
REQUEST FOR PROPOSAL

Student Information System Software Solution

SAVANNAH R-III SCHOOL DISTRICT

Technology Department

408 W. Market

SAVANNAH, MO 64485

ADVERTISEMENT/INVITATION FOR PROPOSAL

Please be advised that the Savannah R-III School District Department of Technology is receiving proposals for a Student Information System Software Solution.

Copies of the bidding documents are enclosed herewith.

Bids shall be submitted to the District at the above address on or before October 17, 2022 at 4:00pm. Bids received after that time will not be accepted nor considered.

Bids may be modified, cancelled or withdrawn prior to the above referred time and date only upon receipt of written notice before the aforementioned time and date. Bids may not be withdrawn for a 60-day period following the time and date for the receipt of bids.

Bids must be made on the enclosed bid form. Bidders are requested to comply in all respects of the bidding documents and the instructions to bidders.

Bidders are reminded that the District is exempt from manufacturers excise taxes, floor or sales taxes. Tax exemption certificates will be issued upon request.

BID NUMBER:	SIS2022
RELEASE OF RFP TO BIDDERS:	September 26, 2022
QUESTIONS DUE:	October 10, 2022
BID RESPONSE DUE:	October 17, 2022 at 4:00 pm
Required Onsite Demonstrations (Invite Only):	October 26, 27 and 28 2022

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered; (4) they have read the complete Request for Bid and understand all provisions; (5) if accepted by Savannah R-III School District, this Bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted Bid will be bidder responsibility.

Name of Bidder: [Name of Bidder](#)

Primary Contact: [Primary Contact](#)

Email Address: [Email Address](#)

Address: [Address](#)

City: [City](#)

State: [State](#)

Zip: [Zip](#)

Phone Number: [Phone Number](#)

Fax: [Fax](#)

Taxpayer ID Number: [TIN](#)

If Corporation – Date & State of Incorporation: [Corporation](#)

I. FIRM REQUIREMENTS

- A. Firm shall purchase equipment directly from manufacturer or through manufacturer-authorized channels only, in accordance with all applicable laws and current manufacturer's applicable policies at the time of purchase.
- B. Firm shall provide where source equipment was purchased from, which will be verified by the manufacturer account manager.
- C. Firm should have the capacity and willingness to field calls/emails from Savannah R-III School District if a problem occurs.
- D. The firm will be willing to field follow up questions from Savannah R-III School District once the project is completed.
- E. Firm will provide full, detailed documentation of all aspects of the project.

II. ADDENDUM(S)

Any addendum(s) will be posted to the Bid Requests page on the Savannah R-III School District Requests for Proposal and Bids website at <https://www.savannah3.com/page/bid-opportunities> .

Vendors are responsible for checking the website and acknowledging any addendums in their response.

III. BID CONDITIONS

In submitting a response to this Request for Bid, vendors hereby understand the following:

- A. Savannah R-III School District reserves the right to reject any and/or all bids and responses to these and/or related documents, to accept any item(s) in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Savannah R-III School District.
 - B. Savannah R-III School District interprets the term "Lowest Responsible and Best Bidder" as requiring Savannah R-III School District to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. Savannah R-III School District can consider, among other factors, such things as references, past performance, the availability of service(s), part(s) material(s) and/or supply(s), warranty, maintenance, freight costs, performance of product and labor cost of items upon which bids are received. Bid responses will be rejected if all bid specifications are not met.
 - C. That Bidder, if an individual, is of lawful age and competent to enter into and perform the Work contemplated and, if a corporation, is duly incorporated and authorized to do business in this state.
 - D. That this Bid is made without any understanding or agreement with any other person, firm or corporation making a Bid for the same purpose. That this Bid is made without any understanding or agreement with any other person, firm or corporation that such person, firm or corporation refrain from bidding and this Bid is in all respects fair and without collusion or fraud.
 - E. That no member of the Board of Education of this District, nor any officer, employee or person whose salary is paid by said District, in whole or in part, is directly or indirectly interested in this Bid or any labor or material to be supplied under any Contract or any portion of the profits.
 - F. That the prices stated herein are net, exclusive of all federal, state and municipal sales and excise taxes.
 - G. Alternate bids (two or more bids submitted) will be considered for an award. Savannah R-III School District reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the bid specifications will control.
 - H. Bidders MUST email bids to custodianofrecords@savannah3.com on or before the date and time specified.
 - I. All questions regarding this bid request shall be submitted electronically, by date and time specified, to jmartin@savannah3.com. The email must contain this bid number, name, date and numbered questions. Savannah R-III School District will not answer questions transmitted through facsimile or methods other than set forth in this paragraph. All questions will be answered in an addendum, 5 working days after question due date. Savannah R-III School District is not responsible for questions not received on or before the due date, including emails lost due to spam filters or technical issues.
 - J. Bids submitted may not be withdrawn for a period of 60 days immediately following the opening of this Request for Bid.
 - K. All requested information must be supplied. If bidders cannot respond to any part of this request, bidders should state the reason they cannot respond and note an exception. Bidders may provide supplemental information to assist Savannah R-III School District in analyzing its bid.
 - L. If the bidder refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Bid or purchase order, Savannah R-III School District may, by written notice, terminate the contract or purchase order.
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- M. The bidder will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens.
- N. The successful bidder will hold and save Savannah R-III School District, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Savannah R-III School District. Vendors working on Savannah R-III School District property or on behalf of Savannah R-III School District will be required to carry minimum insurance listed in bid document.
- O. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to Savannah R-III School District inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of a Savannah R-III School District representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
- P. Contracts entered into based on submitted bids are revocable if contrary to law.
- Q. All project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and Local laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Accessibility Guidelines (ADAAG).
- R. The bidder responding to this bid solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, any Instructions, Mandatory Requirements and Conditions.
- S. Unless specified elsewhere in the document, all prices quoted must be F.O.B. specified destination and will include all delivery, handling, and any other charges related to delivery including surcharges.
- T. The bidder hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for proposal, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid documents. The bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
- U. It will be understood that any bid and any and/or all referencing information submitted in response to this Request for Proposal will become the property of Savannah R-III School District, and will not be returned. As an educational entity, Savannah R-III School District is subject to making records available for disclosure after Board of Education approval of the recommendation.
- V. Savannah R-III School District will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Savannah R-III School District and/or its representatives. Further, Savannah R-III School District will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of Education has formally accepted a recommendation.
- W. By submission of a response, the bidder agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, or committee sanctioned by and/or governed by the Savannah R-III School District Board of Education. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that Savannah R-III School District may reject their bid/quotation. The bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.
- X. Savannah R-III School District will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Missouri and any local resolutions specifically applicable to the purchase.

- Y. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Missouri. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
 - Z. Savannah R-III School District requests a just in time order process to alleviate storage issues and to ensure factory warranty stays engaged until products are installed.
- AA. If a current update to a product is available, please provide the current solution and note the change.
- BB. All associated costs required to complete project as specified should be included in your final bid.

IV. PROJECT OVERVIEW

The Savannah R-III School District is accepting proposals for a Student Information System Software Solution to be used at 7 school sites. The core purpose of this system is to store, schedule, and report student data for the district.

SITES AND DEMOGRAPHICS

Site and Address	Students	Parents	Staff
SITE A: Savannah High School	713	1340	74
SITE B: Savannah Middle School	537	963	62
SITE C: Minnie Cline Elementary	594	1016	63
SITE D: Helena Elementary	91	175	26
SITE E: John Glenn Elementary	244	403	36
SITE F: Amazonia Elementary	97	157	24
SITE G: Early Childhood Special Education	64	95	18
Numbers are approximate			

V. PROVIDER QUALIFICATION

ABOUT THE PROVIDER

Please supply a brief description of your company, including the number of years in operation, the number of employees, financial viability and the percentage of company resources dedicated to your Student Information System solution.

INDUSTRY EXPERIENCE

Please describe your experience in providing Student Information System Software Solutions and your long-term viability in the K-12 sector.

RESEARCH AND DEVELOPMENT

Please describe what resources your company invests in research and development of your product(s).

PRODUCT UPDATES

Please describe your current product update methodology. Please make sure you include frequency of updates, customer impact and examples of recent enhancements.

DIFFERENTIATION

Describe what you think differentiates your organization from other industry providers.

PROPOSED PROJECT TEAM

Please provide information about the implementation team and departments involved in delivering the proposed solution to the Savannah R-III School District.

OTHER PRODUCTS AND SERVICES

Please list and briefly describe any products and services that you provide outside of your proposed Student Information System Software Solution.

CUSTOMERS

Please supply a sample list of similar active clients. Please include: number of K-12 schools, number of K-12 districts, number of K-12 students.

REFERENCES

Provide the names of five K-12 school districts currently utilizing your solution and a point of contact.

PARTNERING

Provide the names of any partners and/or subcontractors relevant to this RFP. Please describe their role in the response.

VI. PROPOSED SOLUTION

PRODUCT

Product name:

Brief description:

Current version:

Year released:

Hardware Requirements:

REQUIREMENTS AND SAAS CAPABILITY

RESPONSE KEY

YES	Yes, this feature is available as part of the standard package
YES-P	Yes, only partially
YES-C	Yes, this feature is available but requires customization
FR	This feature will be available in a future release (within the next 6 months)
NO	This feature is not available in the system
N/A	Not applicable

Please provide as much information as possible in the details section of the requirements. Attachments included.

Spreadsheet included:

Savannah School District SIS Application Requirements Matrix

VARIED OR ADDITIONAL OPTIONS

Describe any proposed additions or variations outside of the standard package. Ensure to add those items separately in the Additional Options pricing section.

SELF-HOSTED

Please describe your requirements for self-hosted solutions.

VENDOR HOSTED

Please describe your hosting model.

LICENSING

Please describe your licensing model.

VII. IMPLEMENTATION

IMPLEMENTATION PLAN

Provide a plan outlining the likely timeline for implementation, including meetings to discuss progress.

TRAINING

Please describe the training procedure for each group of users.

SUPPORT SERVICES

Please describe the technical support processes and the options available for your proposed solutions. Outline your escalation process and typical response times. Attach your recommended service-level agreement to the supporting documents section.

VIII. PRICING

Please supply all costs required to meet the base bid of the project. List all costs as separate line items. In the space below, please describe your pricing model including discounts, locked in rates, or changes to future year rates.

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INITIAL COSTS

Please supply a list all initial costs required to meet the base bid of the project, including any available discounts. List all costs as separate line items.

[illegible]

ANNUAL COSTS

Please supply a list of all estimated annual reoccurring costs required to meet the base bid of the project, including any available discounts. List all costs as separate line items.

[illegible]

ADDITIONAL OPTIONS

Please supply a list of all options/add-ons available, which were not required to meet the base bid of the project. Please include options for additional training and support. List all costs as separate line items.

[illegible]

IX. SUMMARY

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature: _____ Title: _____

Printed Signature: _____ **Date:** _____