makeup (alpha numeric) can be required.			
	Report generation can be secured to specific users.			
	PC application includes a variety of user defined fields in all modules.			
	A student ID other than social security number can be used as the primary key to the individual's record.			
	Application maintains an individual's primary key history on change.			
	Application allows for record searching using partial name.			
	Application allows for record searching using former names.			
	Application displays a list of all records that meet criteria specified in a broad-based record search (partial name and former names).			
	In a broad-based search return, user can stipulate additional fields for display (birth date, address, dates of attendance, etc.).			

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Technical Checklist

SECTION	TECHNICAL AREA	YES	NO	COMMENT
1	<b>Stand Alone PC/Hand Held Device/Printer Hardware</b>			
	Upgrades are performed by the vendor.			
	Upgrades do not require comparison with current production version of the software by the client prior to installation, i.e. if local code is permitted, it is preserved without manipulation to the application structure.			
	Service patches do not require manipulation of data or application software prior to installation.			
	Backup scripts for software refresh, exports and backups are provided with written documentation.			
	All data adds, updates and deletions are written to activity logs that are accessible by the client (full audit trails).			
	System has an archive/restore utility for all data			
	Concurrent on-line and batch processing during database export and backup processing is permitted.			
	Vendor maintains a source code escrow account with a national escrow vendor and client is automatically included.			
	Vendor requires an additional fee for participation in source code escrow program.			
	Vendor provides written software change control procedures.			
	Vendor provides table (parameter) setup services.			
	On-line help is provided on PC.			
	Application includes a utility to prevent entry of duplicate records.			
4	<b>Data Manipulation and Reporting</b>			
	Both PC and database applications include a client import utility.			
	Both PC and database applications include a client export utility.			
	Import and export utilities both for the vendor PC and database modules and the client's Student Information System (SASI/PowerSchool) are automated for hands-off operation over a wireless network.			
	System allows export of student photographs from the database to a non-proprietary format that shall be used for other school district purposes.			
	Reports are run on the database server.			
	Reports are run on the PC.			
	System includes a query tool with access to all data files.			
	Query results can be seamlessly ported to Seagate Crystal Reports software.			

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Technical Checklist

SECTION	TECHNICAL AREA	YES	NO	COMMENT
1	<b>Stand Alone PC/Hand Held Device/Printer Hardware</b>			
	Query results can be seamlessly ported from and to Microsoft Excel software.			
5	<b>Vendor Support</b>			
	Vendor has a website to submit problem reports.			
	Vendor provides 7X24 technical support.			
	All enhancements and upgrades are delivered as part of the annual maintenance fee.			
	Vendor has an active user group and listserv.			
	Vendor has a Helpdesk (telephone support).			
	Vendor technical support is provided 7 X 24.			
	Vendor provides written disaster recovery procedures.			
	Vendor maintains a Service Level Agreement (SLA) for product support.			
	Vendor provides client project manager.			
	Vendor will provide additional training beyond scope of contract.			
	Training manuals are separate from user guides and technical manuals.			
	Detailed import/export programs for transfer of student data to the vendor database are maintained by the vendor.			
	Detailed import/export programs for transfer of student data to and from the PC are maintained by the vendor.			
	Vendor to maintain automated interface programs for import/export of data between the database and the PC and the client's Student Information System (SASI/PowerSchool) over a wireless network.			
	Client is permitted to reproduce any training and user reference materials free of charge as long as materials remain within client environment.			

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Budget Checklist

Section	Item	Purchase Price	Year 1 Maintenance	Year 2 Maintenance	Additional Information
1	System Hardware				
	Database Server Costs				
	CPU				Manufacturer:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Additional Server 1 Cost				
	CPU				Manufacturer: Purpose:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Additional Server 2 Cost				
	CPU				Manufacturer: Purpose:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Additional Server 3 Cost				
	CPU				Manufacturer: Purpose:
	Tape/Dat Drive				Specify type:
	UPS				Manufacturer:
	Internal Drives				Specify size: GIG Number of Drives:
	External Drives				Specify size: GIG Number of Drives:
	Other Hardware:				
	Purpose:				
	Purpose:				
	Total Hardware Cost				
2	System Software				
	Application Software 1 Cost				Name: Version: Required/Optional:
	Application Software 2 Cost				Name: Version: Required/Optional:
	Application Software 3 Cost				Name: Version: Required/Optional:
	Application Software 4 Cost				Name: Version: Required/Optional:
	Third Party Software 1				Name: Version: Required/Optional:
	Third Party Software 2				Name: Version: Required/Optional:
	Third Party Software 3				Name: Version: Required/Optional:
	Third Party Software 4				Name: Version: Required/Optional:
	Total Software Cost				

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Budget Checklist

<b>3 Implementation Services</b>					
Project Management Cost					
	Management				Number of Vendor Staff Assigned:
	Workplan Dev.				# of Days:
	Table Set Up				# of Days:
	Security Set Up				# of Days:
	Report Set Up				# of Days:
Testing					
	Unit				Number of Vendor Staff Assigned:
	Integration				# of Days:
	Stress				# of Days:
Conversion Programming					
Training (specify course names separately)					
	Course 1				# of Days: # Client Seats:
	Course 2				# of Days: # Client Seats:
	Course 3				# of Days: # Client Seats:
	Course 4				# of Days: # Client Seats:
	Course 5				# of Days:
	Go Live Support				# of Days:
	Post Go Live Support				# of Days:
	Other Services				# of Days:
<b>Total Implement Cost</b>					
<b>4 Interface Services</b>					
Interface 1:					
	Addl Customization Cost				Name: Seats/CPU's:
Interface 2:					
	Addl Customization Cost				Name: Seats/CPU's:
Interface 3:					
	Addl Customization Cost				Name: Seats/CPU's:
Other					
					Name: Seats/CPU's:
<b>Total Interface Cost</b>					
<b>5 Miscellaneous Equipment</b>					
	Purpose: Printer				Manufacturer: Model:
	Purpose : Bar Code Reader				
<b>Total Misc Equipment Cost</b>					
<b>6 Miscellaneous Costs</b>					

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	Additional Consulting - Hourly Rate				
	Other Costs				Type:
					Specify:
	<b>Total Miscellaneous Cost</b>				
7	<b>Total System Cost</b>				



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Functional Checklist

<b>RFP Functional Checklist - Does Your System Perform The Following Function?</b>				
Section	Functional Area	YES	NO	PARTIAL
<b>1</b>	<b>User Name and Password setting</b>			
	The password functionality should include the ability to restrict or permit access using a combination user class and ID			
	User classes restrict access as defined to reports			
	User classes restrict access as defined to configuration settings			
	User classes restrict access as defined to compliance tracking			
	User classes restrict access as defined to Import, Export, Record Deletion/Deactivation Features			
	The System shall allow for a unique User Name/Login for each operator of the system			
	The System shall allow for personal information for each user to be maintained			
<b>2</b>	<b>Stand Alone Station setup</b>			
	Each workstation running the System shall have a unique name/description in the software.			
	The station identity will be associated with each entry in the System.			
	Multiple stations within a building shall interface data and provide Administration with a cumulative record on each student daily.			
<b>3</b>	<b>Student Photograph Setting</b>			
	Ability to select an image capture device from a list of available devices			
	Option to select an image from file			
	The Student ID # must be used as the file name for the image.			
	Ability to select the image file type for saved images			
	Ability to automatically add a prefix to the image file name			
	Ability to select the path where the image files are stored on the hard driver or server			
<b>4</b>	<b>Infraction Pass Printing</b>			
	Printer has the capability of high-volume printing - specify number of impressions per minute by printer model.			
<b>5</b>	<b>School Scheduling</b>			
	The System shall accommodate an unlimited number of school day schedules to include but not limited to Block Scheduling, Odd/Even Days, Early Release Days, Inclement Weather Delays, Etc.			
	The user will have the option to select at will which schedule will be used to track student activity.			
<b>6</b>	<b>Student Data and Photo</b>			
	The System shall allow for the entry of a new student to the database			
	A student entry screen shall be provided which allows entry of standard student demographic information and student guardian information			

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Functional Checklist

<b>RFP Functional Checklist - Does Your System Perform The Following Function?</b>				
Section	Functional Area	YES	NO	PARTIAL
	A search utility is provided to avoid duplicate student entry and search on student ID#, first name, last name and multiple search fields			
	The Student Entry Screen shall include a photo box that displays an image of the student			
	System provides for photo capture from a Twain Device (such as a digital camera)			
	System permits storage and retrieval of photo from a file location on the server or hard drive			
	Software includes the ability to export the individual student photograph to any file location as a jpg, bmp, png, gif or tif file			
<b>7</b>	<b>Discipline Action Setup</b>			
	The user shall have the ability to set up all disciplinary actions based on the school's policies			
	The assigned disciplinary action for a student infraction shall print on the pass and include a description of the action.			
<b>8</b>	<b>Compliance Tracking</b>			
	The System shall include built-in compliance tracking functionality for all disciplinary actions such as detention, Saturday school, cafeteria duty etc.			
	User may select how many days of advanced notice the disciplinary action requires.			
	User may select which days of the week disciplinary actions may be assigned.			
	The user shall have the ability to block out specific dates or date ranges such as holidays, teacher in-service days and any other days that disciplinary actions may not be served.			
	The user shall have the ability to set a daily capacity for the number of students allowed to comply with the disciplinary action and when the maximum is reached, the System shall automatically roll the disciplinary action to the next available compliance date.			
	The System shall generate a report that lists all students who are required to comply with a disciplinary action.			
	The System should include the ability to select a student record and mark that student's compliance for an assigned disciplinary action. If multiple disciplinary actions are required for that student, the user will have the option to select which action the student is complying with at that time. The System shall have the ability for the user to escalate a disciplinary action to the next level disciplinary action.			
	The System shall alert the user of a student with unserved disciplinary actions as soon as their record is retrieved during the tracking process			
<b>9</b>	<b>Infraction Tracking</b>			
	The System shall allow for an unlimited number of infractions to be tracked.			
	Each school shall have the ability to set up unique track codes for each infraction based on the school's policies			
	The System shall utilize drop down lists so that the user has the ability to quickly see all infraction types and select which infraction is being entered			

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Functional Checklist

<b>RFP Functional Checklist - Does Your System Perform The Following Function?</b>				
Section	Functional Area	YES	NO	PARTIAL
	Each infraction code shall be associated with the various levels of disciplinary actions. For example, if the school's policy is to issue a detention on the third occurrence of a student tardy to class, the system will automatically flag the "detention" disciplinary action.			
	The System shall allow the user to set up escalating disciplinary actions for each infraction code			
	The System shall give the user the option to select how many passes (if any) should print with each entry of an infraction.			
	The System shall generate passes that include the Infraction date, student name, student ID #, infraction description, assigned disciplinary action and action date for disciplinary action			
	The System shall allow the user to track merit points for each track code.			
	In addition to the disciplinary action triggers, the System shall allow the user to set up various intervention levels for each track code.			
	The System shall include the ability for the user to set up a custom intervention letter for each infraction type that will trigger at the specified disciplinary action threshold.			
	All intervention letters shall automatically queue for printing by any 8 ½ x 11 paper printer and be ready for fan-fold and insertion into a windowed envelop.			
<b>10 Data Research and Analysis</b>				
	The System shall offer various methods of selecting historical data that administrators will use to research and analyze behavior trends for each student as well as summary data for the entire school.			
	The System shall offer a quick glimpse of a student's infractions every time their record is retrieved during the tracking process.			
	The System shall allow the user to analyze a specific infraction for an individual student or the entire school. The option to print a report with this information must also be available.			
	The System shall allow the user to analyze a specific infraction on a specific date. A report should be available with this same data.			
	The System shall allow the user to edit or delete a tracked entry. The user should have the ability to modify the infraction type and/or add notes to clarify the infraction circumstances			
	The System shall allow the user to activate or deactivate a tracked entry.			
	The user shall have the option to search for a specific record # to retrieve an entry for a tracked student action. A report shall be available with this same information			
	The System shall include the ability to analyze a specific infraction and select a threshold to view violations, for example, if an administrator wants to see how many students have 3 or more cell phone violations.			
<b>11 Standard Reports</b>				
	The System shall have the ability to show a complete list of students so that a user may select the student record from the list			
	The System shall generate a report that lists all students who failed to comply with the assigned disciplinary action on the assigned action date.			

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Functional Checklist

<b>RFP Functional Checklist - Does Your System Perform The Following Function?</b>				
Section	Functional Area	YES	NO	PARTIAL
	Daily Reports – A report for each infraction that lists all students who committed the infraction for that day. The user shall have the ability to select the date and the infraction type before generating the report.			
	A report must be available that lists all students who have reached the specific intervention levels.			
	Delinquency Report – the system shall provide a report that lists all students who have not complied with assigned disciplinary actions.			
	Discipline Report – the System shall provide a report that includes all students who were assigned a specific disciplinary action type for a specified date. The user shall have the ability to select the action date and the action type before generating the report.			
	Infraction report - The System shall include the ability to analyze a specific infraction and select a threshold to view violations, for example, if an administrator wants to see how many students have 3 or more cell phone violations.			

**PROPOSER SUBMITTAL FORM**

**COST PORPOSAL**

**RFP # 09-97**

**STUDENT TRACKING SYSTEM**

TOTAL COST FOR THE SOFTWARE AND INSTALLATION OF SPECIFIED  
COMPUTER -BASED SOFTWARE FOR A STUDENT TRACKING SYSTEM:

\$ \_\_\_\_\_

ANNUAL COST FOR STUDENT TRACKING SYSTEM:

Year 1 \$ \_\_\_\_\_

Year 2 \$ \_\_\_\_\_

Year 3 \$ \_\_\_\_\_

Payment Terms: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

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