

Request for Proposal

***Human Resources and Financial
Systems Software***

Issued By

Savannah R-III School District

408 W. Market St.

Savannah, MO 64485

[www. savannah3.com](http://www.savannah3.com)

September 2021

PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

Savannah R-III School District seeks information about Human Resources and Finance System software packages in order to analyze, evaluate, and recommend possible software packages that meet the District's current and future needs.

VISION

The District seeks a software package that performs all the essential functions necessary for financial operations and human resource management and move the District forward in terms of effectiveness and efficiency. The system must be robust enough to fulfill the complexities and demands of financial operations and human resources management yet allow easy and intuitive operation for a wide--range of users. Finally, the system must have business intelligence features, drawing data from multiple dimensions, to enhance data driven decision making.

SOFTWARE PACKAGE REQUIREMENTS

Basic Requirements

The vendor must meet all the Basic Requirements.

- ✓ The Human Resources module, Payroll module, and Financial Systems module must be fully integrated.
- ✓ The product must provide equal access for data entry and recall in Windows , Mac OS operating systems.
- ✓ The software must provide employees secure online access to personal data such as payroll history and time--off via multi--platform web browsers.
- ✓ In Finance, the system must provide General Ledger, Purchasing and Requisition, Accounts Payable, and Budget Development/Preparation.
- ✓ In Payroll, the system must provide complete payroll processing and reporting, electronic time and attendance, and direct deposit.
- ✓ In Human Resources, the system must provide for staff management and staff planning, employee demographics, employee history, employee leave, insurance, flex benefits, and licensure. Please price this module as an optional module.

Feature Requirements

- ✓ Provide for electronic, “paperless” routing, workflow, and approval of requisitions, purchase orders, voucher requests. Digital storage of voucher request documentation.
- ✓ Provide for electronic routing, workflow, approval for time and attendance, and employee status/job recommendations and changes.
- ✓ Provide the ability to integrate time and attendance with time clocks.
- ✓ Provide an automated solution for teacher absences and substitutes or provide for integration of teacher absence and substitute compensation data from Aesop.
- ✓ Provide a job posting and applicant tracking system. Optional
- ✓ Provide for the ability to expand the information in an employee’s human resources record beyond demographic information to include complete work history and performance reviews. Optional
- ✓ Provide the ability to track revenue/expenses with accrual accounting practices to generate monthly profit and loss reports for our food service department.
- ✓ Provide the ability to categorize budget packages in unique groups.
- ✓ Provide for budget preparation including the ability to prepare various scenarios and integration with contract negotiation scenarios.
- ✓ Provide the ability to integrate staff demographic data with our student information system, Tyler SIS.
- ✓ Provide for robust Business Intelligence features, with reports available that access data from multiple dimensions for data driven decision--making. Provide the ability for the District to develop reports specific to its own needs.

TECHNICAL INFORMATION REQUIRED

For server--based software, please provide the following information:

- ✓ Provide operating system/database licensing requirements for server applications.
- ✓ Provide memory/processor requirements for virtualized environment.
- ✓ Provide information regarding required bandwidth for standard end--user experience.

If a hosted solution, provide the following information:

- ✓ Description of software services provided
- ✓ Provide documentation describing site conditions, including backup process processes and schemes, data redundancy, and power systems, including power backup solutions.
- ✓ Provide service level agreements and provide documentation of “up--time” and down--time” for clients using hosted software solutions.

SCOPE OF SERVICES TO BE PROVIDED

The scope of services includes the following:

- ✓ Data transfer from current system (eFinance)
- ✓ Staff training
- ✓ Software
- ✓ Installation
- ✓ Additional modules or components to meet Basic and Feature Requirements
- ✓ Initial and annual support
- ✓ Maintenance

TRANSITION AND TRAINING

Vendors are asked to provide a brief description of a data transfer, training, installation, and implementation timeline.

COST DESCRIPTIONS

Provide detailed cost descriptions for the following and indicate initial costs, first year costs, annual or reoccurring costs:

- ✓ Data transfer from current system
- ✓ Staff training
- ✓ Software
- ✓ Licensing
- ✓ Hardware and peripherals
- ✓ Installation
- ✓ Additional modules or components to meet Basic and Feature Requirements
- ✓ Support
- ✓ Maintenance

EVALUATION CRITERIA

Proposals that meet the Basic Requirements, as listed above, will be evaluated with the following criteria:

- ✓ Fiscal considerations: Value and pricing
- ✓ Ability to increase operational efficiencies in the District.
- ✓ Ability to enhance effectiveness and functionality in budgeting and projections, workflows, data entry, and paperless processing
- ✓ Ability to meet the Feature Requirements, as listed above.
- ✓ Ability for staff to extract information and reports.
- ✓ Technology preferences (i.e. database structure, hardware platforms, hosted solutions, backup and disaster recovery anticipated costs)
- ✓ Capability and capacity of Business Intelligence features.
- ✓ Vendor stability (i.e. years in business, install base, vision)
- ✓ Vendor support: Respond to today's needs and ability to deliver on future needs

SUBMISSION OF PROPOSALS

The proposal must be received by 4:30 p.m. CDT, Thursday, October 1, 2021. Proposals must be submitted electronically as PDF files to custodianofrecords@savannah3.com.

PROPOSAL COVER LETTER

A proposal cover letter must be included and signed by a person authorized to legally bind the company. The letter must include a brief description of the vendor's proposal and a statement that the proposal will remain valid for 120 days after October 1, 2021. Proposals become the property of Savannah R-III School District and are subject to public review.

QUESTIONS AND CLARIFICATIONS

All communication during the RFP period should be submitted by email and directed to Jeff Martin, Director of Technology, Savannah R-III School District. jeff.martin@savannah3.com

REFERENCES

Company must include 5 references of Missouri school districts using the product.

IMPLEMENTATION TIMELINE

The Request for Proposal closes at 4:30 p.m. Thursday, October 1, 2021.

The District will review the proposals and select vendors to present their products by October 8, 2021.

Vendor presentations will be scheduled during the week of October 15, 2021.

The District will evaluate the proposals and presentations by October 22, 2021.

The District anticipates that we will make recommendations on future directions and/or possible product selection to the School Board by November 18, 2021.

Implementation planning will begin immediately after approval of the School Board at its December meeting.

Disclaimer

Savannah R-III School District reserves the right to reject any or all proposals and to accept the proposal considered most advantageous to the Savannah R-III School District.