

Request for Sealed Proposal Financial and Human Resource System (HR/FMS) Vendor Hosted Solution

Project Identification

1) PROJECT REQUEST

Education Achievement Authority (EAA) of Michigan is soliciting proposals for a **Financial and Human Resource Vendor Hosted Solution**. EAA OF MICHIGAN is soliciting proposals for a comprehensive solution to its entire set of functional requirements that not only meets the requirements set forth in this RFP but is also flexible and scalable in order to meet its future business and technology needs.

Contact Person(s): Rebecca Lee-Gwin, Ph.D.
Deputy Chancellor, Business/Fiscal Affairs and Operations
Email: lee-gwin@michigan.gov
Phone: 313.456.3783

Office: Cadillac Place
3022 West Grand Blvd., Suite 14-652
Detroit, MI 48202

2) BACKGROUND

The EAA of Michigan is a new statewide system of schools that will assume operation of the lowest 5 percent of the Persistently Lowest Achieving (PLA) schools in the state of Michigan. The EAA's mission is to develop a new approach to educating children who are growing up in a 21st Century digital environment. The EAA OF MICHIGAN began operating its first schools in September 2012 with 12 elementary, middle and high schools in Detroit being transferred into the new system of schools. Those 12 schools in the EAA OF MICHIGAN are located in east, west and Southwest Detroit. There are six elementary/middle schools and six high schools:

Elementary/Middle Schools

- Brenda Scott Elementary/Middle
- Burns Elementary/Middle
- Law Academy
- Mary M. Bethune Elementary/Middle
- Nolan Elementary/Middle
- Phoenix Elementary/Middle

High Schools

- Central Collegiate Academy
- Denby High School
- Ford High School
- Mumford High School
- Pershing High School
- Southeastern High School

EAA of Michigan enrollment in 2012 is 10,500. Additionally, the EAA OF MICHIGAN is expected to assume operations of 30 additional schools in 2013.

3) SCOPE

The EAA OF MICHIGAN is considering employing a Vendor Hosted solution for all of the EAA of Michigan's Financial and Human Resource System needs. The proposed solution would need to be technically compatible to be able to integrate data from the ADP Payroll program employed by the EAA of Michigan. Further, the proposed solution would need to be able to seamlessly migrate data from the existing system in use by EAA of MICHIGAN. Technical data on the existing system will be provided to interested responders.

Vendor Hosted Solution:

Vendor hosted solution will provide EAA OF MICHIGAN the following hosted services:

- 1) Guaranteed System 99.93% uptime or better.
- 2) Guaranteed continuous and live backups and restore with 0.0% data loss.
- 3) Vendor required staff to install, manage and support system 24/7. Product technical support and helpdesk hours must be at a minimum between 7AM to 7PM eastern/standard time. Resolution must be within two hours.
- 4) Provide test server/s for running scenarios before live implementation.
- 5) Software configuration and any new software release, software patch update or software upgrade.
- 6) Server maintenance and support.
- 7) Software upgrades to ensure timely access to the newest solution capabilities.

The proposed solution must provide the following system functionality, each of which must be addressed in the successful proposal:

- 1) Does bid software run on MS SQL 2008 enterprise?
- 2) Does the bid software run on MS SQL 2012 enterprise?
- 3) General technical requirements?
- 4) General ledger accounting?
- 5) Budget preparation and monitoring?
- 6) Purchasing (i.e. Purchase Order generation and processing)?
- 7) Fixed assets
- 8) Accounts payable?
- 9) Accounts receivable?
- 10) Payroll and tax related deductions?
- 11) Project/grant accounting?
- 12) Work order?
- 13) Inventory?
- 14) General human resources requirements?
- 15) Applicant tracking?
- 16) Benefits and its administration?
- 17) Workforce Management and Recruiting
- 18) Manage compliance risk?
- 19) Time and attendance; including shift differential, additional assignments, and special payroll calculations for all staff (e.g. full time teachers, part time teachers, substitute teachers, support staff, custodian staff, administrative staff, etc.)?
- 20) Touch terminals with biometric verification capabilities?
- 21) Student/Staff ID printing?
- 22) Ability to centrally access Local School Accounting data input by EAA of Michigan schools (i.e. school-specific fundraising, athletic funds, etc.)
- 23) Ability to integrate and import/export data to the State of MI Department of Education Chart of Accounts and CEPI system
- 24) Ability to import/export data in .CVS files to Microsoft Excel
- 25) Ability to import/export data from the current ADP payroll processing system

In addition to software module costs, proposals must also include detailed implementation, maintenance and training costs.

4) TERMS AND CONDITIONS

1. The terms of this agreement will be mutually agreed upon.
2. EAA OF MICHIGAN reserves the right to cancel this contract without pecuniary risk or penalty upon written notice of the intent. The board reserves the right to cancel this contract upon written notice of the intent.
3. If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of this contract, EAA OF MICHIGAN reserves the right to cancel upon thirty days written notification of the intent.
4. Vendor MUST provide evidence of liability and workers comp insurance with this proposal. EAA OF MICHIGAN retains the right of approval for insurance coverage.
5. The vendor shall agree to waive all right of subrogation against the EAA OF MICHIGAN, its officials, employees and volunteers for losses arising from work performed by the engineer for EAA OF MICHIGAN.
6. The vendor agrees to indemnify and hold harmless owner, its Board of Trustees, individually and in their capacities, and all employees and agents of owner, from any and all claims, actions, demands, suits, causes or otherwise, for personal injury, death or property damage, arising out of or related directly or indirectly to the project, brought by or on behalf of any person, group of persons, or legal entity.
7. EAA OF MICHIGAN accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract.
8. Proposers are specifically directed NOT to contact any EAA OF MICHIGAN Board members or personnel, other than specified personnel identified in this RFP, for meetings, conferences or technical discussions that are related to the RFP. Unauthorized contact with any EAA OF MICHIGAN Board member or personnel may be cause for rejection of the proposer's RFP response. The decision to select a proposal is solely that of EAA OF MICHIGAN.
9. EAA of MICHIGAN may grant a preference to a company with a Michigan presence, provided that the bid price from the Michigan vendor is within 5% of the low bid, not to exceed \$100.00, and further provided that all other matters are equal.

5) GENERAL TERMS

Vendor Contact

Please include the name, title, address, and telephone number of the contact person for questions on your proposal.

Technical Response

Required information on the technical capabilities of the proposed software solution is detailed in subsequent sections of this RFP. A complete response to these requirements is necessary for EAA OF MICHIGAN to conduct a thorough analysis and determine applicability to the EAA OF MICHIGAN needs.

Pricing Information

Proposals should include pricing information in the format included in the RFP. Additional information can also be provided, if necessary.

Non-Collusion Affidavit

The authorized person must sign a non-collusion affidavit. A fully executed copy of the required affidavit is contained in Attachment A. *The original signed affidavit is to be included in the proposal in order for the proposal to be considered.*

Felony Conviction Notification

The authorized person must sign a felony conviction notification. A fully executed copy of the required affidavit is contained in Attachment B. *The original signed affidavit is to be included in the proposal in order for the proposal to be considered.*

Conflict of Interest

The authorized person must sign a conflict of interest affidavit as contained in Attachment C. *The original signed affidavit is to be included in the proposal in order for the proposal to be considered.*

Taxes

EAA OF MICHIGAN is exempt from state, federal, and local taxes, and will not be responsible for any taxes levied on the company as a result of the contract resulting from this RFP.

Equal Opportunity

It is the public policy of EAA OF MICHIGAN, at all levels of procurement, to promote equal opportunity in employment and in contracting opportunities, and to promote and encourage the participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), small and other disadvantaged business entities in employment and contracting opportunities involving the State as fully as possible. The term "minority business enterprises" means a business at least 51 percent of which is owned, controlled and managed by minority group members. EAA OF MICHIGAN, therefore, is committed to pursue such avenues in its employment and contracting activities which will further the goals of this policy.

Similarly, demonstrated commitment content with the goals of this policy by those with whom the EAA OF MICHIGAN does business, including those vendors responding to the solicitation, is highly desirable by EAA OF MICHIGAN.

Assignment

The selected vendor may not reassign any award made as the result of this RFP, without prior written consent from EAA OF MICHIGAN.

Discussion of Proposals

EAA OF MICHIGAN may conduct discussions with any proposer who submits a proposal. Proposers must be available for a presentation at EAA OF MICHIGAN on specific dates if selected for software demonstrations and/or discovery (pre-contract negotiations).

Data Submission

All data and information gathered by the selected vendor and its agents, including this RFP and all reports, recommendations, specifications, and data shall be treated by the selected vendor and its agents as confidential. The selected vendor and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from EAA OF MICHIGAN.

Terms Specific to this RFP

By virtue of submitting a proposal, the vendor making the submission acknowledges the following:

- EAA of Michigan reserves the right to cancel this RFP at any time for any reason.

- This RFP is a request for a vendor hosted software solution, implementation services, and Support. As such, proposals from implementation firms alone or software firms without an implementation mechanism will not be considered.
- Software firms may or may not partner with another vendor for purposes of implementation. However, the proposal should clearly delineate which party is responsible for what services. Should any conflicts arise during the implementation process; EAA OF MICHIGAN will hold the prime contractor, i.e., the software firm, responsible for resolution of any difficulties.
- The software firm must be the entity providing the responses to the detailed business requirements. The comment field (or a separate document, if necessary) should be used to note alternatives or provide additional information.
- Both the software and services firm (s) will be required to warrant the license and services agreement to the requirement responses.
- EAA OF MICHIGAN reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by EAA OF MICHIGAN to be in its best interest. EAA OF MICHIGAN reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information. Furthermore, EAA OF MICHIGAN reserves the right to delete or add functionality (i.e., modules and components) up until the final contract signing.
- EAA OF MICHIGAN expects to enter into a software licensing agreement with the software firm(s) and an implementation services agreement with an implementation firm (if it is different from the software firm). If EAA OF MICHIGAN is not satisfied with the qualifications, cost, or experience of the implementation firm or any third-party solution, it reserves the right to request that the software firm implement its own software or propose a new implementation firm.
- If EAA OF MICHIGAN is not satisfied with the quality or experience of the implementation firms being proposed, EAA OF MICHIGAN also reserves the right to select the software product only as part of this procurement, and issue another RFP for implementation services. All firms submitting proposals, by virtue of doing so, are recognizing that EAA OF MICHIGAN retains this option.
- Pricing must be submitted on a "not-to-exceed" basis. Unless there is an approved change in the scope of services requested by EAA OF MICHIGAN, the selected vendor will provide all services within the agreed upon price for both software and implementation services. Where the vendor cannot specifically identify a cost for service, the vendor should explain how this area or areas will be defined before a contract is entered into between EAA OF MICHIGAN and the vendor.
- Proposals and pricing, once submitted, may not be withdrawn for a period of 120 days from the date of the proposal submission requirement included in this RFP.

When responding to this RFP, please follow all instructions carefully. Please arrange and submit proposal contents in the following order:

Proposal Element	Description/Information to be Included
Title page	Name of firm or firms issuing the proposal.
Letter of transmittal	Signed by someone able to commit the firm, or firms, to the specified work and costs. Brief understanding of the key points of the proposal and why EAA OF MICHIGAN should select the vendor.
Table of contents	Listing of each proposal element and page

Proposal Element	Description/Information to be Included
	number.
Executive summary	No more than five pages summarizing the key elements of the proposal.
Company background	Brief history of the firm and each subcontractor. Required financial stability information should be included here along with any proof of insurance requirements.
Proposed optimal software and hardware solution to meet EAA OF MICHIGAN needs	Detailed list of software, both proprietary and any third-party or optional software, being proposed and any required hardware.
Technical requirements	Responses to the sections of technical requirements. Any exceptions should be noted in this section.
Implementation plan	Milestones necessary to meet the date for having the system fully functional.
Training plan	Identification of training options and costs and number of users to be included for training in each option.
Scope	See page 2.
Maintenance and technical support	Brief description of how the software solution will be supported.
Proposed project team members	A brief description of key project team members and their experience on similar projects. Resumes should be included for all key position.
References	See earlier description of information to be included.
Cost/pricing proposal	Detailed list of costs using format described in the RFP.

Failure to follow these instructions may be considered an unresponsive proposal and may result in immediate elimination from further consideration.

Submission of Proposals

Please refer to Attachment D for instructions on submitting proposals.

Submission Requirements

In order to facilitate the responses to this RFP, proposers are required to prepare their proposals in accordance with the instructions as outlined in this RFP.

Signature of this proposal by the proposer constitutes acceptance by the proposer of terms, conditions and requirements set forth in the RFP.

Minor exceptions may not eliminate a proposal. Any exceptions to the specifications established in this RFP shall be listed in detail on a separate sheet and attached to the proposer's response. EAA OF MICHIGAN shall determine whether any exception is minor.

Proposals not conforming to the instructions provided in this RFP will be subject to disqualification at the sole option of EAA OF MICHIGAN.

Withdrawal of Proposals

Responses to the RFP may be withdrawn by written notice received prior to the due date and time specified for receipt of the proposal.

Confidential Information

The proposal submitted in response to this request may contain technical data that a proposer does not want used or disclosed for any purpose other than evaluation of the proposal. If any of the information is considered to be proprietary or a trade secret belonging to the proposer, and if released, would give advantage to a competitor or other proposers, that information should be filed with the proposal in a separate envelope marked "CONFIDENTIAL - DO NOT DUPLICATE WITHOUT PERMISSION."

This restriction does not limit the right of EAA OF MICHIGAN to use or disclose technical data obtained from another source without restriction. This restriction also does not apply EAA OF MICHIGAN's right to disclose technical data to the internal selection team, including any consultant hired by EAA OF MICHIGAN to assist Financial and Human Resource System with the software evaluation and selection process.

EAA OF MICHIGAN assumes no liability for disclosure or use of unmarked technical data or products and may use or disclose the data for any purpose and may consider that the proposal was not submitted in confidence and therefore is releasable. Price and cost data concerning salaries, overhead, and general and administrative expenses are considered proprietary information and will not be disclosed.

Proposal and Presentation Costs

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by EAA OF MICHIGAN to reimburse any individual or firm for any costs incurred in preparing or submitting proposals, for providing additional information when requested by EAA OF MICHIGAN or for participating in any selection demonstrations or interviews, including discovery (pre-contract negotiations) and contract negotiations.

6) WORK AND DELIVERABLES

EAA OF MICHIGAN seeks to implement a vendor hosted software package that requires little or no customization but allows for a high degree of flexible configuration. The goal would be to limit the amount of modification to the base application. EAA OF MICHIGAN also desires a system that includes development tools that will enable EAA of Michigan to meet its future needs without becoming heavily dependent upon programmer consultants.

In order to be considered for selection, a proposer must address every section of functional requirements noted above.

Failure to address the set of requirements may result in a proposal being assessed as "unresponsive" and may result in its elimination from further consideration. Additional proposal instructions are described later in this document.

Services and Deliverables to Be Provided

For the purpose of preparing proposals, Vendors should contemplate that the system will be fully accessible and in operation as specified in Attachment D. These deliverables are not all inclusive. Contractors may propose other deliverables.

Data: Currently EAA of Michigan is using the Wayne RESA Financial System. Periodic uploads are required until June 20, 2013 or at which time EAA OF MICHIGAN decides to transition into the new system.

A. Business Requirements

Proposers must identify the ability of their proposed solution to integrate with current software.

The database must have export capability to State of Michigan MDE and its related servers. Microsoft SQL, Microsoft Access, and Excel and or delimited text files in ASCII format or in other formats as noted in the specifications.

The proposed solution must also list any additional software required to support the proposed solution.

EAA OF MICHIGAN prefers software that is standards-based and does not lock EAA OF MICHIGAN into proprietary technology. Also, EAA OF MICHIGAN would need web ready and GUI-based applications running in a client-server environment. Applications must be user-friendly and table driven and be able to use the EAA OF MICHIGAN's Ethernet TCP/IP network.

Licensing

The proposed solution should provide a full description of all licensing conditions to include system upgrades and the terms under which future users may be added. The proposed solution should also define licensing terminology, such as “user/s” (e.g., concurrent, seats).

System Security

The proposed solution should describe in detail security controls to govern usage by various levels of EAA OF MICHIGAN personnel and to prevent unauthorized use of the database. This description should at a minimum describe how access to the database is restricted, maintenance of database process controls and logging of all transactions.

Longevity and Financial Stability

EAA of Michigan is interested in identifying a proposed solution that is supported by a vendor or vendors with demonstrable staying power both in terms of length of existence and in financial strength.

The respondent must include for the prime contractor and all subcontractors, a history of the firm, an approximate number of clients with similar installations or for whom similar work has been performed and a list of current officers of the firms and their tenure with the firm. For selected finalists in the process, EAA of Michigan may request detailed information to support any of these points.

A summary of audited financial information (i.e., balance sheet and income statement) should be included with the response. In the absence of audited financial statements, financial compilation certified by an external third-party certified public accountant, should be included.

For selected finalists in the process, EAA OF MICHIGAN may request detailed information to support this summary information. EAA of Michigan may also request the name of the respondent's financial institution and contact for verification of financial strength.

All financial information will be treated as confidential.

User Groups and Meetings

The proposed solution should identify the respondent's use of user groups locally, regionally and/or nationally as a source of user interaction and potential application software upgrades or modifications. Within the State of Michigan area users similar to EAA OF MICHIGAN (i.e., school districts of similar enrollment and complexity of operations) should be included in the response.

Exhibit 1

Probable Interface Software Application	Description	
Business/HR system/Time and attendance	N/A	
Cafeteria Food System	N/A	
Transportation routing system	N/A	
Textbook/Library/Inventory	N/A	
Learning Management System	N/A	
MDE State Board of Education	N/A	As required by MDE & State of Michigan

B. Application Design Standard

EAA OF MICHIGAN plan must be designed to operate continuously. SQL Server Failover Deployments must be planned with zero failure and zero data loss, as such however not limited to;

- a. Multi-instance cluster
- b. All nodes with active instances
- c. $n+1$ (n instances with one spare node)
- d. Multi-site failover cluster instance

C. Training

The proposed solution should include a description of the recommended training required to have a full, working knowledge of the application software. The proposed solution should identify which EAA OF MICHIGAN personnel should be included in the training. If there is a maximum number that can attend the training that should be stated.

If there are options regarding the amount of training, the proposed solution should distinguish the advantages of each successive option.

The location of the training should be included if not at EAA OF MICHIGAN.

D. Maintenance and Technical Support

The proposed solution should specify the provisions and cost of the post-implementation maintenance support contracts available to EAA OF MICHIGAN, including any initial support period that is included in the price in the respondent's proposal.

Upgrades at no additional cost must be included in the maintenance contract.

The proposed solution should describe 's ability to obtain source code, and any costs, in the event that the manufacturer discontinues the product or product support with no successor or in the case of manufacturer breach of contract.

The proposed solution should describe alternatives associated with technical support, such as on-site, telephone hotline or modem access. Costs and typical response time associated with each option should be identified. If specific types of technical cost are included in maintenance contracts, the type of support should be identified and quantified.

E. Evaluation and Contract Award Timeline

References

The proposed solution should include at least three references of organizations, preferably Michigan schools of similar size and complexity to EAA OF MICHIGAN. The reference information should list the name of the organization, a contact name and telephone number, the date the proposed solution was installed, the number of accounts in the system and any other relevant data.

Software Demonstrations and Site Visits

Proposer demonstrations and site visits to vendor installations are both integral parts of the selection process. Up to three vendors will be selected to conduct demonstrations of the proposed software.

If a vendor is selected for a software demonstration, additional information will be requested at that time, including: project manager and team; experience of the manager and team with similar installations, especially in Michigan; and best-and-final cost offer.

Each vendor will be given one-half day to demonstrate their software to the evaluation group of EAA OF MICHIGAN staff. During these demonstrations, vendors will be free to discuss/demonstrate the functionality of their software in whatever method the vendor feels is most advantageous. EAA OF

MICHIGAN staff will ask questions, as necessary, to clarify proposal responses or issues presented in the demonstrations.

Following the software demonstrations, EAA OF MICHIGAN will rank each vendor. The highest rated vendor will be contacted prior to site visits to inform them of the intent to conduct such visits and for assistance in facilitating access to the current user (s). EAA OF MICHIGAN will then arrange visits to one or more of the sites.

It is EAA OF MICHIGAN's intent to conduct at least two site visits of installations of the proposed solution. The respondent should include at least two current users (i.e., organization, contract name and telephone number, date of installation) of the proposed solution, one of which preferred to be in Michigan. In the evaluation process, it is the intent of EAA OF MICHIGAN to give additional preference to a proposed solution with one or more installations that available in EAA OF MICHIGAN service locations

F. Evaluation Criteria

An EAA OF MICHIGAN evaluation group comprised of staff in each of the functional areas will review all proposals received as part of a documented evaluation process. This evaluation will be conducted using the criteria in **Exhibit 2** as a guide.

BID RESPONDING VENDORS MUST ANSWER EACH ITEM UNDER EVALUATION CRITERIA IN A MATRIX FORM IN THIS SECTION.

1. Exhibit 2: Evaluation Criteria

Evaluation Criteria	Weight
Thoroughness of response and capability of proposed solution to meet EAA OF MICHIGAN's needs	25 percent
Cost, both initial and ongoing, and project timeframe	20 percent
Support hours & response availability as outlined in the scope on page 2.	10 percent
Current user information, including: satisfaction \with product, training and support; proximity to EAA OF MICHIGAN and number of installations in the area; and effective use of user groups	5 percent
Training	20 percent
Maintenance and technical support	15 percent
Respondent longevity and financial stability	5 percent

EAA OF MICHIGAN reserves the right to determine the suitability of proposals on the basic and Human Resource System of any or all of these criteria.

2. Evaluation of Responses to Written Proposal

The evaluation committee will rate the Vendors' written RFP responses leading to a 'functional numerical rating' for each Vendor. This work will result in no more than three finalists. The short list of finalists will matriculate to the evaluation of formal demonstrations of the Student Software products.

Each component of the RFP will be normalized to a maximum of 100 points. Each RFP will be scored and weighted based upon the following maximum points:

Evaluation Criteria	Maximum Points
Price	35
Vendor References	15
Technical Questionnaire, HR/FMS Specifications, & Scope	50

TOTAL	100
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3. Evaluation of the Vendor Demonstration – Functional Criteria

Vendors on the short list may be contacted by EAA OF MICHIGAN to prepare for a product demonstration. Each finalist may be asked to provide multiple in-depth presentations. The number and length of demonstrations will be determined in consultation between EAA OF MICHIGAN and the Vendors.

The HR/FMS demonstrations will consist of formal in-depth presentations. A list of questions to be covered in presentations shall be provided to the Vendor finalists prior to the demonstration by the Vendor.

At the initial software product demonstration, the various members of the evaluation committee will rate the software on their Functional Criteria.

Evaluation-Functional Criteria	Maximum Points
Price	35
Vendor References	15
Vendor Demo	
Ease of use: System allows users to find what they need and use by themselves	10
Comprehensive features: The extent which the HR/FMS features match EAA OF MICHIGAN needs	20
Efficiency savings: extent to which the perspective HR/FMS streamlines existing processes	10
Customization: extent and ease to which fields, forms and reports are customized	10
TOTAL	100

4. Cost/Pricing Information

The proposed solution must itemize all discrete costs of purchasing the application software, additional software, hardware, licenses, maintenance contracts, technical support, training and the like. Where options are available, such as different training alternatives, the price of each option should be clearly identified.

All costs should be identified as either recurring or one-time. If a cost is for a period of time, such as a maintenance contract, the length of the period included in the proposed solution should be identified and the entire cost for that period should be included.

Pricing information should include the following cost elements at a minimum and, preferably be in a similar format. The cost/pricing should be submitted with the proposal.

Cost Element	Proposed Amount
Base software license fees	
Software modification costs to meet EAA OF MICHIGAN requirements (*)	
Third-party software, if applicable	
Implementation services	
Data conversion and interfaces	
Training	

Travel and other support costs	
Hardware costs, if applicable	
Five-year maintenance cost by year	
Other costs (please be specific)	

(* Please identify the cost of each modification to the base software. EAA OF MICHIGAN reserves the right to waive a requirement based on cost information.

G. SECTIONS OF THE TECHNICAL REQUIREMENTS

The technical requirements section of the RFP contains twenty-three separate sections for response:

1. General technical requirements?
2. General ledger accounting?
3. Budget preparation and monitoring?
4. Purchasing (i.e. Purchase Order generation and processing)?
5. Fixed assets
6. Accounts payable?
7. Accounts receivable?
8. Payroll and tax related deductions?
9. Project/grant accounting?
10. Work order?
11. Inventory?
12. General human resources requirements?
13. Applicant tracking?
14. Benefits and its administration?
15. Workforce Management and Recruiting
16. Manage compliance risk?
17. Time and attendance; including shift differential, additional assignments, and special payroll calculations for all staff (e.g. full time teachers, part time teachers, substitute teachers, support staff, custodian staff, administrative staff, etc.)?
18. Touch terminals with biometric verification capabilities?
19. Student/Staff ID printing?
20. Ability to centrally access Local School Accounting data input by EAA of Michigan schools (i.e. school-specific fundraising, athletic funds, etc.)
21. Ability to integrate and import/export data to the State of MI Department of Education Chart of Accounts and CEPI system
22. Ability to import/export data in .CVS files to Microsoft Excel
23. Ability to import/export data from the current ADP payroll processing system

Vendors must respond to each number item using the following alternatives, which are located at the bottom of each page:

A - The current release of the software supports this specification. This feature is currently installed and in successful operation at one or more of the vendor's customer sites.

B - This specification is supported but not exactly as stated. Provide explanation in the comment section.

C - This specification is not currently in operation at a customer site but will be included as a part of the release to be installed as a result of this RFP.

D - This specification is not currently supported. The necessary modifications required to meet the specification will be provided at no cost to EAA OF MICHIGAN. Comments must be included to indicate the time frame required to provide the modification.

E - This specification is not currently supported. The necessary modifications required to meet the specification will be provided at an additional cost to EAA OF MICHIGAN. Comments must be included to indicate the cost and time frame required to provide the modification. Modification costs must also be included in the cost summary section of the response.

F - This specification is not supported, and no modifications will be provided.

ATTACHMENT A

NON-COLLUSIVE BIDDING CERTIFICATE

- A. By submission of this proposal, the bidder certifies that:
- B. This bid or proposal has been independently arrived at without collusion with another bidder or with any competitor;
- C. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- D. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;
- E. The person signing this bid or proposal certifies that he/she has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.
- F. THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR BID TO BE REJECTED.

Company Name

Authorized Signature

Title

ATTACHMENT B
CRIMINAL CONVICTION
FELONY CONVICTION NOTIFICATION

A person or business entity that enters into a contract with a school district must give advanced notice to EAA OF MICHIGAN if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

A school district may terminate a contract with a person or business only if EAA OF MICHIGAN determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in a conviction. EAA OF MICHIGAN must compensate the person or business entity for services performed before the termination of the contract.”

I, the undersigned agent for the firm named below, certify that the information concerning Notification of Felony Convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor’s Name: _____

Authorized Company Official’s Name (Printed): _____

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____

ATTACHMENT C

CONFLICT OF INTEREST AFFIDAVIT

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, and sub-paragraph (d), as listed below:

- 3) The advertisement for bids (and proposals) shall do all of the following: State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive of the public school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

Check one of the two boxes below.

List and describe all existing Conflicts of Interest. *(Attach an additional page if necessary.)*

To the best of my knowledge, no conflict of interest exists.

Print name of bidder: _____

Signature: _____

Name of Company: _____ City: _____ State: _____

NOTARY: State of _____ County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ Day of _____, 2012.

Notary Public: _____

My Commission Expires: _____

Seal

ATTACHMENT D

Schedule of Events

Event	Date
Release RFP to Bidders	October 12, 2012
Deadline for Submission of Questions	October 15, 2012
Pre-Proposal Conference	October 18, 2012 1 PM EST at Office
Deadline for Proposal Submission	October 26, 2012 1PM EST
Bid Opening	October 29, 2012 1PM EST
Evaluation of Responses	October 30, 2012
Software Demonstrations by Selected Vendors	November 5, 2012
Contract Award	November 8, 2012
Installation Completed – Go Live	January 15, 2013

Bid Submissions:

Please send all proposals and supporting documentation to:

Bid for Financial and Human Resource System
Attn: Dr. Rebecca Lee-Gwin, Ph.D.
Education Achievement Authority of Michigan
3022 West Grand Blvd – Suite 14-652
Detroit, MI 48202

FAX PROPOSALS WILL NOT BE ACCEPTED.

All bid proposals must be received at the Education Achievement Authority of Michigan as specified in the Schedule of Events.

At a minimum, the bid package must include:

- One original (paper) and three copies of the entire proposal.
- One copy in digital format (preferably CD).
- Performance bond of at least 5% of the bid amount, up to \$10,000.
- References as specified in this RFP.

Inquiries:

All correspondence and inquiries regarding this RFP should be addressed to:

Adel Haddad
Education Achievement Authority of Michigan
3022 West Grand Blvd., Suite 14-652
Detroit, MI 48202
Email: haddada@michigan.gov

Questions concerning this RFP will be accepted via email as specified in the Schedule of Events. Any changes, additions, modifications to this RFP will be posted to the Education Achievement Authority of Michigan's webpage at www.michigan.gov/ea. Vendors are responsible to check for modifications.