REQUEST FOR PROPOSAL

Please Note:

Pinellas County Schools has partnered with Public Purchase which provides government agencies and their suppliers with a comprehensive and easy to use web-based eProcurement system. Registered suppliers receive automatic notification and transmittal of solicitations. Please visit www.publicpurchase.com to login and obtain all solicitation documents.

Once you have opened and viewed the document from the Public Purchase website you will automatically receive an e-mail notifying you when an addendum has been issued. However, if you obtain our solicitation documents from any other source, we cannot guarantee that you will automatically receive subsequent notifications of addendums by email. In order to assure that you are automatically notified, you must visit the above website and open and view the solicitation document. The District will not be responsible if you fail to receive any and all addendums if you obtain the original solicitation document from another source.

Responses shall be submitted electronically, uploaded to the Public Purchase system. Please allow sufficient time for the upload process, as submittals must be received by the specified date and time. Proposals submitted late shall be deemed non-responsive. Proposals should include all information and submittals requested herein. Incomplete proposals may be declared non-responsive.
## PURCHASING DEPARTMENT
School Board of Pinellas County, Florida  
301 – Fourth Street S.W.  
Largo, Florida 33770-3536

## REQUEST FOR PROPOSALS

<table>
<thead>
<tr>
<th>SUBMIT PROPOSALS TO:</th>
<th>PURCHASING DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinellas County Prohibits Discrimination In All Purchasing And Contracting</td>
<td></td>
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</table>

SUBMIT PROPOSALS TO: School Board of Pinellas County, Florida  
301 – Fourth Street S.W.  
Largo, Florida 33770-3536

<table>
<thead>
<tr>
<th>RFP TITLE:</th>
<th>Enterprise Resource Planning Solution (ERP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.O.B.</td>
<td></td>
</tr>
<tr>
<td>DESTINATION</td>
<td>COUNTYWIDE</td>
</tr>
<tr>
<td>POINT:</td>
<td></td>
</tr>
</tbody>
</table>

PROPOSAL DUE DATE AND TIME: November 15, 2022 3:00 PM ET  
PUBLIC OPENING ROOM: A308

### BID NO. 23-208-066

| BUYER: | Joe Benjamin, NIGP-CPP, CPPO, CPPB |
| DATE: | October 10, 2022 |

### SUBMITTALS:

Certain Submittals are required with your proposal. See the SUBMITTALS CHECKLIST found later in the bid document for details. Responses shall be submitted electronically, uploaded to the Public Purchase system. Please allow sufficient time for the upload process, as bids must be received by the specified date and time. Each bid proposal should include all information and submittals requested in this bid. Incomplete bid proposals may be declared non-responsive.

### PURCHASING CARDS:

Proposers that accept Visa/Mastercard payments can be enrolled in the District’s ePayments program for faster payment turnaround. Interested parties can contact the District’s purchasing card provider, JP Morgan, for enrollment in the program at sua.supplier.support@jpmchase.com, or by phone at 877-263-5184. Unless exception to this condition is checked below, the Proposers, by submitting a bid, agrees to accept the purchasing card as an acceptable form of payment and may not add additional service fees or handling charges to purchases made with the purchasing card.

- [ ] We are not able to accept credit card payments at this time.

### PURCHASES BY OTHER PUBLIC AGENCIES (D.O.E. Regulation #6A1.012 (5): With the consent and agreement of the successful Proposer(s), purchases may be made under this bid by other governmental agencies within the state of Florida. Such purchases shall be governed by the same terms and conditions as stated herein.

### Note to Proposers:

A. A signed proposal submitted to the School Board obligates the Proposer to all terms, conditions and specifications stated in this bid document, unless exceptions are taken and clearly stated in the Proposer’s proposal.

B. Proposal received after the date & time specified will not be accepted.

### Delivery days after receipt of order: Date Submitted:

- [ ] No response
- [ ] Date

### PROPOSER MUST FILL IN THE INFORMATION LISTED BELOW AND SIGN WHERE INDICATED FOR BID TO BE CONSIDERED

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>FEIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Telephone: ( ) - Ext.</td>
</tr>
<tr>
<td>City, State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>FAX:</td>
<td></td>
</tr>
</tbody>
</table>

### NON COLLUSION: - The Proposer, by affixing its signature to this proposal, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

<table>
<thead>
<tr>
<th>Signature of Owner or Authorized Officer/Agent</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typed Name of Above:</td>
<td>Title:</td>
</tr>
</tbody>
</table>

### NO BID: I hereby submit a “no bid” for the reasons checked below:

- [ ] Insufficient time to respond
- [ ] Addenda were received too late to respond
- [ ] Could not meet specifications
- [ ] Specifications were unclear or restrictive
- [ ] Terms & Conditions were unclear or restrictive
- [ ] Keep our company on this bid list for future bids
- [ ] Could not meet Bonding requirements
- [ ] We do not offer the product or service requested
- [ ] Our schedule will not permit us to respond
- [ ] We do not bid directly
- [ ] Remove our company name from this bid list for future bids

---

The School Board of Pinellas County Prohibits Discrimination In All Purchasing And Contracting

(23-208-066)  
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STATEMENT OF OBJECTIVES (SOO)

1. Introduction
The School Board of Pinellas County, Florida (PCS) is the eighth largest district in the state of Florida and the 28th largest district in the nation. The district has a total of 157 schools, including 19 Charter schools and 3 virtual schools. The district is the largest employer in the county with over 13,000 staff. The district’s budget is $1.802 billion, with $1.009 billion residing in the general operating fund, $343 million in capital outlay, and the remainder in various funding sources. Currently, PCS has 92,671 active students (Pre-K through grade 12).

PCS currently uses the Total Educational Resource Management System (TERMS) financial management and human resources enterprise resource planning (ERP) system. The TERMS system source code is owned by the district and has been highly customized to meet business needs over the past 30 years. TERMS is written in COBOL and runs on an IBM iSeries operating system.

In 2015, the district issued a request for information and interviewed three vendors who offered ERP solutions. The district selected a solution and undertook an implementation which was terminated in late 2020 when the district determined the system would not function as required.

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified vendors offering the functionality and features identified to replace the current PCS TERMS financial and human resources system. The district seeks a qualified firm (Proposer) with the experience, expertise, and qualifications to provide a fully integrated Commercial off the Shelf (COTS), proven state-of-the-art solution. A cloud-based solution is strongly preferred. The district will partner with the selected vendor to provide the associated professional services to complete the implementation. The district will complete a fair and thorough evaluation of Proposer responses to this RFP.

2. Vision
PCS seeks to implement an intuitive and scalable ERP system that will modernize PCS operations in the following ways:

- Provide a streamlined, automated workflow.
- Deliver robust and agile reporting.
- Reduce redundant data entry.
- Eliminate hard-copy paperwork.
- Help enable PCS’ vision of 100% student success.

3. Scope
The district is interested in a comprehensive solution that provides all the functionality identified below by a single Proposer. At a minimum, the proposed solution should consist of the following integrated functions:

Core Financials
- Accounting
- Budget/Position Control
- Procurement – Sourcing/Contract Management
- Student Activity/School Internal Fund Accounting
- Warehouse/Inventory Management

Core Human Resources
- Human Resources Administration
- Payroll

Other Systems
- Grants Management/Accounting
- Projects Management/Accounting
- Workflow
- Reporting
In addition to the software functionality identified above, the district is seeking professional services that will ensure successful implementation. The professional services should include the following:

- Project Implementation
- Software Installation and Configuration
- Implementation Consulting
- Business Process Review and Redesign
- Training
- Document Management
- Software Maintenance and Support
- Conversion Services

The district is interested in and would prefer evaluating a cloud-based service and support models. Proposers can offer on-premise or alternative solutions to the traditional license-purchase approach. If alternatives are offered, the Proposer should clearly identify what is being offered and the associated pricing to allow the district to fully evaluate the offering as compared to the traditional licensing approach.

The district expects Core Financials to be prioritized from an implementation perspective and is open to a staged implementation approach to allow the system to expand to meet employees’ changing needs, and to replace the existing system over time.

4. System Background and Business Challenges

4.1. Accounting

4.1.1. Accounting Department Structure and Operations
The accounting department is tasked with recording all financial transactions into the district’s general ledger (GL), as well as completing and remaining compliant with all mandated financial reporting. The department is responsible for entering and maintaining GL cash expenditures and receipts. It administers non-payroll accounts payable and accounts receivable activities. Specific duties include:

- Payment of invoices on completed purchase orders from all funds.
- Invoice and direct payment of federal fund obligations.
- Payment of utility bills and travel reimbursement.
- Payment on construction projects and work in process.
- Payment of school lunch purchase orders and recording of revenue pertaining to the national school nutrition programs.
- Booking revenue received from all district funding sources.
- Maintenance of vendor files and submission of IRS 1099 tax forms.
- Closing monthly and fiscal year-end accounting periods, and preparation/submission of required state and federal financial reports.
- Responsible for grant expenditure and single audit compliance under federal regulations.
- Responsible for all journal entries.
- Responsible for accounts receivable invoicing.

Department staff consists of the director, a general manager for accounts payable and school lunch, a financial reporting analyst, an account clerk cashier, a senior account clerk for ledger entry, a mail desk clerk, an accounts payable coordinator, three senior account clerks, five account clerks, and three café finance staff. Additionally, there is one manager assigned to the accounting department. A separate division of cash management complements the accounting department; that operation has three additional staff members.

Business Challenges:
- Reliance on manual processes. Payment requests and invoices come via mail or interoffice delivery on paper copies. Duplication of entry and handling of hard copies slows down payment processing.
- Electronic workflow limitations currently require forwarding of paper request forms for many approvals. Purchase requisitions can be approved in the system; however, all other payment requests require manual approvals. This slows processing and increases costs.
• Uploading into the GL is minimal. Recent enhancements to TERMS allows for some uploading, although it does not provide the ability to post to multiple funds in a single upload and does not self-generate cross-balancing fund entries.
• It is difficult to extract data queries from the system that can export into state-mandated reports. The system-generated queries need reformating using a program such as Excel to have them roll up and subtotal properly. A more robust report writing function, along with the capability to generate ad hoc reports, is desirable.
• The legacy system lacks modules for specific district operations such as school nutrition; federal grants; construction projects; warehousing; maintenance; and accounts receivable/lease tracking. While many quality third-party systems are available, the ability to efficiently interface with these products is constrained by compatibility conflicts with TERMS.
• There is no ability to electronically attach back-up documents to transactions. Currently all document management is filed on paper.
• Fiscal year-end accounting pain points include manual closing entries which should be automated, such as fund balancing, carry forwards, and accruals. Federal projects and capital outlay end dates that cross district fiscal years should be more easily managed.
• Reports and queries for single and multiple fiscal years are often required but are limited or cannot be generated at all with the present system.

4.1.2. General Ledger (GL)/Journal Entries

Background/Current System:
The district uses a modified accrual accounting method and has multiple funds. The TERMS GL is structured as eight dimensions, each consisting of four characters. The district consolidates/rolls up funds/accounts for reporting purposes for preparation of the Annual Financial Report (AFR) and the Annual Comprehensive Financial Report (ACFR). Full accrual entries for the ACFR are not posted in the GL; they are calculated and entered as reporting adjustments for the ACFR. Table 1 provides a snapshot of the key transaction types in the TERMS system.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fully qualified accounts</td>
<td>227,365</td>
</tr>
<tr>
<td>Number of funds</td>
<td>75</td>
</tr>
<tr>
<td>Number of GLs</td>
<td>222</td>
</tr>
<tr>
<td>Number of functions</td>
<td>184</td>
</tr>
<tr>
<td>Number of objects</td>
<td>194</td>
</tr>
<tr>
<td>Number of cost centers</td>
<td>449</td>
</tr>
<tr>
<td>Number of projects</td>
<td>3,467</td>
</tr>
<tr>
<td>Number of subprojects</td>
<td>2,163</td>
</tr>
<tr>
<td>Number of programs</td>
<td>2,700</td>
</tr>
<tr>
<td>Number of journal entries</td>
<td>1,660,618</td>
</tr>
</tbody>
</table>

Business Challenges:
• Lack of data visualization requires users to extract data and use third-party applications to perform calculations and analysis.
• The charging of an expense and moving cash between accounts/funds is all done via an Excel template/paper journal entry with attached support documentation.
• The district ledgers are not integrated with the student activity funds/internal funds ledgers.

4.1.3. Payables

Background/Current System:
All invoices are sent to the accounts payable (AP) division. After items/services are received, the buying department/school sends a paper copy of the receiver to AP authorizing full or partial payment. When a purchase order (PO) is paid, the encumbrance is released. The payables division uses paper copies of POs as part of the three-way match process. The paper receiver for partial or full payment is matched to the invoice and the PO. Expense reimbursements and utilities are direct pays and do not require a PO. Checks are printed in cash management. The district uses positive pay. The district uses different types of blank check stock, green check stock for payroll checks, and blue check stock for AP checks. Table 2 provides a summary of the key transaction types processed on an annual basis in support of AP functions.
Table 2: Volume of Key Transaction Types Annually – Accounts Payable

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of AP checks</td>
<td>16,000</td>
</tr>
<tr>
<td>Number of payroll checks/direct deposits (electronic check stubs)</td>
<td>432,500</td>
</tr>
<tr>
<td>Number of IRS 1099 forms issued</td>
<td>489</td>
</tr>
<tr>
<td>Number of incoming ACH/NACHA transactions</td>
<td>10,000</td>
</tr>
<tr>
<td>Number of outgoing ACH transactions</td>
<td>300</td>
</tr>
<tr>
<td>Number of manual checks</td>
<td>5,000</td>
</tr>
<tr>
<td>Number of vendors</td>
<td>50,684</td>
</tr>
</tbody>
</table>

Business Challenges:
- The inability to electronically match PO, receiving, and invoices forces the district to maintain an extensive hard copy document filing system.
- All receiving is done using a paper process.
- Duplicate vendors exist in TERMS due to a system limitation of one remit to address per vendor record.
- Failures in the paper-based workflow can result in untimely payments which damages vendor relationships.
- The lack of a method to easily identify items marked as received or services rendered but not yet invoiced causes delays in payment.
- The district and student activity/internal funds expenditures must be manually consolidated to issue IRS 1099 forms.
- The district and student activity/internal funds do not share the same vendor file and are duplicated in each system.

4.1.4. Student Activity/School Internal Fund Accounting

Background/Current System:
Student activity/internal funds (SA/IF) are currently managed in the Manatee Accounting System (Manatee) for 126 K-12 schools. This is a standalone system that is not integrated with TERMS. Each school’s financial data is housed in a separate database and the 126 school databases are manually consolidated for year-end financial reporting, including converting them from a cash basis to a modified accrual basis. Each school has a separate bank account that is separate from the district bank accounts. SA/IF are unbudgeted, and expenditures are limited to cash available. SA/IF are derived from student activities such as fundraisers, field trips, yearbook sales, school store operations, donations and activities associated with PTA/PTSA or other outside support organizations. School bookkeepers perform all functions associated with receipting, recording, reporting, expending, and reconciling their SA/IF. The schools' processes are centralized with minimal segregation of duties.

SA/IF account structures follow the Florida Department of Education Publication titled *Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book)*. SA/IF are reported in the district financial statement as Special Revenue Funds following Government Accounting Standards Board (GASB) 34 reporting requirements. Cash flow averages are found in Table 3.

Table 3: Cash Flow by School Level – Averages for FY 2021

<table>
<thead>
<tr>
<th>Level</th>
<th>Number of Schools</th>
<th>Average Beginning Cash Balance as of 7/1/2020</th>
<th>Average Receipts</th>
<th>Average Disbursements</th>
<th>Average Ending Cash Balance as of 6/30/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>75</td>
<td>$29,278.16</td>
<td>$32,074.54</td>
<td>$35,234.37</td>
<td>$26,118.32</td>
</tr>
<tr>
<td>Middle</td>
<td>20</td>
<td>$49,394.59</td>
<td>$18,969.56</td>
<td>$25,293.43</td>
<td>$43,070.72</td>
</tr>
<tr>
<td>High</td>
<td>19</td>
<td>$219,189.55</td>
<td>$185,032.90</td>
<td>$217,338.56</td>
<td>$186,883.89</td>
</tr>
<tr>
<td>Except/Alt</td>
<td>12</td>
<td>$28,727.94</td>
<td>$21,022.13</td>
<td>$17,796.15</td>
<td>$31,953.93</td>
</tr>
</tbody>
</table>

Source: Summary Schedule of Cash Receipts & Disbursements for FYE 6/30/21

Business Challenges:
- Each school maintains a separate vendor file. At calendar year end, each school performs vendor maintenance and generates a list of vendors who should receive an IRS 1099 form. This data is then manually merged with district vendor IRS 1099 data for issuance of one IRS 1099 form for both SA/IF and district purchases.
- The district has 126 individual school Manatee databases that are manually backed up and then restored into a consolidated Manatee instance on a quarterly basis to meet financial reporting requirements.
- The schools manually close 126 individual school Manatee databases at fiscal year-end. At the district level, 126 inquiry databases are remotely created; one for each school, and 126 new fiscal year databases are remotely created for
transactions. These databases reside locally on each school bookkeeper’s desktop. In summary, each school has a separate database for each fiscal year.

- The district uses multiple third-party credit card processing vendors (RevTrak, Shopify, School Bucks) to collect funds for fundraisers, field trips, sales, donations, etc. These transactions are manually entered as cash receipts into Manatee.
- The interfund transfer (due to/due from) district process requires dual entry of requisitions and purchase orders in both Manatee and TERMS. The schools also collect and receipt district athletic game funds and Pre-K tuition fees and then forward the monies to the district monthly. In addition, a separate Pre-K FileMaker Pro database system is used for tracking payments received for each student. Each school issues monthly paper checks which are sent to the district with a paper Deposit Summary form through the internal mail system.
- The Manatee system does not create requisitions. All purchases require pre-approval with paper requisitions that are handwritten and approved with wet signatures. Once a purchase order is printed, it is wet signed by the principal/administrator and then scanned/mailed or mailed to the vendor.
- All financial documents are filed in paper format in hardcopy files.

### 4.1.5. Receivables

**Background/Current System:** Invoice creation is decentralized, and invoices are created using Word or Excel. The district uses GL codes to track money due from the schools to the district and these are manually invoiced monthly (Table 4). Many receivables are recorded as monthly, biannual, or yearly journal entries. The district does not charge late fees or finance charges.

Some examples of invoiced receivables include retiree benefits, school property leases, school dues to district, deferred compensation, and charter school food/meals.

**Table 4: Annual Key Transaction Types – Receivables**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of AR invoices</td>
<td>1500</td>
</tr>
<tr>
<td>Number of cash receipt journal entries</td>
<td>534</td>
</tr>
</tbody>
</table>

**Business Challenges:**

- Invoices must be manually reconciled to cash receipts journal entries entered by cash management staff to determine whether funds have been received.
- The inability to upload files from external applications that contain detailed receivables data limits PCS’ ability to quickly have timely, accurate receivables data available.
- Most invoices are created outside of the TERMS system.

### 4.1.6. Fixed Assets

**Background/Current System:**

The TERMS fixed asset module was written to supplement the functionality of the core financial system and is the official record for all acquisitions, transfers, and dispositions of tagged property. The district maintains two different categories of tagged assets – fixed assets valued at $1,000 and above, and uncapitalized technology items/attractive items valued at $300-$999.99 (e.g., laptops, desktops, drones, 3D printers). These assets categories are listed in Table 5.

**Table 5: Quantities and Values of Fixed Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tagged fixed assets (=&gt;$1,000 cost)</td>
<td>55,500</td>
<td>$223,000,000</td>
</tr>
<tr>
<td>Uncapitalized/attractive tagged assets</td>
<td>208,000</td>
<td>$111,000,000</td>
</tr>
<tr>
<td>Total tagged assets</td>
<td>263,500</td>
<td>$334,000,000</td>
</tr>
</tbody>
</table>

Assets are spread among 249 cost centers. Assets are transferred between cost centers and custodians electronically approve them. TERMS does not notify approvers of pending transfers so staff call or email the approver to let them know action is needed. To comply with Division of Accounting and Auditing Rule 69I-73.006, Florida Administrative Code and Chapter 274, Florida Statutes, the district performs a physical inventory annually of all tagged property (fixed and uncapitalized/attractive items). The district has contracted with a third-party vendor to rewrite the physical inventory application for the hand-held scanners that
Business Challenges:

- The fixed asset module is not integrated with the procurement module. All asset purchases must be manually entered when a purchase order is issued and then updated when payment information is available.
- The building and work-in-progress data related to all district buildings is managed, tracked, and reported using an Excel workbook.
- The fixed asset master record can only store data relating to one purchasing transaction; asset upgrade transactions or other financial activity associated with the asset cannot be tracked in the asset master record.
- Asset transfer custodian approval, action required notifications, occur outside of the system via calls or emails.
- The district is required to inventory assets annually and has limited staff. To streamline the process of inventorying the 250,000 laptops and desktops, the district is developing a process to pull data from the Microsoft System Center Configuration Manager (SCCM) for Windows devices and from the Microsoft Intune system for Apple devices. This will enable the district to discontinue physically scanning barcodes and instead use the SCCM and Intune data as an alternative inventory process. The SCCM and Intune data will be used to update the fixed asset master record.

4.1.7. Cash Management

Background/Current System:
Each fund manages a GL code for cash and short-term investments. Interfund transactions are managed using due to/due from transactions. Cash is pooled at the bank level and a treasury Excel workbook is used to manage consolidated cash, ensure that imprest accounts are funded, maintain short-term investments, and provide cash forecasting. Revenue transactions initiate from the workbook, as this is considered the subsystem of origin for the district. Interest apportionment is calculated in the workbook and manually entered in the GL through journal entries.

Canceled checks are uploaded and reconciled in TERMS, however other transactions are reconciled manually using the workbook to trace activity between the bank statement and the GL cash funds.

Cash receipts are entered as journal entries. Payments to the cashier are sent with a paper Deposit Summary form identifying where revenue should be posted. Cash in the GL is managed by fund and one deposit per fund per day is posted in TERMS. Bank deposits are reconciled to posted receipts. Online payments are provided through a third-party vendor and do not interface with TERMS. Table 6 summarizes the number of district and school-specific bank accounts.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of district deposit bank accounts</td>
<td>9</td>
</tr>
<tr>
<td>Number of school deposit bank accounts</td>
<td>126</td>
</tr>
</tbody>
</table>

Business Challenges:

- Numerous journal entries are manually created and entered based on the calculations in the treasury Excel workbook, increasing the risk of errors.
- The district uses several third-party vendors for online payments which are directly deposited into the district’s bank accounts. District staff manually reconcile system reports to bank deposits and enter journal entries to record the cash. The process is cumbersome.
- Bank deposits are delayed, as they are all sent to a centralized cashier for manual entry and deposit.

4.1.8. Budget Position Control

Background/Current System:
The budget department is responsible for the allocation of units and funding designation. This separation of duty from human resources ensures unit allocation and assignment align with district goals, budgetary requirements, and grant requirements.

Business Challenges:

- Currently, a workflow for requesting units does not exist.
• Annual unit allocations are manual and performed outside of TERMS. Unit sheets are prepared in Excel, allocations for next year are manually input into spreadsheets, stakeholders meet, and units are then keyed back into TERMS.
• Lack of drill-down capabilities in reporting.
• Lack of system delivered reports.
• Difficult for the average user to navigate.
• Inability to change mass records based on specified criterion.
• Unit allocations are manual and performed outside of the system.

4.1.9. Budget General

Background/Current System:
The budget department is responsible for funds in excess of $1.8 billion dollars; these funds are allocated from various federal, state, and local sources. The budget department maintains the responsibility for position control and the allocation of units and fund designation. The budget department is also responsible for the district’s Full-time-equivalent (FTE) and student data, as well as state required reporting.

The budget department processes, reviews, monitors, and regulates a large volume of budgetary transactions for PCS to ensure compliance with state and federal mandates, PCS strategic goals, internal processes, rules and guidelines.

PCS requires fund availability at the detail fully qualified account (FQA) level except for payroll, journal entries, and third-party software transactions. In fiscal year 2021/2022, there were 125,769 budget amendments processed, 44,531 amendments posted by cost centers and project managers, and 81,238 amendments posted by the budget department.

The inability to set up rule logic, workflows, reports, and system transparency makes it difficult for budget staff, project managers, and individual cost centers to quickly ascertain PCS’ budget position.

There are three groups of users who can initiate, process, and post budget amendments: the single point user (cost center), project manager, and district (super) user. Different security and rule logic applies to each category of users. Rule logic controls the types of amendments that can be processed by each type of user.

Business Challenges:
• Current reporting is not flexible nor easily exportable.
• Not user friendly for regular users.
• Not robust for super users.
• Manipulating data into the proper format for third-party software is difficult.
• No budget modeling, forecasting, or “what if” capabilities exist in the current solution.
• Inability to attach documents and notes throughout the system.
• No formally defined workflow.
• Limited drill-down abilities.
• Inability to track work in process and approval statuses.

4.1.10. Procurement

Background/Current System:
Current purchasing processes that require information or data entry into TERMS are 95% manual processes requiring hard copy documentation for all transactions due to system limitations. This hardcopy documentation requires numerous hours of staff time, paper, and printing expense to accomplish daily tasks. The daily PO process amounts to thousands of paper copies to sort, distribute, and file per state retention requirements.

Pinellas County School policy requires that anything purchased over $50K must be approved by the school board. The purchasing department currently utilizes BoardDocs, a third-party workflow management system that pulls feedback from various PCS departments to automatically create an agenda to present to the school board.

The goal of the procurement department is to have a connected workflow from sourcing to contract management, as well as a supplier management/notification system.
Business Challenges:
- System limitations require an overwhelming amount of manual data entry and hard copy documentation in order to process and approve Purchase Orders (PO).
- Sourcing and supplier notification requires the use of a third-party cloud-based website, which is subscription based.
- There is no contract management functionality available.
- The PO process has limited hierarchy approval workflow.
- No contract punch-out.
- Limited integration with other department modules.

4.2. Human Resources Administration
Background:
Human Resources (HR) is looking for an integrated system that will modernize and improve our current systems and add value through new functionalities.

PCS’ Human Resources Division houses numerous departments, including Hiring/Onboarding, Leave of Absence, Talent Acquisition, Compensation, Certification, Employee Records, Risk Management and Insurance, Professional Development, and Office of Professional Standards. The HR Division is managed by an Associate Superintendent and Executive Director. Each department has a director(s) who oversees the employees and responsibilities of that specific area. The sections below discuss in detail the background of these departments, work teams, and workflows.

4.2.1. Talent Acquisition (TA)
The TA team recruits instructional personnel to fill over 600+ openings each school year. Sourcing occurs through district and university job fairs, public events and networking sessions, and educational platforms where PCS branding is visible to K-12 educators nationwide.

4.2.2. Hiring/Onboarding
Job postings and applications are currently managed through the Unified Talent Applicant Tracking Enterprise System by PowerSchool. It is a stand-alone program that is not integrated with other systems, resulting in a high volume of redundant manual data entry into a separate Access database in order to generate meaningful reports regarding vacancies, fill rates, etc. Multiple forms necessary for the employee onboarding process are housed in various databases and systems. Employee Self Service is used to support some of these actions but is new in supporting employees to interact with and retrieve employee information.

4.2.3. Leave of Absence/Family and Medical Leave Act (FMLA)
The leave of absence process relies heavily on an Access database which is well past its prime. A modernized and efficient system has been built using FileMaker Pro which is interactive and customized to the district's needs. It will be implemented during the fall of 2022 and includes requests, tracking, documents, emails, FMLA calendar calculations, notifications, and communications to and from all parties, as well as payroll processes and benefits and insurance requirements during both FMLA and outside of FMLA leaves of absence. The historical tracking of employee leave is also being added to the system, a functionality which previously did not exist.

4.2.4. Compensation
The Compensation team designs and administers pay programs that assist in attracting, retaining, and motivating staff to achieve PCS’ vision. The Compensation team provides support for developing practices that govern employee pay, creating and maintaining job descriptions, and ensuring that pay practices and incentives are compliant with state and federal statutes. Compensation personnel are heavy TERMS users and rely on TERMS queries and reporting services reports for monitoring and verification.

4.2.5. Certification
The Certification team provides individuals with current and relevant information about Florida’s rules, regulations and requirements regarding teacher certification, the renewal process for professional certificates, and links to helpful resources.
4.2.6. Employee Records
The HR Records team builds, houses, and maintains employment records for all employees based on records retention requirements. They manage fingerprint processes and enter data into TERMS after results are reported. Additionally, the HR Records team processes employment verifications, and responds to subpoenas and public records requests.

4.2.7. Professional Development
The Professional Development team is responsible for ensuring that every student has a highly qualified team of adults supporting their education. The team works closely with departments and schools to provide input, support, and relevant training for all staff. The team also supports district evaluation plans, mentors, and alternative certification.

4.2.8. Office of Professional Standards
The Office of Professional Standards ensures that policies, rules, and procedures of the school board, federal, state, and local laws are upheld by all employees and volunteers.

Business Challenges:
Although there are many departments under the HR Division, the major challenges are similar in nature. Challenges include:
- Inadequate reporting systems in all departments include a variety of Access databases and technical systems that do not communicate with each other.
- Repeated entry of the same information in multiple locations is not an efficient use of time and energy.
- The management and storage of physical employee records is inefficient and costly.
- The ability to track required appraisal results, certification verification, and professional learning is imperative.

4.3. Risk Management and Insurance

Background/Current System:
Benefit administration is currently managed by the Risk Management team using TERMS for capturing benefit coverages deducted through employee paychecks, as well as benefits for retirees who continue insurance. The benefit effective and term dates and employee and dependent demographic information is captured and sent to multiple insurance carriers on a weekly basis. IRS Form 1095 information is generated using data from TERMS. Adjustments for new hires, coverage changes, and terminations are calculated through an Access database. A separate standalone platform, COBRA Gibbs, is used to bill and record payments for employees on leave of absence. Currently, Employee Self Service (ESS) is used to capture annual enrollment selections; however, all new hires and coverage change requests throughout the year are processed through manual forms and data entry.

Additional programs administered by the Risk Management team include:
- The Blood Borne Pathogen (BBP) program, developed in TERMS and in an Access database, is a program used for offering and tracking employee annual BBP training requirements.
- An Access database is used for tracking in-line duty sick days for injured employees under Workers Compensation.
- Annual reporting of payroll information by employee class for state Workers Compensation reporting.
- Retirements and award participation are tracked using a separate Access database specifically for retirees.

Business Challenges:
- New hires (approximately 1,600 annually) and coverage changes for life events (approximately 550 annually) create a surge of paperwork; currently, new hire and status changes for benefits is a manual process using paper forms that create a need for individual hard copy files for all employees.
- Payment collections receives a substantial number of paper checks; ACH payment functionality does not exist to permit the collection of funds electronically.
- 400 to 500 employees retire annually. The process for them to pay for their benefits is challenging. All must pay the first two months of premiums, and some pay monthly for the life of their benefits.
- There are no notifications or triggers for actions to stay on top of all the operations; reporting is often not easily available or flexible.
- Connected with HR for workflows, the process requires a lot of cancelling and moving of benefits when someone changes positions, as benefits are tied to the role and not the individual.
- The current online management system for Annual Benefit Enrollment is separate from TERMS and requires IT support to complete the download and upload of large quantities of data into the system.
• The revised system must permit the billing and tracking of missed payments, issuance of past due reminders, and the ability to spread out repayment over multiple payrolls as needed.

• The system must support specific requirements that PCS depends on, such as:
  a) Benefits are only deducted for 20 pays and employees pay an extra portion toward prepaid premiums.
  b) $75 Board Credit if not enrolled in Medical.
  c) Life Insurance rates are determined by age bands.
  d) Job Share, where two people split the position – the cost of benefits is different.
  e) Special rate if married couples with children both work for the district.
  f) Late start new hires in fall – there is a code that assigns a special rate for their first semester so that we don’t have to make adjustments on them all.

• Have various needs for sending and receiving data to and from various vendors, including benefit vendors, the Florida Retirement System (FRS), and Tax Deferred Retirement Savings plan third-party administrator.

4.4. Payroll

Background/Current System:
Payroll is responsible for the processing of salaries and wages, timekeeping, record keeping, balancing and reconciling payroll data with the accounting systems, processing taxes and other deductions, and compliance and reporting of information to other PCS departments and state and federal agencies. The majority of payroll is currently recording exceptions to the bi-weekly pay. An employee under contract will be paid their bi-weekly pay unless exceptions are entered for absences or extra time worked. These exceptions are entered by payroll preparers at each worksite and department. There are an estimated 560 payroll preparers and backups throughout PCS and an estimated 315 payroll approvers and backups. Employees who are paid only for hours worked (not contracted hours) are also entered by payroll preparers at the site or department. PCS has unique payroll requirements including different bi-weekly and monthly schedules and salaries/benefits charged to different sources (e.g., grants and referendums).

Payroll accounts for an estimated 83% of PCS’ budget and is expended through approximately 432,500 paychecks to over 13,000 full-time employees and 1,200 part-time employees. The total gross payroll amount including benefits is over $710 million dollars each fiscal year. Payroll issued approximately 17,000 W-2 forms in 2021.

Business Challenges:

• Variety of retro-pay calculations.
• Spread pay for non-work periods while minimizing advancing earnings.
• Flexible leave time accruals by employee type.
• Variety of wage bases for specific benefits, split ledger funding, extra earnings, and more.
• Many payroll exceptions are approved manually with no visibility to track where the item is within the process.
• Current reporting tools do not easily fill PCS needs.

4.5. Warehouse/Inventory Management

Background/Current System:
The Warehouse Department provides a broad range of supplies and services to schools and departments. The Warehouse produces an itemized supply catalog including pictures and descriptions of all available items. The Warehouse staff stocks, picks, and ships supplies for a variety of areas such as art, café paper products, classroom instructional materials, custodial, electrical, first aid, furniture, audio visual, computer supplies, office supplies, physical education, tools, forms, and food. The Warehouse also provides trucking services for numerous projects, including surplus equipment and furniture removal, mass distributions of printed materials, classroom instructional materials, testing, student and school records, and a variety of other special requests. PCS staff currently request supplies and services through TERMS. Charter and private school requests are communicated via email.

Each year, the Warehouse processes over 10,000 requests for products and over 6,000 requests for services.

Business Challenges:

• Challenges searching and locating items in the catalogue.
• Challenges producing reports (balance by day/month, received/shipped, price, etc.).
• Challenges with managing surplus assets and warehouse service requests for various needs.
4.6. Grants Management/Accounting

**Background /Current System:**
PCS is seeking a solution to provide better insight and streamline processes supporting the entire grant lifecycle. The preferred solution will either include a grant management module or fully integrate with a supported third-party grant solution.

**Business Challenges:**
- TERMS not supporting Grant Management has forced PCS to use third-party systems, which is not ideal.
- Excessive number of pages and clicks required in order for department to access grant overview and details.

4.7. Project Management/Job Costing

**Background /Current System:**
PCS manages all capital/construction projects and contracts using a variety of procedures and tools outside of TERMS. All work in progress and job estimating processes are done with manual systems. Many of PCS’ projects span multiple years. PCS needs a solution that will track and report on revenues, expenditures, and budgets associated with single and multi-year projects and contracts. This module should be integrated to handle and process requirements for construction in progress.

**Business Challenges:**
- All charge back rates are manually calculated.
- Project Managers need to establish budgeting and correlate project expenditures against these budgets.
- Lack of integration with TERMS.

4.8. Workflow, Webforms, and Document Management

**Background/Current System:**
PCS has limited use of web forms, e-signature forms, and workflows. PCS is interested in adopting practices and procuring products that will transform the district into an agile organization embracing automated workflows, electronic forms, and e-signature technologies.

**Business Challenges:**
- Lack of integrated workflow across the organization results in manual tracking of approvals, excessive hard copy documentation, and the potential for missed notifications and deadlines.

4.9. Reporting/Analytics

**Background/Current System:**
TERMS currently produces hard copy and electronic data reports in three general ways:
- The first two methods of generating reports are via TERMS itself. These reports are usually produced on a recurring schedule; some are generated during nightly computer operator processes, while other standard or “canned” reports can be run on-demand. Output is either directed to designated printers or to secured network share folders. Electronic versions of reports are either in PDF or Excel format. The on-demand reports are e-mailed to the requestor and made available, in many instances, as a PDF or in Excel format.
- The third method of generating reports is via Microsoft Reporting Services. These reports are produced and available to users in several different ways. Some are produced on a recurring schedule and distributed to users through email. Other reports are available for users to run as needed with selectable criteria. The user generated reports are available for download in various formats.

Most of the described reports are created and maintained by the Technology and Information Systems Department based on user or operational requirements, while others may be run by selected criteria; however, these reports have a fixed format. Having centralized control of report generation often limits the end user’s efficiency when compared to robust ad hoc reporting functionality.

**Business Challenges:**
- Many super users must deploy workarounds outside of TERMS to produce meaningful analytic reports.
- End users are unable to adequately customize reports on demand, schedule them, and automate the entire reporting process, in real-time, with complete accuracy.
- Limited functionalities to research or drill-down into source data.
• Data is not easily accessible to end users.

4.10. Data, Conversion and Integrations
As part of this project, the Proposer will lead the design, development, and testing of enterprise-level data management solution, and work with the district to align with the governance structure to ensure data consistency, quality, and control across functional modules of the ERP application and interfaces between the ERP application and other systems.

The District solely and exclusively owns and retains all rights, title and interest, whether express or implied, in and to any and all District data. Contractor has no and acquires no right, title or interest, whether express or implied, in and to District data. Contractor will only use District data for the purposes set forth in the Contract. Contractor will only access District data as necessary for performance of this Contract. Contractor will not access District user accounts except to respond to service or technical problems or at the State’s specific request. All District data, including copies, summaries and derivative works thereof, must be remitted, in a mutually agreeable format and media, to the District by the Contractor upon request or upon completion, termination or cancellation of the Contract. The foregoing sentence does not apply if the District or delegate authorizes in writing the Contractor to sanitize and/or destroy the data and the Contractor certifies in writing the sanitization and/or destruction of the data. Within ninety days following any remittance of District data to the District, Contractor shall, unless otherwise instructed by the District in writing, sanitize and/or destroy any remaining data and certify in writing that the sanitization and/or destruction of the data has occurred. Any such remittance, sanitization or destruction will be at the Contractor’s sole cost and expense.

The district plans to retain ownership of licensing and licensing agreements regardless of technology implementor. At the conclusion of the contract period, ownership of licensing agreements shall be transferred to the District.

4.10.1. Data Conversion
PCS prefers to automatically import all historical data currently housed in the TERMS modules into the new ERP but requires a minimum of 10 years (that is, with no need for manual entry). PCS staff members regularly research and respond to requests for data that spans multiple years. The total current storage size of the main data library for TERMS is 226 GB.

4.10.2. Data Integration
Table 7 shows the custom and third-party applications used by PCS for major business functions. Information about their replacement or interface is provided for the Proposer’s convenience. PCS intends to discuss the future use of these applications during software demonstrations and contract negotiations. PCS anticipates establishing additional integrations with the new ERP system for applications that are not currently integrated and for future applications.
Table 7: PCS Current Department-specific Custom and Third-Party Applications

<table>
<thead>
<tr>
<th>Custom Application</th>
<th>Third-Party Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
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<tr>
<td>Access</td>
<td>Search Soft (Applicant Tracking)</td>
</tr>
<tr>
<td></td>
<td>Employer’s Edge (Equifax)</td>
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<tr>
<td>Excel</td>
<td>iObservation (Employee evaluations)</td>
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<tr>
<td></td>
<td>Frontline (Aesop)</td>
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<tr>
<td></td>
<td>Limeade (Employee Wellness)</td>
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<tr>
<td></td>
<td>Springboard (New Teacher Training)</td>
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<td></td>
<td>Outboard (Employee I/O)</td>
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<td></td>
<td>Sugar (Professional Standards)</td>
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<td></td>
<td>Attendance Enterprise (Time &amp; Attendance)</td>
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<tr>
<td></td>
<td>Professional Learning</td>
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<tr>
<td></td>
<td>Aetna (Employee Health Insurance)</td>
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<tr>
<td><strong>Cross-Departmental</strong></td>
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<tr>
<td>COSMOS (State Reporting)</td>
<td>e-Civis (Grant Management)</td>
</tr>
<tr>
<td>Data Warehouse</td>
<td>FootPrints (IT Service Desk)</td>
</tr>
<tr>
<td>Reporting Services</td>
<td>Focus (Student Information)</td>
</tr>
<tr>
<td></td>
<td>Active Directory (User Account Mgmt)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custom Application</th>
<th>Third-Party Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operations</strong></td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>Asset Essentials (Facilities Work Orders)</td>
</tr>
<tr>
<td>Excel</td>
<td>Newton (Food Service)</td>
</tr>
<tr>
<td>Bid Catalog</td>
<td>Scanning Tools (Physical Asset Inventory)</td>
</tr>
<tr>
<td></td>
<td>TransAct (Bus Routing and Bulletin)</td>
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<tr>
<td></td>
<td>Elke (Fleet Work Orders)</td>
</tr>
<tr>
<td><strong>Business Services</strong></td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>Manatee (Internal Funds)</td>
</tr>
<tr>
<td>Excel</td>
<td>Microsoft SCCM &amp; Intune (Asset Inventory)</td>
</tr>
<tr>
<td></td>
<td>State &amp; Federal Reporting</td>
</tr>
<tr>
<td></td>
<td>Public Purchases</td>
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<td></td>
<td>Student Asset Tracking</td>
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<tr>
<td></td>
<td>JP Morgan (P-Card)</td>
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<td></td>
<td>JP Morgan (District Bank)</td>
</tr>
<tr>
<td></td>
<td>RevTrak &amp; Shopify (student payments)</td>
</tr>
<tr>
<td></td>
<td>Go Fan (athletic tickets)</td>
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<tr>
<td></td>
<td>State &amp; Federal Reporting Mandates</td>
</tr>
<tr>
<td></td>
<td>DebtBooks (GASB Requirement)</td>
</tr>
</tbody>
</table>

5. Detailed Submittal Requirements

5.1. Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal as a searchable PDF via [www.publicpurchase.com](http://www.publicpurchase.com). Proposals are to be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Proposers shall pay close attention to accuracy, completeness, and clarity of content. Nonconformance with the instructions provided may result in an unfavorable proposal evaluation. All parts, pages, figures, and tables shall be numbered and clearly labeled. The Proposer’s proposal responses shall be organized in accordance with the following structure:

5.1.1. Format, Volumes, and Page Limits

<table>
<thead>
<tr>
<th>Volume</th>
<th>Format</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume I – Proposer’s Company Background Qualifications and Experience</td>
<td>PDF</td>
<td>No more than 10 pages. Title Page, RFP Addenda, Financial Statements, Cover Letter, Table of Contents, and Proposed Agreement(s) or Appendices as defined below are <strong>not</strong> included in the page limit.</td>
</tr>
<tr>
<td>Volume II – Cost Proposal</td>
<td>Excel</td>
<td>No limit</td>
</tr>
<tr>
<td>Volume III – Technical Approach/Implementation Methodology</td>
<td>PDF</td>
<td>45-page limit Sample Documents and Project Roadmaps/Plans are <strong>not</strong> included in the page limit and should be a part of the appendix for this section</td>
</tr>
</tbody>
</table>

The formatting requirements for each proposal response volume are shown below:

**Volume I – Qualifications and Experience of the Firm:**
- Text: Minimum 12 pt. font, Times New Roman
- Tables and Graphics: Minimum 10 pt. font, Times New Roman
- 1” margins on all sides
Volume II – Cost Proposal:
- Text: For any text to be included: 12 pt. font, Times New Roman
- Excel Document as provided shall be included using the format provided in the original file. Any deviations from the original formatting within the provided Pricing File may result in proposal being deemed non-responsive.

Volume III – Technical Approach/Implementation Methodology:
- Text: 12 pt. font, Times New Roman
- Tables and Graphics: 10 pt. font, Times New Roman
- 1” margins on all sides

5.2. Volume I – Qualifications and Experience of the Firm Response Organization
Volume I should include a Title Page, Cover Letter, and Table of Contents. This front matter is not included in the page limit for Volume I.

The following sections should be included in the Proposer’s Volume I response, following the sequential order shown below, without deviation:

1. Executive Summary
2. Company Background
3. Appendices (Not included in page count)
   a. Client References – Proposers shall utilize Client Reference Forms attached hereto.
   b. Subcontractor and/or Teaming Partner References
   c. Required Attachments
   d. Financial Statement
   e. Sample Documents

5.2.1. Company Background
Each Proposer must provide the information outlined below to allow PCS to evaluate the company’s stability and ability to support the commitments set forth in the RFP. PCS, at its option, may require a Proposer to provide additional support or clarify requested information.

- A brief description of the company size and organizational structure.
- Number of years Proposer has been in business, including specifically the number of years that Proposer has been selling, implementing, and maintaining the proposed software to K-12 organizations or that are similar in size and scope to PCS’ requirement. Please include a listing of active installations at entities similar in size and scope to PCS and include the number of users at each installation, distinguished by type if relevant. Supporting customer testimonials may be provided.
- How long has the company had the proposed software installed and in production in K-12 School Districts or that are similar in size and scope to PCS’ requirement., in the State of Florida?
- How have Florida State (FA399, FRS, Staffing Reporting) and Federal reporting (W2, 1099, 1095) been handled?
- If partnering, please describe the relationship of the partner firms, including previous experience working together to provide solutions to customers in the K-12 market or that are similar in size and scope to PCS’ requirement. Provide the number of years and number of implementations (including the names of the K-12 organizations that the partners have worked on together). Please include evidence that both parties are corporations in good standing with and are qualified to conduct business in Florida.

5.2.2. Client References
PCS considers references for the software, implementation, Proposers, and third-party vendors (if any) to be important in its decision to award a contract. PCS intends to contact all references provided by the Proposers during the selection process. Failure to provide this information may result in the Proposer not being elevated to software demonstrations.

Client reference forms attached hereto are to be completed for the systems integration company, software company, and hosting company. Each company must provide three references by copying and filling out the appropriate form based on the type of company. A company can use the same reference for more than one area if it provided multiple products/services for the same

The School Board of Pinellas County Prohibits Discrimination In All Purchasing And Contracting
(23-208-066)
project (e.g., integration services and hosting services). The different forms are listed below by type of company. A K-12 Public Education District reference are preferred.

References information must include at the minimum:

1. Length of implementation.
2. Company or organization name of the reference.
3. Name of company/organization’s point of contact including address, telephone, email, and fax numbers. All contact information must be correct and up to date.
4. Confirmation that each point of contact is willing to participate in a 30-to-45-minute reference check call and inform references that PCS will contact them.
5. 1 page summary of the project scope of work and how it is similar to PCS’s requirements.
6. List of modules/areas of functionality that were used by the client (i.e. GL, Personnel, Position Control, Payroll, Budgeting, Accounts Payable, Accounts Receivable, and Purchasing.

5.2.3. **Subcontractor and/or Teaming Partner References**

Third-party software firms addressing functionality (e.g., student activities/internal funds accounting software) shall provide at least three client references that are similar in size and complexity to this procurement and that have been used with the main software solution. Submit references for fully completed (live) installations. Please confirm that each reference is willing to participate in a 30-to-45-minute reference check call and inform references that PCS will contact them. All contact information must be correct and up to date.

5.3. **Volume II – Cost Proposal Response Organization**

Volume II does not require a Title Page, Cover Letter, or Table of Contents.

1. The Cost Proposal must contain the total cost for the 5-year cost of ownership as required on the Cost Proposal Form. The Cost Proposal must be signed, and the signed original must be submitted as a separate PDF file from the Technical Proposal.
2. All Proposers must use the Cost Proposal template to submit their Cost Proposal response. Proposers shall include a comprehensive breakdown, utilizing the Excel spreadsheet attached as a separate document, of all the costs for the solution, including, but not limited to, any third-party products, software licenses, hardware, maintenance, support, integration, implementation, data conversion and migration, training, hosting, security, disaster recovery, post-integration operations and any other related costs. Third-party software included in the Cost Proposal shall be included in any demonstration of functionality. Proposers must identify all pricing assumptions, any government furnished equipment/information/facilities, and any areas that might be cause for future change orders in their price proposal (e.g., published software upgrades by the Proposer). It is the Proposer’s responsibility to verify that all submitted cost information is accurate and complete.
3. The Cost Proposal shall identify all pricing assumptions used to base the price.
4. The Cost Proposal should be submitted on the most favorable terms the Proposer can offer however this shall not in any way limit the district’s right to negotiate with the selected Proposer.
5. PCS reserves the right to contact Proposers on cost and scope clarification at any time throughout the review, negotiation, and selection process. Do NOT use “TBD” (to be determined) or similar annotations in the price estimates. Proposers are required to estimate costs for all categories with the understanding that assumptions may have to be made at this time.
6. PCS may award a purchase contract, based on initial offers received without Proposer discussions. Failure to fully provide cost and work effort estimates may lead to elimination prior to software demonstrations.

5.4. **Volume III – Technical Approach/Implementation Methodology Response Organization**

Volume III should include a Title Page, Cover Letter, and Table of Contents. This front matter is not included in the page limit for Volume III.

5.4.1. **Technical Approach/Implementation Methodology**

System Objectives (see sections below for specific questions to be addressed in the Proposer’s response)

i. Accounting System
   a. GL and Journal Entries
   b. Payables
c. Receivables
d. Student Activity/School Internal Fund Accounting
e. Fixed Assets
f. Cash Management
g. Budget – Position Control
h. Budget – General
i. Procurement

ii. Human Resources
iii. Risk Management and Insurance
iv. Payroll
v. Contract Management
vi. Warehouse/Inventory Management
vii. Grants Management/Accounting
viii. Project Management / Job Costing
ix. Workflow, Webforms, Document Management
x. Reporting

Administrative Objectives (see sections below for specific questions to be addressed in the Proposer’s response)

i. Project Implementation Strategy
ii. Third-Party Integrations/Optional Software
iii. Data Conversion Plans
iv. Training Plans
v. Maintenance and Support Program

At its sole discretion, the District’s Evaluation Committee shall determine if proposals meet the requirements listed for Volumes I and III

5.4.2. System Objectives
Please demonstrate how the Proposer’s proposed solution will fulfill each requirement as detailed below.

Overall Accounting System:
1. Provide greater financial visibility through business integrity and ensure that financial information is secure.
2. Provide mandated reporting to the Florida Department of Education (FLDOE). PCS requires that requests for payment or the transfer of funds should originate within the proposed solution and route electronically for approvals and final processing. Currently this is only being done for purchase requisitions and for some maintenance work orders; other payments currently require manual processing. Please discuss the solution’s capability and workflow to handle all funds movement (payment and transfers) in a paperless, electronic manner.
3. Provide detailed workflows and processes (in both narrative and visual formats) for all enterprise processes.
4. PCS has set a goal to reduce and remove paper processes. Please provide the capabilities of your online vendor portal to send and receive purchase orders, invoices, and vendor (or Accounts Receivable customer) information updates electronically and securely.
5. Provide a user-friendly reporting interface that is easy to use, accessible for users of all skill levels, and includes a function to export reports. Please include details on ad hoc reporting and prescheduled or “canned” reports that are available.
6. PCS requires the ability to import/upload bulk information from outside data sources. These sources include but are not limited to: school lunch programs, maintenance records, special projects/grants, post-secondary education information, transportation, internal funds cash receipts. Please discuss the process the proposed system will use to import this data.

GL and Journal Entry:
1. General accounting reports such as a Trial Balance Report, Revenue and Expenditure Report, Inventory Report, Accounts Receivable Aging Report, Purchase Order Report, Bank Reconciliation Report, and others must be available for on screen viewing, downloading, and exporting in multiple file formats. Additionally, PCS has specific requirements for reporting related GL/Journal Entry data such as mandated FLDOE reports such as: FA399 and FA499, the Annual Financial Report, Scheduled 348 and 145, the District Cost Report, PAR Reports, and others. Please discuss how the proposed system will generate these reports as well as improve and increase flexibility to meet current and future reporting requirements.
2. Discuss the ability to construct and save individualized reports and queries for analytical needs that summarize GL activity based on the following: account dimension components, time periods, dollar amounts, type of transactions, vendor, and more.

3. Provide your proposed method to streamline journal entry routing, approval, and entry and allow attaching of supporting electronic documentation. Our goal is to minimize or eliminate the need for a manual routing and approval process.

4. Discuss the proposed solution’s approach to managing multi-fund journal entries with interfund offsets automatically generated.

**Payables:**

1. Provide your approach to streamline the three-way matching process utilizing electronic processes and approvals with uploaded supporting documentation (therefore minimizing/eliminating manual processes tasks).

2. Discuss how your solution ensures that vendor payments are made in a timely matter. Include details on the issuance of paper checks and/or direct deposits to accommodate vendor preferences.

3. Please provide your solution’s process for issuing IRS 1099 forms for PCS and student activity/internal fund expenditures without manual consolidation processes.

**Receivables:**

1. How does your system electronically generate and distribute invoices via email?

2. Discuss your solution’s process to match invoices to cash receipts and accurately track outstanding receivables.

3. PCS needs to be able to upload third-party data to timely record receivables. Please discuss this process.

**Student Activity/School Internal Fund Accounting:**

1. Student Activity/School Internal fund account structures follow the Florida Department of Education Publication titled Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book), Chapter 8 - School Internal Funds requirements and are reported in the PCS annual financial statements as a Special Revenue Fund. Discuss how the system meets these capabilities.

2. Is this system a third-party application? If so, the proposer should describe the integration of this system with the core ERP system, their experience integrating the two systems, and why this combination of systems is the best available to achieve the PCS’s goals.

3. Identify the specific functionality included with the system.

4. Discuss how this system will mitigate the business challenges identified in Section 4.1.4.

5. Describe additional system functionality/opportunities for efficiencies that are not specifically identified.

**Fixed Assets:**

1. Florida Administrative Code, Rule 69I-73 (Tangible Personal Property Owned by Local Governments) and GASB Statement No. 34 Basic Financial Statements regulate how PCSB records, tracks, and reports tangible and capital assets. Discuss how your system meets these requirements. Specifically, enumerate and discuss any system limitations with respect to these requirements.

2. Discuss the integration of the fixed asset module with other system modules, including procurement, payables, grants, and projects. Specifically, detail the asset lifecycle process from requisition to retirement. Please explain the process for both depreciated (capitalized) and non-depreciated assets (untagged technology and other attractive items), intangible assets (software), the monthly and annual reports related to recording, tracking, transferring, depreciating, and retiring assets. Please include details on how buildings and work in progress assets are managed.

3. Detail the process of automatically creating an asset record from the procurement processes while maintaining the ability to manually add donated assets.

4. Discuss in detail how asset transfer approval notifications and workflows function. Include discussion addressing how assets purchased from specific funding sources (federal, Title I) can have a distinct approval workflow path established.

5. Provide details on how the proposed solution will be able to integrate with third-party tools such as BarTender.

6. Discuss the process of interfacing fixed asset data with PCS’ physical inventory application and future applications PCS may implement. Please also discuss any integrations with Microsoft SCCM and Intune data with your application.

**Cash Management:**

1. PCS wishes to streamline cash receipt entry and depositing processes to shorten the receipt to deposit lead time. Please provide details on how the proposed solution will meet this goal.
2. Discuss the proposed solution’s capability to upload data from third-party online payment collections to accurately record and reconcile funds directly deposited in bank accounts.

Budget – Position Control:
1. Provide proposed workflows for requesting and approving units that utilize rule logic and dimension attributes and how they will be implemented.
2. Ability to create “one to many” relationships for the assignment of position control numbers. For example, all high school teachers at one location paid from the same account strip would be assigned the same position control number versus a separate, distinct number for each unit.
3. Detail the capability to submit online queries by various fields including account dimensions.
4. Does the system permit the capture of e-document notes and how are files attached within the system (that is, documents received either as an email attachment or scanned from a hard copy document)?
5. Discuss how the proposed solution will allow mass changes to position records based on criterion input.
6. Detail the capability to share next fiscal year unit worksheets to allow multiple stakeholders to input data, review, and approve based on rule logic.
7. How does the proposed solution handle split funded positions?
8. How does the proposed solution perform checks to validate that the position account strip and employee’s account strip are the same with rule logic for the exceptions? For example, the current solution checks the account strip on the position record against the account strip on the employee record and if they differ, the system updates employee record to match the position record unless an override has been placed on the employee record. Please discuss how the proposed solution will meet this requirement.
9. Provide details on how grants are managed, tracked, and how notification alerts are sent to interested parties to allow employees to be moved into positions with available funding.
10. Discuss workflow to generate staffing models based on specified criterion such as grant funded positions.

Budget – General:
1. Please detail the system capabilities related to creating new, ad hoc FQAs provided the components/dimensions are valid.
2. PCS requires the functionality to implement a system where the dimensions can be assigned attributes, workflow, and rule logic, and can be maintained by fiscal year. Integrity of dimension attributes should be maintained for each fiscal year. Please provide details on how your proposed solution will meet this need.
3. Discuss how data is housed in the proposed system. Is the data housed in one table or multiple tables? A single table solution is preferred.
4. How does the proposed solution process budget amendment components, including workflows, approvals, uploading, template creation, saving work in progress, document attachment, real-time posting, and rule logic?
5. Provide details on how the proposed solution handles security profiles that are flexible and uses rule logic to determine the types of budgets amendments that can be processed by different types of users.
6. PCS requires workflows that are built on user profiles, rule logic, and account dimension attributes. Please discuss your solution’s ability to meet this requirement.
7. Provide information on how the proposed solution facilitates data pulls and extracts for the DOE cost reporting system and sets up attribution tables.
8. Discuss your experience with and ability of the proposed solution to generate reports that cover all State of Florida and Federal Grant reporting requirements, including FA399 Reports.
9. Does the proposed system allow budgets to be copied from one year to the next including budget details, multiple budget plans with the ability to select plans for adoption, input area for stakeholders?
10. Discuss how your proposed solution supports State of Florida reporting with system tools to prepare and deliver all required State Reports. Report generation functionality shall include criteria maintained in accordance with all State mandates.
11. Discuss the solution’s built-in functionality related to budget modeling, comparative analysis, “what if” scenarios based on selected criteria, time periods and financial selections, and salary projection capabilities.
12. Provide details on the proposed solution’s capabilities to deliver on-screen real-time budget information. This information should display the budget, amounts used (committed, encumbered, expended) and available funds by accounting period for the specified criteria. Drill down capabilities should be present and prevalent throughout the system and across different components. Flexibility in reporting and ease of use for the average user with data download abilities for super users. The proposed solution must be able to store historical information at the detail level.
Procurement:
1. PCS’ system goals for the procurement process will be a demonstrated, connected process from Sourcing through a robust supplier management/notification system, to Contract Management. Please discuss how the proposed system will meet this requirement.
2. The procurement module must include the ability to fluidly integrate with other modules, allowing all PCS departments to have clear insight and contribution into the PO approval process. Please address this requirement in your response.
3. Discuss the system’s capability to support digital approval paths (both internally and externally) that are flexible enough to allow individual departments to approve their unique procurement budgets.
4. Provide examples of integration with third-party systems such as “BoardDocs” and “JP Morgan’s Payment Net System.”
5. Provide the proposed solution’s ability to support a cooperative contract store (punchout) that enables end users to utilize and purchase from nationally competitive contracts as well as contracts awarded by the district purchasing department.
6. Discuss how the proposed solution will provide connectivity to federal, state, and local government agency awards outside of PCS that enables visibility into their agency contracts and vendor performance.
7. Detail the contract management process from the post contract award stage, including but not limited to: configurable renewal notifications, purchase order connectivity and reporting on contract/vendor details.

Human Resources:
1. Please discuss in detail how your proposed solution will provide an Employee Self-Service module that can interface with third-party and internal systems.
2. Provide details on the capabilities of the proposed solution to support “cradle to grave” personnel management from date of hire to last day of employment. Discuss the processes surrounding managing applications, letters of recommendation, onboarding activities, transfers, short term (summer) employment, and dismissals. Also describe how these important processes are tracked from beginning to completion and renewed where appropriate. For example, the tracking of Period of Contract Agreements (teacher certification and endorsement timelines and requirements), or support staff credentials and industry licensing (Pre-K Child Development Associates or electrical and plumbing licenses).
3. How does the proposed solution handle recurring events such as the development of salary schedules, supplements, contracted services, retroactive raises, referendum amount changes, minimum wage increases, assignment of Union group designations, and fiscal year end roll, as well as the reporting and monitoring of these activities?
4. Discuss how employee evaluations for HR, administrators, and employees are handled by the proposed solution.
5. Provide details on how the solution will manage employee requests, including but not limited to leave requests, FMLA (Family Medical Leave Act) requirements, single daily absence, and LOA (Leaves of Absence)/ FMLA initial request through to return to work.
6. How does the proposed solution manage digital personnel files and how are they integrated with existing physical files?

Risk Management and Insurance:
1. Please provide an overview of how the proposed solution will manage employee benefits, annual enrollment, ongoing enrollment for new hires, and qualifying life events. Include details on how your solution has successfully managed benefits programs for large school systems with 12,000 benefit eligible employees as well as retirees.
2. Discuss how the proposed solution handles the calculation of benefit premiums and billing for employees on leave, status changes or late enrollees. Include details on the proposed solution’s ability to spread premiums over multiple payrolls.
3. What is the flexibility of the solution to accommodate unique situations for PCS’ benefit administration, which would include but not limited to: benefits being deducted for 20 pays while employees pay an extra portion toward prepaid premiums, $75 credit towards benefits if not enrolled in health, different rates charged for fall new hires, and other challenges listed in the “Business Challenges” section of this document?
4. Please provide details on the proposed solution’s ability to meet the legal requirements of an ACA (Affordable Care Act) Tracking and Reporting system.

Payroll:
1. Provide details on how the proposed solution handles calculations across unique payroll scenarios including retroactive payroll changes, variable pay calculations for multi-job employees, spread-pay options, equalized pay calculations, and adjustable first and final checks.
2. Discuss the solution capabilities to support salary options with different ledger accounts and different benefits (i.e., life insurance).
3. Detail the payroll functions workflow from new hire to last workday, including the onboarding process for new employees, employee terminations, role changes, and retirements.
4. Outline the calendar and fiscal year end processes that allow easy compliance with federal, state, and district reporting requirements.
5. What tasks are employees able to complete through an on-line self-service portal?

**Contract Management:**
1. Please discuss and provide a workflow diagram that illustrates the entire lifecycle of a contract, from negotiating, approving, tracking, renewal notification, and document storage as it moves through your proposed solution. Include details regarding the level of automation that applies to contract management workflow.
2. Provide details on the solution capabilities to handle multiple contract types such as leases, service agreements, maintenance agreements, contractor agreements, constructions projects.
3. How are project management and job costing functions for all stages of the contract life cycle - solicitation, award, execution, management, renewal, or closeout - handled by the proposed solution?

**Warehouse/Inventory Management:**
1. PCS desires a warehouse and inventory management module that will considerably reduce manual processes and redundant data entry. Please discuss the solution capabilities around searching for in stock items, placing orders, and processing returns. Include a workflow to demonstrate order processing steps including pick list generation, delivery tickets, and signature confirmation documents.
2. Discuss how the warehouse inventory management module processes distributions, replenishments, inventory adjustments, item cost/valuation, and supplier management. Please include details on transaction history and reporting capabilities.
3. How does the warehouse management solution process requests of non-warehouse services such as asset pick-up and delivery, including asset tracking for the disposal of surplus items?

**Grants Management/Accounting:**
1. PCS is looking for robust and user-friendly features to support the primary functions of the grant management department including but not limited to accessing federal grant numbers, grant start and end dates, liquidation dates, award amounts, and DOE amendment information. How will the proposed system accommodate this requirement? Include details on how grant management tasks can be assigned to users across departments, notify authorized users of required actions, and automate digital approvals.
2. Discuss how grant related vendor expenses will be managed within the proposed solution.
3. Discuss how workflows and cost strip restrictions can be used to assist with compliance.

**Project Management / Job Costing:**
1. Discuss how summary data related to project revenues and expenditures are updated automatically through integrated modules within the system.

**Workflow, Webforms, and Document Management:**
1. PCS wishes to standardize webforms enterprise wide; form types include: employee certificate of absence, procurement, travel request authorizations, new employee onboarding, etc. Please discuss how forms will be developed for on-line completion and how ad hoc or custom forms can be created as needed.
2. As PCS works to meet paper reduction goals, there is a need to implement a robust document management system that will allow the upload of pertinent documents such as invoices, employee-related and other required business documents to related records within the new database. Discuss this process including how documents are ingested, any metadata that is captured, search features for uploaded documents, accepted file formats for ingested documents, and file size limitations.
3. Discuss standard document workflows as they apply across departments as well as the ability to customize workflows based on specific departmental needs.
4. PCS wishes to leverage push notifications and electronic workflows to help streamline operations. Please describe the types of notification features that are available throughout the proposed solution and elaborate on how these features support electronic approval processes throughout the system.
5. Discuss how your solution maintains a hierarchal role-based security and control process which facilitates workflow authentication and data security. Elaborate on how hierarchies are updated as employee roles change over time.
6. Please describe the skill sets required to make changes to workflow routines, including whether workflows are easily maintained by functional staff or require detailed technical skills.
7. Discuss the system capability to provide real-time edit checks for transactions during data entry and provide immediate user feedback, including error messages and possible corrective actions (i.e., warnings when entering existing SSN, address, etc.)

**Reporting:**
1. Please provide details on the built-in standard reports that are available per module such as expenditure/revenue, budgeting, procurement, human resources, federal and Florida State mandated reporting, and trial balance reporting.
2. Discuss ad hoc reporting functions available through the proposed solution to allow end users to easily extract data in various formats (to include creating graphs and charts) and report on any given data field within the system. Include details on drill down capabilities for users to quickly review source data, as well as the ability to share through workflow tools, downloads, and email.
3. What is the proposed solution’s process to seamlessly integrate with third-party reporting software, online analytical processing (OLAP) tools, predictive analytics, and various other software (i.e., Microsoft office suite, Adobe, etc.)?

**5.4.3. Administrative Objectives**

Please demonstrate how the Proposer’s proposed solution will fulfill each requirement as detailed below.

**Project Implementation Strategy:**
1. Describe your experience with implementing your solution in the largest Florida K-12 school district you have worked with. Include any experience migrating from legacy systems (i.e., TERMS) as well as your systems’ functionality for Florida DOE state reporting.
2. Describe your project implementation plan including implementation services provided by you and/or any subcontractors. Explain how successful you have been completing implementation on time and within budget.
3. Please detail the level of involvement that the Proposer will require from PCS personnel to successfully perform a data conversion. Please detail your past experience with data conversions, specifically with data that has been converted from a COBOL, TERMS environment. Please describe your approach to the conversion of data in the main solutions and describe the methodology for managing the required conversions.
4. Describe your on-going customer support model including details on any personalized support offerings such as a dedicated account representative and the ability to speak to a live support technician.
5. Describe your software support model including the frequency of upgrades and backup and disaster recovery, and the associated costs of both.
6. Describe testing strategy, including the criteria, methods, and timing to ensure successful completion of user acceptance testing prior to going live. Identify the specific roles/responsibilities pertaining to PCS staff vs. Proposer staff.
7. Provide a project organization chart highlighting Proposer key staff who will be assigned to the project
8. Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; and (c) stress/load testing.
9. Please detail your approach to testing in parallel our current system and your solution to confirm accuracy of payroll and other functionality. What support will be required from the School Board staff, please provide an example of previously conducting this testing with another client.
10. Proposer will give PCS reasonable rights to approve or disapprove personnel and personnel changes during the term of any Agreement.
11. Discuss the anticipated level of support and collaboration from PCS staff to successfully accomplish the implementation. Proposers shall identify the expected IT staffing levels to support the on-going operations of the proposed solution.
12. Detail how your solution eliminates the duplication of tables and data, for example in a previous implementation it was identified that cost center table resided in the HR module and the Core financial module and had to be maintained separately. Meaning that data had to be manually updated in two locations.
14. Describe how your solution protects from potential Personal Identifiable Information (PII), Social Security Numbers, data breaches and protects from unauthorized access.
15. Detailed Project Plan and/or Roadmap that includes the Proposer’s methodology for implementing software, including any subcontractor software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities. **Attach any sample timeframes, or roadmaps in the Appendix, they do not count towards page count limit.**
5.4.4. Third-Party Integrations/Optional Software
The Proposer shall explicitly state the name of any third-party products that are part of the proposed solution to PCS along with any agencies that have previously used them. For each third-party product there will be a statement about whether the Proposer’s contract will encompass the third-party product and/or whether PCS will have to contract on its own for the product.

1. The proposal must describe any products, features or other value-added components recommended for use with the proposed administrative solution that have not been specifically requested in this RFP.
2. The proposal must include a list of any current integrations from their solution with third-party products that are being recommended in the proposed solution.
3. Proposers shall provide details on how third-party (or subcontractor) software will integrate with any other proposed software solutions.
4. Proposers must include the cost of any third-party products, including the software license cost, maintenance, implementation, training cost, and any other related costs in the total cost of this proposal.

5.4.5. Data Conversion Plans
Over the years, a large volume of data has been accumulated in the current TERMS database and various legacy systems such as the Manatee accounting system.

1. Describe the process of designing a data conversion plan to migrate PCS’s historical data from various legacy solutions to a standard common database format, ensuring the integrity and accuracy of that data. Please detail the testing process to ensure data accuracy. Include a proposed timeline to successfully import all current data or a minimum of 10 years of data into the proposed solution.

5.4.6. Training Plan
PCS anticipates that all daily users throughout the district will be trained during the implementation process. The Proposer must provide a detailed plan for training. This information MUST include:

1. Provide an overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, and technology personnel. Describe your training methodology and approach to ensure a high rate of user adoption. Include description of how you address different learning styles (classroom, online, hands-on, etc.), including a description of training materials to be used and timing. Identify alternatives to the train-the-trainer approach and identify any additional costs.
2. As solution enhancements are made over time, additional training will be needed to ensure that users are able to effectively adjust to the new features. Please provide details on how training updates and user education will continue as changes are made to the solution.
3. Descriptions of Classes/Courses and training materials proposed in the training plan. The Proposer will specify the unit of measure for its training (e.g., units, classes, days, etc.) and define the hours associated with these units of measure. The Proposer must be very clear about exactly what training courses are included in the cost of the proposal.
4. Discuss the roles, responsibilities, and level of involvement that the Proposer will require from PCS staff in the design and implementation of the training plan.
5. The knowledge transfer strategy proposed by the software vendor to prepare PCS staff to maintain the solution after it is placed into production.

5.4.7. Maintenance and Support Program
The proposal must specify the nature of any post-implementation and ongoing support provided by the vendor including:

1. Post-implementation support (e.g., one month of on-site support after go-live). Please discuss the type of support that the Proposer typically provides such as assisting with the generation of W2 forms and 1099 forms.
2. Telephone, email, and chat support (include hours of availability).
3. Special plans defining “levels” of customer support (e.g., gold, silver, etc.). Define what level of support is being proposed in a Service Level Agreement (SLA).
4. Availability of user groups and education groups, and their geographic areas.
5. Data conversion errors, problem reporting, and resolution procedures.
6. Other support (e.g., on-site, remote, Web site access to patches, fixes, and knowledge base).
7. Solution upgrades: Please provide a typical schedule for maintenance and system upgrades, including a proposed timeline and/frequency. Is the flexibility for PCS to determine the best time to install upgrades? Please include proposed costs for upgrades and maintenance in the cost proposal; do not include pricing related information in the technical proposal response. If there is to be a separate maintenance contract, Proposer should attach a proposed contract.
8. Discuss how ongoing maintenance, patches, and security updates are performed for the system.
9. Discuss how users are authenticated and authorized into the system.

5.4.8. Exceptions to the RFP
All requested information in this RFP must be supplied. Any Proposer exceptions to the RFP shall be clearly identified in a writing and include the scope of the exceptions, the potential impact (positive or negative) of the exceptions on the proposed solution for PCS. PCS, at its sole discretion, may reject any exceptions or specifications within the proposal.

5.4.9. Appendix
5.4.9.1. Sample Documents
In connection with its proposal, each Proposer shall submit all documents, including but not limited to agreements and or licenses that would be incorporated into the resulting contract with PCS for this work. Please provide sample copies of the following documents in an Appendix:

1. Sample software licensing agreement
2. Sample implementation services agreement
3. Sample standard reports
4. Sample documentation (user guides, training materials, etc.)
5. Sample Project Plans and Roadmaps

5.4.9.2. Demonstration of Technical Capabilities
Shortlisted proposers will be invited to demonstrate the technical capabilities of their solution. Focused on demonstrating the out of the box (OOTB) capabilities of the COTS product and identify the differences (delta) between what customization would need to occur to meet the district’s objectives. Shortlisted vendors will be provided with key areas of focus and how demonstrations will be scored when notified of their scheduled date and time. It is anticipated that the demonstration and Q&A sessions will take place over several scheduled days to help learn more and ask questions to the proposer of their recommended solution. The district reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.
SPECIAL CONDITIONS

6. SPECIAL CONDITIONS

6.1. GENERAL TERMS AND CONDITIONS

The Pinellas County School District (District) “General Terms and Conditions” School Board Adopted 12/08/09 Revised 3/20/12, 7/24/12 can be found at the following link:
By submitting a proposal, Proposer agrees to abide by all District Terms and Conditions.

6.2. AWARD

This contract will be awarded “All or None” to the responsive and responsible Proposer who is ranked best after all proposals are evaluated.

6.3. CONTRACT PERIOD

The Contract Period shall commence on April 3, 2023, and end April 2, 2028.

6.4. RENEWAL OPTION

By mutual consent of the School Board of Pinellas County, Florida and the successful Proposers, this contract may be renewed for two additional 2-year periods.

6.5. SUPPLEMENTAL UNILATERAL RENEWAL PERIODS

The District, through its Director of Purchasing, has the option and reserves the right to unilaterally extend the original contract term or any renewal term for up to three (3) additional thirty (30) day periods, at the same terms and conditions.Notice of the District’s intent to renew shall be provided by the District in writing to the Contractor Supplier prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

6.6. PRICE ESCALATION/DE-ESCALATION

The District will allow a price escalation/de-escalation provision within this award. The original proposal prices shall remain firm for the first term of the agreement. A price escalation/de-escalation will be allowed at each renewal period, provided the Awardee notifies the District, in writing, of the pending price escalation/de-escalation a minimum of 60 days prior to the final day of the current term. The price escalation percentage change shall not exceed the previous 1-year’s percentage change of the Consumer Price Index for All Urban Consumers (CPI-U) published by the U.S. Department of Labor’s Bureau of Labor Statistics. If proposal discounts from list price, discounts offered may not change. Failure to comply with these instructions shall be grounds for disallowance of a price escalation as allowed herein.

If, at the point of exercising the price escalation provision, market media indicators show that the Consumer Price Index for All Urban Consumers (CPI-U) has decreased, and that the Awardee has not passed the decrease on to the District, the District reserves the right to place the Awardee in default, cancel the award, and remove the Awardee from the District’s Proposers List for a period of time deemed suitable by the District. In the event of this occurrence, the District further reserves the right to utilize any and/or all options as stated herein.

6.7. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held via Microsoft Teams on October 25, 2022 at 10:00 AM. Attendance at this pre-bid conference is Non-Mandatory in order for all potential proposers to receive the benefit of answers to theirs and
other’s technical questions first-hand. Additions or changes to the original bid documents resulting from this conference of a material nature, will be documented in the form of written addenda, and distributed to all attendees. For a link to the pre-proposal meeting, attendees must email Joe Benjamin at benjaminst@pcsb.org.

6.8. BID BOND AND PERFORMANCE BOND

Bid Bond and Performance Bond are required with this bid. See the enclosed guidelines on pages 52-56 for details.

6.9. PROPOSAL CONTENT & SUBMITTAL

Responses shall be submitted electronically, uploaded to the Public Purchase system. Please allow sufficient time for the upload process, as bids must be received by the specified date and time. Each proposal shall include all information and submittals requested in this RFP. Incomplete proposals may be declared non-responsive. Please refer to the Submittal Checklist for a list of required or requested submittals.

Cost Proposal Form shall be submitted and uploaded to Public Purchase as a separate Microsoft Excel file, not to be included in the Technical proposal.

Proposer’s shall include an “Additional Work Hourly Rate Matrix” attached to their Cost Proposal Form.

Bonding the Guaranteed Maximum Price contract will be a requirement, therefore, provide a written statement from the firm’s bonding company indicating the bonding company’s willingness to bond this project if awarded to this firm and attach it to the firm’s financial statement.

6.10. ACCEPTANCE OF VENDOR RESPONSES

The purchasing department reserves the right to accept proposals from multiple vendors, and to accept or reject portions of a proposal based upon the information requested. Suppliers may be excluded from further consideration for failure to fully comply with the requirements of this RFP solely at the purchasing department’s discretion.

6.11. PREFERENCE TO FLORIDA BUSINESS

Effective July 1, 2012, when a school district is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal or reply is by a vendor whose principal place of business is in a state or political subdivision which grants a preference by that state or political subdivision, then the school district shall award an equal preference to the lowest responsible and responsive vendor having a principal place of business within Florida. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state, and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent. See Section 287.084 (1)(a), F.S.

A vendor whose principal place is outside this state must accompany any written bid, proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. See Section 287.084 (2), F.S.

In order for your bid to be considered responsive, please utilize the form titled: “Proposer’s Statement of Principal Place of Business.”
SPECIAL CONDITIONS

**NOTE:** IF YOU ARE A VENDOR WHO’S PRINCIPAL PLACE OF BUSINESS IS NOT IN THE STATE OF FLORIDA, YOU MUST COMPLETE THIS FORM INCLUDING A SIGNATURE FROM AN ATTORNEY ATTESTING TO THE STATE BIDDING PREFERENCE. FAILURE TO COMPLETE AND SIGN THIS FORM WILL CAUSE YOUR BID TO BE CONSIDERED NON-RESPONSIVE.

6.12. **BACKGROUND SCREENING**

As required by The Jessica Lunsford Act [s.21 of Ch.2005-28, L.O.F.], if anyone representing a vendor under contract with the school district **will have access to school grounds when students are present, have direct contact with students or have access to or control of school funds**, such personnel are required to be screened at Level 2, to include fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. [s. 1012.465, Florida Statutes]

The requirements of this law must be met in order for the School Board to contract with your company. To make an appointment to be screened by Pinellas County Schools, go to:

[http://fieldprintflorida.com](http://fieldprintflorida.com)

The code for a full submission is FPPCSVendors. The code for a replacement badge is FPPCSBadge.

If Contractor/Vendor is awarded all or a portion of this bid, Contractor/Vendor hereby acknowledges and agrees to abide by the Florida Jessica Lunsford Act (1012.465, F.S.) and obtain, at its own cost, Level 2 clearance of all employees, agents, and subcontractors who (1) have access to school grounds when students are present, (2) have direct contact with students, on or off school grounds, or (3) have access to or control of school funds.

6.13. **EVALUATION PROCESS:**

All proposals will be evaluated using a weighted point system applied to a list of both objective and subjective criteria. The criteria and their associated point value are listed on the [Proposal Evaluation Form](http://fieldprintflorida.com) included in this document. The maximum score a proposal may receive is **100** points.

Immediately after all proposals are scored for content, the committee will shortlist the top ranked respondents. Demonstrations will be scheduled after the evaluation and ranking process is complete. The top ranked candidates will be notified when and where to appear and provided with the scoring methodology and demonstration script. Respondents must have qualified personnel available for demonstrations upon short notice (two weeks or less).

6.13.1. **METHOD OF EVALUATION**

Pinellas County Schools (PCS) staff, considered subject matter experts, will comprise the PCS Evaluation Committee (Committee) and will individually review submitted Proposals. After the review is completed, the Committee will meet and score the Proposals as a group, chaired by the Director of Purchasing. In all cases, the Committee will be the sole judge as to whether a Proposer’s Proposal has or has not satisfactorily met the requirements of this RFP.

The Committee will consider how well each Proposer has responded to the RFP requirements and how well the Proposals meet the needs of the District. It is important that Proposals are clear and complete so that the Committee can adequately understand all aspects of the Proposal. Proposers must follow all response instructions carefully, including the required proposal format described herein. The Proposals should be submitted according to the specified Proposal outline.

Evaluation/Selection Process: The evaluation process is designed to award Contract(s) to the Proposer with the best combination of attributes as demonstrated in the evaluation scores. The evaluation process and criteria are described in greater detail below.
6.13.2. Phase I – Evaluation of Proposals

1. Determine proposals eligible for Scoring: Prior to the Committee’s review and scoring of any Proposal, all Proposals will be reviewed on a pass/fail basis. Only Proposals meeting the following criteria will be evaluated and scored. Responsiveness to the RFP (i.e., Proposal’s conformance in all material respects to the requirements stated in the RFP including all required fully executed documents).
   a) Financial stability and viability: The financial stability and viability of the software, systems integration, and hosting proposers. This shall be demonstrated by inclusion of the most recent audited financial statements from each company indicating the company’s stability. A qualified audit opinion or a recent bankruptcy filing by any Proposer shall evidence inadequate financial stability.
   b) Checklist documents are fully executed and submitted by submittal deadline for proposals.

2. Proposal Evaluation/Weighted Scoring: Proposal evaluation will be based on the following evaluation criteria:

   **VOLUME I: Qualifications and Experience of the Firm**  
   40 POINTS

   **VOLUME II: Cost Proposal**  
   20 POINTS

   **VOLUME III: Technical Approach/Implementation Methodology**  
   40 POINTS

**NOTE:** Cost Proposal scoring will be conducted by the Purchasing Department using a matrix applying the following formula to the Total 5-Year Cost of Ownership (Net proposed Price) as described in the Cost Proposal Form contained herein:

\[
\text{(Highest Cost Proposal} - (\text{Your Cost Proposal} - \text{Lowest Cost proposal}))/\text{(Highest Cost Proposal/Max Points for Cost)}
\]

6.13.3. Phase II – Shortlisted Firm Demonstrations

Proposal evaluations will result in the shortlisting of the highest ranked firms, as determined by the Committee, who will be invited to conduct software demonstrations for the Committee and other key staff invited to provide input. **Scores from the proposal evaluation step will not be carried forward to the software demonstration step.**

The scoring methodology and demonstration script will be provided to shortlisted firms. Demonstrations will be evaluated and scored according to the scoring methodology and adherence to the script provided.

The District may further shortlist after demonstration/interviews have been conducted and reserves the right to schedule virtual site visits of shortlisted firms past implementation client sites.

6.14. INSURANCE

Insurance is required of all vendors who are awarded a contract from this RFP. See the attached Insurance Specifications for Contractors will be included with this bid.

6.15. NON-EXCLUSIVE AGREEMENT

This RFP does NOT establish an exclusive arrangement between the District and solution provider. The district reserves, but is not limited to, the following rights:
SPECIAL CONDITIONS

• The unrestricted right to use others to perform work, provide services or deliver the same or similar products as described herein when it is to the economic benefit of the District.
• The unrestricted right to separately bid any work, products or services as described herein when it is to the economic benefit of the District.

6.16. KEY EVENTS & DATES:

• October 10, 2022 Bid notice e-mailed to prospective proposers & bidding documents posted at www.publicpurchase.com
• October 25, 2022 Non-Mandatory Pre-Proposal Conference @ 10:00 a.m. ET, via Microsoft Teams.
• November 1, 2022 Last Day to request additional information or clarification
• November 15, 2022 Proposals due in Purchasing @ 3 p.m. E.T. Public bid opening to follow immediately thereafter in Room A318, Purchasing Department, School Administration Building, 301 4th Street S.W., Largo, Florida, where the names of each proposer will be read and recorded. A virtual attendance option will also be made available via Microsoft Teams link. Please email Joe Benjamin at benjaminst@pscb.org for the meeting link.

NOTE: The Largo Administration Building is now a secured building effective December 1, 2015 and visitor procedures have changed. Inform the officer at the front desk that you have a bid to be delivered to the Purchasing Department. The officer will call Purchasing and someone from the department will come to the front desk to date and time stamp your bid and provide a receipt. This process may take several minutes, so please allow sufficient time when hand delivering a bid submittal.

• November 16, 2022 Distribution of proposals to committee members for review, evaluating, scoring
• November 16 – December 5, 2022 Proposals evaluated by PCS Evaluation Committee.
• **December 6, 2022 Evaluation Committee Meeting @ 10:00 a.m. / p.m. ET. Room A308, Purchasing Department, School Administration Building, 301 4th Street S.W., Largo, Florida.
• January 9 – January 31, 2023 Shortlisted demonstrations conducted, followed by shortlist scoring meeting on the final day.
• February 1, 2023 Notice of Intent to Award posted.
• February 4 – March 1, 2023 Statement of Work/Contract Negotiations
• *March 21, 2023 Submit Recommendation for award to School Board for approval (estimated date of School Board approval)

*If the time allotted to evaluate proposals and make the selection of shortlisted firms as stated above proves to be insufficient, the posting of the Notice of Intent to Award and the Board approval date may require adjustment. Continue to monitor our website or contact the purchasing department for more specific information as to when the notice will be posted.
**SPECIAL CONDITIONS**

**Scoring Meetings are publicly noticed meetings and may be attended via Microsoft Teams link. To obtain the meeting link/s, please make the request in writing to Joe Benjamin at benjaminst@pcsb.org.**

6.17. **ADDITIONAL QUESTIONS/CLARIFICATIONS**

Additional questions or clarifications regarding this Request for Proposal shall be directed in writing to the buyer listed on page 1 of this document by the end of the day listed on the Key Events & Dates table as the **“Last Day to request additional information or clarification”**. Direct questions and clarifications to:

Joe Benjamin, NIGP-CPP, CPPO, CPPB at benjaminst@pcsb.org

Clarification emails will list the subject line as **Enterprise Resource Planning (ERP) Solution, 22-208-066**

6.18. **CONTACT OF DISTRICT PERSONNEL**

During any solicitation period, including any protest and/or appeal, no contact with District officials or employees, other than with the individuals specifically identified in the solicitation, the Director of Purchasing or the Legal Department is permitted from any Proposer. Such communication may result in an automatic disqualification for selection in the pending solicitation and any subsequent District solicitations for a period of six (6) months, no matter the outcome of the solicitation or any protest and/or appeal.

Fearless Solutions, LLC is serving in partnership with, and in an advisory role to, Pinellas County Schools (PCS) as they embark on the modernization and modular integration of the TERMS ERP system

6.19. **INVOICES & PAYMENT TERMS**

Describe any special invoicing requirements which deviate from State Statute of Payment Net 30.

6.20. **BUSINESS HOURS & DAYS OF OPERATION**

**Regular School Year**
Days of operation are **Monday thru Friday** (excluding holidays) 8 a.m. to 4:30 p.m.
Warehouse receiving 6:30 a.m. to 2 p.m.

**Summer**
From approximately the 1st week of June thru the 1st week of August all schools are closed, with the exception of those that may be in summer session. Beginning the 2nd week of August, schools are once again in session. For more specific information call (727) 588-6143 to confirm if a school can accept deliveries.

Days of operation are **Monday thru Thursday** as follows:
- **Administrative Facilities and Schools:** 7:30 a.m. to 5:30 p.m.
- **Walter Pownall Service Center:** 6:30 a.m. to 5 p.m. (receiving 6:30 a.m. to 4:30 p.m.)

6.21. **HOLIDAY BREAK**

Each year, schools and administrative offices are closed for Thanksgiving, winter and spring break periods. Shipments cannot be accepted during these periods. These dates will vary each year depending upon our negotiated personnel calendar and when the Holidays actually fall.
6.22. PROPOSAL OPENING PROCEDURES

Please be aware that any meeting at which (1) there is negotiation with a vendor, (2) a vendor makes an oral presentation, or (3) a vendor answers questions, pursuant to a competitive solicitation, are closed to competitors and other members of the public. Team meetings at which negotiation strategies are discussed are likewise closed. Such meetings shall be recorded.

The School Board’s practice of reviewing and disclosing pricing and other contents of proposals have changed in accordance with recent changes in the law. During public openings, district personnel will only reveal the names of the proposers, unless the proposal is a competitive solicitation for construction or repairs on a building, then the name of each Proposer and price submitted shall be read at a public opening per F.S. 255.0518. The recordings and proposals shall be exempt from public records requests until such time as the notice of an intended decision is published or until 30 days after opening the proposals, or final replies, whichever occurs earlier.

If the School Board rejects all proposals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, the recordings and any records presented at the exempt meeting remain exempt from public records requests until such time as the School Board provides notice of an intended decision concerning the reissued competitive solicitation or until the School Board withdraws the reissued competitive solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the publication of the initial notice rejecting all proposals, or replies. Section 119.071(1)(b), F.S.; and Section 286.0113, F.S.

6.23. PUBLIC ENTITY CRIMES

As stated in paragraph 12 of the General Terms and Conditions, PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST, please complete, sign and notarize the “SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, PUBLIC ENTITY CRIMES” form attached hereto. This form MUST be included in your response in order for your proposal to be responsive.

6.24. PUBLIC RECORD LAW

Public Records: Section 119.0701, Florida Statutes, requires that the Contractor comply with Florida’s public records laws with respect to services performed on behalf of the School Board. Specifically, the statute requires that the Contractor:

- Keep and maintain public records required by the School Board to perform the service.
- Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if the Contractor does not transfer the records to the School Board.
- Upon completion of the Agreement, transfer, at no cost, to the School Board all public records in the possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the Agreement,
SPECIAL CONDITIONS

the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency’s custodian of public records, in a format that is compatible with the information technology systems of the public agency.

e. A request to inspect or copy public records relating to this Agreement must be made directly to the School Board. If the School Board does not possess the requested records, the public agency shall immediately notify the Contractor of the request, and the Contractor must provide the records to the School Board or allow the records to be inspected or copied within a reasonable time.

f. The failure of the Contractor to comply with these provisions, if applicable, shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board and may also result in penalties under Section 119.10, Florida Statutes.

g. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ANGELA BROWN, SUPERVISOR OF RECORDS MANAGEMENT AT 727-793-2701 X 2393, 2929 COUNTY ROAD 193, CLEARWATER, FL 33759, brownangel@pcsb.org.

6.25. INTEGRITY OF PROPOSAL DOCUMENTS

Proposers shall use the original Proposal Forms provided by the Purchasing Department and enter information only in the spaces where a response is requested. Proposers may use an attachment as an addendum to the Cost Proposal Form if sufficient space is not available on the original form for the Proposer to enter a complete response. Any modifications or alterations to the original documents by the Proposer, whether intentional or otherwise, will constitute grounds for rejection of a proposal. Any such modifications or alterations that a Proposer wishes to propose must be clearly stated in the Proposer’s proposal response and presented in the form of an addendum to the original RFP documents.

6.26. EXCEPTIONS TO GENERAL TERMS AND CONDITIONS

Proposers taking any exceptions to the General Terms and Conditions, linked on page 34 of this document, will be reviewed by staff prior to evaluation of proposals. Exceptions to the General Terms and Conditions may be cause for rejection of your proposal.

6.27. FILLABLE PROPOSAL FORMS

For your convenience, some of the forms which must be completed and submitted along with your bid proposal will be posted along with the solicitation document on the district website in a protected Word file format which will enable you to type your responses on the forms. The file will be named ENTERPRISE RESOURCE PLANNING SOLUTION (ERP) bidforms. Please use these forms to avoid the need to hand write information. If sufficient room has not been provided on the form to enable you to enter a complete response, please include a supplemental attachment if necessary. Please note that this file may not include all the forms that should be submitted with your proposal so please check the Submittals Checklist near the end of this document for a complete list of requested and required submittals.
7. FORMS

COST PROPOSAL FORM

PROJECT: ENTERPRISE RESOURCE PLANNING SOLUTION (ERP)
RFP NO.: 23-208-066
DUE DATE: NOVEMBER 15, 2022, 3:00 PM ET

General Notes:

Award - This is an ALL or NONE. The entire contract shall be awarded to the lowest responsive and responsible proposer meeting specifications.

Submittals - Responses shall be submitted electronically, uploaded to the Public Purchase system. Each proposal shall include all information and submittals requested in this solicitation. Incomplete proposals may be declared non-responsive.

Proposer Due Diligence - The Proposer, having familiarized themselves with nature and extent of the work, requirements, Contract Documents, including all insurance requirements, as prepared does submit the following proposal to furnish all labor, materials, Federal, State, County, City or local Municipal taxes of any kind, permits, licenses and other fees necessary to complete the work indicated by the above referenced project and documents shall be included in your proposal.

<table>
<thead>
<tr>
<th>PROPOSAL COST CATEGORIES</th>
<th>CATEGORY COST</th>
<th>EXPLANATION /NOTES (IF NECESSARY)</th>
</tr>
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<tbody>
<tr>
<td>Licensing Fees</td>
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<td>Implementation Services</td>
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<td>Reporting</td>
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<td>Data Migration</td>
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<td>Interfaces</td>
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<td>Training</td>
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<td>TOTAL IMPLEMENTATION COST</td>
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<tr>
<td>TOTAL 5 YEAR HOSTING COST</td>
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<tr>
<td>TOTAL 5 YEAR MAINTENANCE &amp; SUPPORT COST</td>
<td>$</td>
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<tr>
<td>TOTAL 5 YEAR COST OF OWNERSHIP (NET PROPOSED PRICE)</td>
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</table>

Assumptions/Additional Comments: List the maintenance & support starting point (e.g., 10% of license) and annual caps in growth (e.g., lower of x% per year or inflation). Also list all other assumptions using additional space if necessary. Attach additional pages if necessary.

AUTHORIZED SIGNATURE DATE

The School Board of Pinellas County Prohibits Discrimination In All Purchasing And Contracting

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ADDENDUM ACKNOWLEDGEMENT FORM

ADDENDA ACKNOWLEDGEMENT: The undersigned also acknowledges the receipt of the following Addenda:

ADDENDUM NO. ___ DATED ___________ ADDENDUM NO. ___ DATED ___________
ADDENDUM NO. ___ DATED ___________ ADDENDUM NO. ___ DATED ___________
ADDENDUM NO. ___ DATED ___________ ADDENDUM NO. ___ DATED ___________
ADDENDUM NO. ___ DATED ___________ ADDENDUM NO. ___ DATED ___________
PROPOSERS STATEMENT OF PRINCIPAL PLACE OF BUSINESS

To be completed by each Proposer and returned with your proposal in order to be considered responsive

Name of Proposer: __________________________________________________________

Identify state in which Proposer has its principal place of business:

If your principal place of business is the State of Florida, you do not need to proceed any further on this form.

If outside of Florida, identify political subdivision (state, county or municipality) in which Proposer has its principal place of business: __________________________________________________________

NOTE: Florida Statute Section 287.084(2) states that “A vendor whose principal place of business is outside this state must accompany any written proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state, or political subdivision, to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.”

LEGAL OPINION REGARDING STATE SOLICITATION PREFERENCES
(To be completed by the Attorney for an Out of State Vendor. Please select one)

The proposer’s principal place of business is in the State of _________ or in _________, a political subdivision thereof. It is my opinion that (check one):

☐ The laws of the state or political subdivision thereof do not grant a preference in the letting of any public contracts to business entities whose principal place of business are in that state or political subdivision.

☐ The laws of the state or political subdivision thereof do grant the following preference(s) in the letting of any public contracts to business entities whose principal place of business are in that state or political subdivision thereof. (Please describe preferences and provide citation to authority.

________________________________________________________

Signature of out of state proposers’ attorney: ____________________________

Printed name of out of state proposers’ attorney: ____________________________

Address of out of state proposers’ attorney: ____________________________

Telephone number of out of state proposers’ attorney: ____________________________

Email of out of state proposers’ attorney: ____________________________

Attorneys’ state(s) of bar admission: ____________________________

NOTE: IF YOU ARE A VENDOR WHO’S PRINCIPAL PLACE OF BUSINESS IS NOT IN THE STATE OF FLORIDA, YOU MUST COMPLETE THIS FORM INCLUDING A SIGNATURE FROM AN ATTORNEY ATTESTING TO THE STATE SOLICITATION PREFERENCE. FAILURE TO COMPLETE AND SIGN THIS FORM WILL CAUSE YOUR PROPOSAL TO BE CONSIDERED NON-RESPONSIVE.
SWORN STATEMENT UNDER SECTION 287.133(3)(A),
FLORIDA STATUTES, PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Proposal or Contract No. _____

2. This sworn statement is submitted by ________________________________ (Name of entity submitting sworn statement) whose business address is

______________________________

3. and (if applicable) its Federal Employer Identification Number (FEIN) is _________. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _________.

4. My name is ________________________________ and my relationship to the ________________________________ (please print name of individual signing) entity name above is ________________________________.

5. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

6. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a violation of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

7. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   1. A predecessor or successor of a person convicted of a public entity crime; or
   2. as entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

The School Board of Pinellas County Prohibits Discrimination In All Purchasing And Contracting

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proposals for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. AND (Please indicate which additional statement applies.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

______________________________
(Signature)

Date: ________________________________

STATE OF______________________________

COUNTY OF ____________________________

____________________________________APPEARED IN PERSON BEFORE ME (the undersigned authority), who is personally known to me or provided the following identification _________________________, and affixed his/her signature in the space provided above on this _______ day of _______________, 20_____

_____________________________________________________NOTARY PUBLIC

My commission expires: ____________________
Client Reference Forms

Client reference forms attached hereto are to be completed for the systems integration company, software company, and hosting company. Each company must provide three references by copying and filling out the appropriate form based on the type of company. A company can use the same reference for more than one area if it provided multiple products/services for the same project (e.g., integration services and hosting services). The different forms are listed below by type of company.

SYSTEMS INTEGRATOR COMPANY INFORMATION

<table>
<thead>
<tr>
<th>Proposer’s Name</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Company Address (Headquarters)</td>
<td></td>
</tr>
<tr>
<td>Years in Business</td>
<td></td>
</tr>
<tr>
<td>Local Office Address (if applicable)</td>
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<tr>
<td>Telephone Number</td>
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<tr>
<td>Fax Number</td>
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<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Internet Site Address</td>
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</tr>
</tbody>
</table>

SYSTEMS INTEGRATOR REFERENCES

Systems integrator must provide three (3) references for projects that meet the following criteria within the past 10 years:

5. Three ERP Implementations for a federal, state or local government organization with at least 3,000 employees and annual budget of $300M.
6. One complete full life cycle ERP implementation for a state or local government organization (i.e., planning through go-live of the proposed solution).
7. Three ERP implementations similar in scope to this RFP (i.e., Accounting, Budget, Procurement, Human Resources, and Payroll).

Complete the form below for three clients

SYSTEMS INTEGRATOR REFERENCE FORM

REFERENCE INFORMATION

Name of Client:  
Address:  
Primary Point of Contact:  Title:  
Phone:  E-mail address:  
Software Program/Version:  
Summary of Project:  
Number of Employees:  Approximate Size of Operating Budget:  

PROJECT SCOPE

Indicate (by checking box) functionality installed:

(1) Accounting  
(2) Budget  
(3) Purchasing  
(4) Human Resources  
(5) Payroll  
(6) Business Intelligence  
(7) Technical  

PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Total Project Costs</th>
<th>Length of Project (Implementation months)</th>
<th>Go-Live Date</th>
</tr>
</thead>
</table>

(23-208-066)
If any resources being proposed for the District ERP project also worked on this project, list them here:

SOFTWARE COMPANY INFORMATION

<table>
<thead>
<tr>
<th>Proposer’s Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address (Headquarters)</td>
<td></td>
</tr>
<tr>
<td>Years in Business</td>
<td></td>
</tr>
<tr>
<td>Local Office Address (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
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<tr>
<td>Fax Number</td>
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<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Internet Site Address</td>
<td></td>
</tr>
</tbody>
</table>

SOFTWARE COMPANY REFERENCES

Software company must provide three (3) references for projects that meet the following criteria within the past 10 years:
8. Three (3) ERP Implementations for a federal, state or local government organization with at least three thousand (3,000) employees and an annual budget of at least Three Hundred million U.S. dollars ($300,000,000.00).
9. Three (3) ERP implementations similar in scope to this RFP (i.e., Accounting, Budget, Procurement, Human Resources, and Payroll).

REFERENCE INFORMATION

Name of Client:
Address:
Primary Point of Contact: Title:
Phone: E-mail address:
Software Program/Version:
Summary of Project:
Number of Employees: Approximate Size of Operating Budget:

PROJECT SCOPE

Indicate (by checking box) functionality installed:
(1) Accounting
(2) Budget
(3) Purchasing
(4) Human Resources
(5) Payroll
(6) Business Intelligence
(7) Technical
HOSTING COMPANY INFORMATION

<table>
<thead>
<tr>
<th>Proposer’s Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Address (Headquarters)</td>
<td></td>
</tr>
<tr>
<td>Years in Business</td>
<td></td>
</tr>
<tr>
<td>Local Office Address (if applicable)</td>
<td></td>
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<tr>
<td>Telephone Number</td>
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<tr>
<td>Fax Number</td>
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<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Internet Site Address</td>
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</tr>
</tbody>
</table>

HOSTING COMPANY REFERENCES
Hosting company must provide three (3) references for projects that meet the following criteria within the past 3 years:
10. Three public or private sector organizations with at least three thousand (3,000) employees.
11. Three public or private sector organizations with continuous availability of 99.5 or greater for 3 consecutive years.

REFERENCE INFORMATION

Name of Client:
Address:

Primary Point of Contact: Title:

Phone: E-mail address:

Type of Application(s) Hosted:
Summary of Hosting Services Provided:

Number of Employees: Approximate Size of Operating Budget:
VENDOR CONTACT INFORMATION FORM  
(duplicate as needed)

Provide the following information for all staff assigned to this project.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Telephone:</th>
<th>Fax:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Telephone:</td>
<td>Fax:</td>
<td>E-mail:</td>
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<tr>
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</tr>
<tr>
<td>Contact Name:</td>
<td>Telephone:</td>
<td>Fax:</td>
<td>E-mail:</td>
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<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
SUBMITTALS CHECKLIST

Name of Proposer: __________________________________________

Signature of Buyer: _________________________________________

Signature of Evaluator: ______________________________________

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your proposal, we ask that you use this checklist below.

The list below comprises the Required Submittals, and they must be submitted at the time you submit your proposal, or your proposal will be declared non-responsive. Responses shall be submitted electronically, uploaded to the Public Purchase system. Please allow sufficient time for the upload process, as proposals must be received by the specified date and time.

<table>
<thead>
<tr>
<th>Verified by Proposer</th>
<th>Verified by Buyer</th>
<th>Description of Required Submittal</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>Completed and signed Request for Proposal Form 852-A</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Proposer’s Statement of Principal Place of Business</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Sworn Statement Under Section 287.133(3)(A), Florida Statutes, Public Entity Crimes</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Volume I: Qualifications and experience of the Firm</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Volume II: Cost Proposal Form, including any attachments (Submitted as a separate PDF document)</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Volume III: Technical Approach/Implementation methodology</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Comprehensive Cost Breakdown</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Additional Work Hourly Rate Matrix</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>Bid Bond: Please review all Guidelines as stated in “Bid and Performance Bond Requirements for Vendors &amp; Contractors”</td>
<td></td>
</tr>
</tbody>
</table>

AUTHORIZED SIGNATURE ______________________ DATE ____________

The School Board of Pinellas County Prohibits Discrimination In All Purchasing And Contracting

(23-208-066) Page 44 of 56
**SUBMITTALS CHECKLIST**

Items listed as **Requested** should be submitted at the time you submit your proposal to facilitate the evaluation process, but **will not** be cause for declaring your proposal non-responsive.

<table>
<thead>
<tr>
<th>Verified by Proposer</th>
<th>Verified by Buyer</th>
<th>Verified by Evaluator</th>
<th>Description of Requested Submittal</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>List of Subcontractors</td>
<td></td>
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<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>Certificates of Warranty</td>
<td></td>
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<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>Completed Vendor Contact Information Form</td>
<td></td>
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<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>Completed and signed Drug Free Workplace Certification Form (optional)</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>Completed and signed Certification Regarding Debarment Form AD-1048</td>
<td></td>
</tr>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>Certificate of Insurance including evidence of workers compensation coverage</td>
<td></td>
</tr>
</tbody>
</table>

________________________________________

AUTHORIZED SIGNATURE _______________________ DATE ___________________
DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

____________________________
AUTHORIZED SIGNATURE
CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

***** BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE SIDE *****

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>PR/Award Number or Project Name</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name(s) and Title(s) of Authorized Representative(s)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Authorized Signature(s)</th>
<th>Date</th>
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</tbody>
</table>

Form AD-1048 (1/92)
INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Form AD-1048 (1/92)
Executive Order 12549—Debarment and Suspension


By the authority vested in me as President by the Constitution and laws of the United States of America, and in order to curb fraud, waste, and abuse in Federal programs, increase agency accountability, and ensure consistency among agency regulations concerning debarment and suspension of participants in Federal programs, it is hereby ordered that:

Section 1. (a) To the extent permitted by law and subject to the limitations in Section 1(c), Executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and nonfinancial assistance and benefits. Debarment or suspension of a participant in a program by one agency shall have government-wide effect.
(b) Activities covered by this Order include but are not limited to: grants, cooperative agreements, contracts of assistance, loans, and loan guarantees.
(c) This Order does not cover procurement programs and activities, direct Federal statutory entitlements or mandatory awards, direct awards to foreign governments or public international organizations, benefits to an individual as a personal entitlement, or Federal employment.

Sec. 2. To the extent permitted by law, Executive departments and agencies shall:
(a) Follow government-wide criteria and government-wide minimum due process procedures when they act to debar or suspend participants in affected programs.
(b) Send to the agency designated pursuant to Section 5 identifying information concerning debarred and suspended participants in affected programs, participants who have agreed to exclusion from participation, and participants declared ineligible under applicable law, including Executive Orders. This information shall be included in the list to be maintained pursuant to Section 5.
(c) Not allow a party to participate in any affected program if any Executive department or agency has debarred, suspended, or otherwise excluded (to the extent specified in the exclusion agreement) that party from participation in an affected program. An agency may grant an exception permitting a debarred, suspended, or excluded party to participate in a particular transaction upon a written determination by the agency head or authorized designee stating the reason(s) for deviating from this Presidential policy. However, I intend that exceptions to this policy should be granted only infrequently.

Sec. 3. Executive departments and agencies shall issue regulations governing their implementation of this Order that shall be consistent with the guidelines issued under Section 6. Proposed regulations shall be submitted to the Office of Management and Budget for review within four months of the date of the guidelines issued under Section 6. The Director of the Office of Management and Budget may return for reconsideration proposed regulations that the Director believes are inconsistent with the guidelines. Final regulations shall be published within twelve months of the date of the guidelines.

Sec. 4. There is hereby constituted the Interagency Committee on Debarment and Suspension, which shall monitor implementation of this Order. The Committee shall consist of representatives of agencies designated by the Director of the Office of Management and Budget.

Sec. 5. The Director of the Office of Management and Budget shall designate a Federal agency to perform the following functions: maintain a current list of all individuals and organizations excluded from program participation under this Order, periodically distribute the list to Federal agencies, and study the feasibility of automating the list; coordinate with the lead agency responsible for government-wide debarment and suspension of contractors; chair the Interagency Committee established by Section 4; and report periodically to the Director on implementation of this Order, with the first report due within two years of the date of the Order.

Sec. 6. The Director of the Office of Management and Budget is authorized to issue guidelines to Executive departments and agencies that govern which programs and activities are covered by this Order, prescribe government-wide criteria and government-wide minimum due process procedures, and set forth other related details for the effective administration of the guidelines.

Sec. 7. The Director of the Office of Management and Budget shall report to the President within three years of the date of this Order on Federal agency compliance with the Order, including the number of exceptions made under Section 2(c), and shall make recommendations as are appropriate further to curb fraud, waste, and abuse.
The contractor shall obtain, within ten (10) working days of the award by the School Board, all of the insurance coverage’s required in the project specifications. Certificates of Insurance shall be filed with and approved by the School Board before the contractor or any subcontractor is allowed to commence work on the project.

The School Board of Pinellas County shall be listed both as an “Additional Insured” and “Certificate Holder” on all insurance policies obtained by the contractor as the result of being awarded a contract; unless expressly prohibited by the insurance company. A written explanation of that insurance company's position will be attached to the Certificate of Insurance filed with the School Board of Pinellas County's Risk Management Department. Any requirement by the contractor's insurance company that an additional premium shall be required for the issuance of a Certificate of Insurance with the School Board of Pinellas County as an “Additional Insured” shall not excuse any failure to obtain the required insurance certificate. The School Board of Pinellas County requires a 10 notice of cancellation and a 30 notice for non-renewal.

The name of the insurance company(ies) listed on the Certificate of Insurance on file in the Risk Management Department shall be the same as it appears in Best’s Financial Strength Rating. The insurance company named on the Certificate of Insurance shall have a rating of “A-V” or better as stated in Best’s Financial Strength Rating.

I. GENERAL LIABILITY INSURANCE

The contractor shall provide the ISO Commercial General Liability Policy. The Owner shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the responsibility solely of the contractor or subcontractor providing such insurance.

The Commercial General Liability Policy (CGL) is a method of automatically providing a broad range of common coverage extensions to the CGL policy that firms often need and overlook. By having a CGL policy, it will reduce the overall cost of providing those other coverage’s at a future date and allows for a wide distribution of those packaged coverage’s.

The CGL policy shall provide coverage of at least the following items:

a) General Aggregate:
   i) Premises Operation which will include XCU coverage except when work does not include foundation, structural work, pressure fired vessels or materials or construction techniques which could explode.
   ii) Independent Contractor's Protective which provides coverage for injury to others arising out of the independent contractor’s work. General Contractors may opt to provide this coverage in lieu of naming the School Board of Pinellas County as “Additional Insured”.
   iii) Broad Contractual Liability which is liability assumed by the insured under a contract agreement. This includes any oral or written contract or agreement relating to the conduct of the named insured’s business. If excluded, exception for liability is assumed in an insured contract.

b) Products and Completed Operations

c) Personal & Advertising Injury Liability
The contractor shall obtain insurance which shall at least meet the following minimum limits:

**For projects/contracts under $500,000.00:**
- $1,000,000.00 per occurrence, $2,000,000.00 general aggregate.

**For projects/contracts $500,000.00 and over:**
- $5,000,000.00 per occurrence, $5,000,000.00 general aggregate.

2. **AUTOMOTIVE LIABILITY INSURANCE**

The contractor shall obtain Business Coverage Automobile Insurance which shall protect the contractor from claims for damage for personal injury, bodily injury including accidental death, as well as claims for property damages which may arise from operations under this contract whether such operations are by himself or by anyone directly or indirectly employed by him. Coverage shall include owned, non-owned, hired and rented vehicles.

The contractor shall obtain insurance which shall at least meet the following minimum limits:
- $300,000.00 Combined Single Limit
- $100,000.00 Bodily Injury (per person), $300,000.00 Bodily Injury (per accident)
- $100,000.00 Property Damage

3. **WORKERS’ COMPENSATION INSURANCE**

The contractor shall take out and maintain during the life of this Contract, Workers’ Compensation Insurance for all of his employees connected with the work of this Project and, in case any work is sublet, the contractor shall require the subcontractors similarly to provide Workers’ Compensation Insurance as required by FS 440 for all the latter’s employees unless such employees are covered by the protection of the contractor. The following limits shall be obtained:

The contractor shall obtain insurance which shall at least meet the following minimum limits:
- State Worker’s Compensation: Statutory
- Employer’s Liability: $100,000.00 Each Accident
  - $500,000.00 Disease, Policy Limit
  - $100,000.00 Disease, Each Employee
These Bid, Performance and Payment Security requirements apply to vendors and contractors doing business with the School Board of Pinellas County, Florida (the District) and should be reviewed by your insurance agent when preparing your securities. They apply to Bid Security, Performance Bonds, Supply Bonds and Labor and Material Payment Bonds. In the event of a conflict between these requirements and the front-end specifications or Special Conditions, the front-end specifications or Special Conditions will take precedence. ALL REQUIREMENTS CONTAINED HEREIN ARE DEEMED TO BE MATERIAL REQUIREMENTS BY THE DISTRICT.

I. GENERAL GUIDELINES APPLICABLE TO ALL BONDS

In order not to delay the review and validation process of a bond, please be sure to follow the below guidelines carefully:

A. The surety company must hold a certificate issued by the State of Florida authorizing it to write surety bonds in Florida.
B. Each Bid Bond, Performance Bond, Supply Bond or Labor and Materials Payment Bond shall identify the School Board of Pinellas County, Florida as owner and the specific project for which the bond(s) is submitted.
C. The printed name and title of the various persons signing or countersigning the bond should appear on the line below the person’s signature.
D. All persons signing the bond should use their full legal name. To facilitate the licensure verification process, licensed insurance agents should sign using their full first name, full middle name and last name.
E. The agent signing the bond must hold a current Power of Attorney from the surety company issuing the bond.
F. A copy of such Power of Attorney must be attached to the bond which shall contain no restrictions preventing payment and should specify the city and state where the agent is located.
G. All bonds must be signed or countersigned by an insurance agent who holds a valid Florida 2-20 or 9-20 General Lines Property Casualty Insurance license (F.S. 624.425).
H. All bonds should be signed or countersigned prior to the bid opening date and time.

II. SPECIFICATIONS FOR ALL BONDS

A. FOR PROJECTS OF $500,000 OR MORE BID VALUE:

The surety company shall be rated "A" or better as to policy holder ratings and "5" or better as to financial ratings by the current edition of the Best Rating Guide.

B. FOR PROJECTS LESS THAN $500,000 BID VALUE:

The surety company may be rated less than ‘‘A-5’’ by the current edition of the Best Rating Guide as long as the following conditions contained in F.S. 287.0935 are met:

1. The surety company produces evidence that it has twice the minimum surplus and capital required by the Florida Insurance Code on the date the invitation to bid was issued
2. The surety company produces evidence that it holds a currently valid license and is otherwise in compliance with the provisions of the Florida Insurance Code.
3. The surety company produces evidence that said surety company holds a currently valid certificate of authority issued by the United States Department of the Treasury under U.S. Code 9304-9308.

The documentation specified in paragraphs II(B)(1-3) must be provided within one (1) business day upon request if it is not initially attached to the bond. Failure by the vendor or contractor to supply this documentation shall result in rejection of an otherwise acceptable bid.

**TYPES OF SECURITIES**

### C. BID SECURITY

1. **AMOUNT OF BID SECURITY:**

Unless otherwise specified in the front-end specifications or special conditions, the bid security shall be in the amount of 5% of the amount of the base bid.

2. **ACCEPTABLE FORMS OF BID SECURITY:**

- Bond
- Currency
- Certified Bank Check or Bank Certified Company Check
- Cashier’s Check
- Money Order
- Irrevocable Letter of Credit

3. **BID SECURITY REVIEW & APPROVAL:**

D. **The bid security must always be submitted along with the sealed proposal package. Proposals not including the required Bid Security will be rejected at the bid opening.** Bid Securities will not be reviewed for acceptability at the time of the public bid opening. Following the opening, all Bid Securities will be examined for compliance with these guidelines. District staff will make a reasonable effort to verify key information. However, if information cannot be readily verified, the bond may be declared unacceptable. Proposals with unacceptable Bid Security will be rejected and declared ineligible for further consideration.

1. **RETURN OF BID SECURITY:**

The security, other than bonds, will be deposited into an escrow account until the contract has been awarded to the lowest responsible and responsive Proposer. The bid security of the (2) lowest responsible and responsive proposers shall be retained until such time as the contract has been executed by the lowest Proposer and all required bonds have been received and determined to be acceptable. Bid security from all other proposers, other than bonds, will be returned in the form of a School Board check immediately following the award of the contract by the Board. Bid Bonds will only be returned upon request.

### E. PAYMENT, PERFORMANCE OR SUPPLY SECURITY

1. **AMOUNT OF PAYMENT, PERFORMANCE OR SUPPLY SECURITY:**
Unless otherwise specified in the front-end specifications or special conditions, the performance security shall be in the amount of 100% of the awarded, fixed contract amount or the total estimated value of the awarded contract, whichever is applicable. Bond coverage must automatically expand to include the value of all change orders which may be incorporated during the course of the project.

2. ACCEPTABLE FORMS OF PAYMENT, PERFORMANCE OR SUPPLY SECURITY:

- Bond
- U.S. Currency
- Certified Bank Check or Bank Certified Company Check
- Cashier’s Check
- Money Order
- Irrevocable Letter of Credit

3. TIME LIMIT REQUIREMENTS:

When a Proposer is awarded a contract by the District, the awardee shall receive written notice of award either from the Purchasing Department or from the Facilities Department. Within (10) calendar days of the issuance date of the notice of award, the awardee shall furnish to the Purchasing Department or Facilities Department, acceptable bonds as required by the solicitation documents. Upon receipt of this acceptable documentation, the Purchasing Department will issue a purchase order or the Facilities Department will issue both a signed contract and a purchase order as authorization to proceed, and the awardee shall begin the performance of the contract. In the event the District determines the surety company providing the bonds is unsatisfactory or the bonds are inadequate to cover performance of the work, the awardee shall, at his expense, within five (5) working days after receipt of notice from the District, furnish bonds in such form, amount, and with a surety acceptable to the District. Upon failure to do so, the awardee shall forfeit the bid security as liquidated damages.

4. PURPOSE OF PERFORMANCE AND LABOR & MATERIAL PAYMENT BONDS:

The Performance and Labor and Material Payment bonds shall guarantee faithful performance and completion of the contract, and the payment by the awardee of all claims of all persons or corporations for work done or materials or equipment furnished in connection with the work incorporated with this contract. For construction projects or projects involving installation of equipment, these bonds shall be executed as a warranty bond for a period of at least one (1) year following the District’s final acceptance of the completed project, guaranteeing compliance in accordance with the technical specifications.
Bid, Performance & Payment Security Requirements for Vendors & Contractors

Pinellas County District Schools
Bid Protest Procedure

A Proposer who wishes to file a protest pertaining to a bid must file such notice in accordance with procedures prescribed by 120.57(3) enumerated below. For bids solicited by the purchasing department, the notice must be filed with the director of purchasing. For bids solicited by the facilities department, the notice must be filed with the director of facilities.

1. Any person who is adversely affected by the district decision or intended decision shall file with the director of purchasing or director of facilities a notice of protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of the district decision or intended decision and shall file a formal written protest within 10 days after filing the notice of protest. With respect to a protest of the specifications contained in an invitation to bid or in a request for proposals, the notice of protest shall be filed in writing within 72 hours after the receipt of notice of the project plans and specifications or intended project plans and specifications in an invitation to bid or request for proposals, and the formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and legal holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

2. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to FS 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Pinellas County School District in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than $500 nor more than $5,000, which bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check, money order or U.S. currency will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the district prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protester prevails, he or she shall recover from the district all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

3. Upon receipt of the formal written protest and protest bond which has been timely filed, the district shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final district action, unless the Superintendent sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.

4. a) The district shall provide an opportunity to resolve the protest by mutual agreement between the parties within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of a formal written protest.
   b) If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to 120.57(2) FS and applicable district rules before a person whose qualifications have been prescribed by rules of the district.
   c) If the subject of a protest is not resolved by mutual agreement within 7 days, excluding Saturdays, Sundays, and legal holidays, after receipt of the formal written protest, and if there is a disputed issue of material fact,
the district shall refer the protest to the Division of Administrative Hearings for proceedings under 120.57(1) FS.

5. Upon receipt of a formal written protest referred pursuant to this subsection, the director of the Division of Administrative Hearings shall expedite the hearing and assign an administrative law judge who shall commence a hearing within 30 days after the receipt of the formal written protest by the division and enter a recommended order within 30 days after the hearing or within 30 days after receipt of the hearing transcript by the administrative law judge, whichever is later. Each party shall be allowed 10 days in which to submit written exceptions to the recommended order. A final order shall be entered by the district within 30 days of the entry of a recommended order. The provisions of this paragraph may be waived upon stipulation by all parties.

6. In a competitive-procurement protest, no submissions made after the bid or proposal opening amending or supplementing the bid or proposal shall be considered. Unless otherwise provided by statute, the burden of proof shall rest with the party protesting the proposed district action. In a competitive-procurement protest, other than a rejection of all bids, the administrative law judge shall conduct a de novo proceeding to determine whether the district's proposed action is contrary to the district's governing statutes, the district's rules or policies, or the bid or proposal specifications. The standard of proof for such proceedings shall be whether the proposed district action was clearly erroneous, contrary to competition, arbitrary, or capricious. In any bid-protest proceeding contesting an intended district action to reject all bids, the standard of review by an administrative law judge shall be whether the district's intended action is illegal, arbitrary, dishonest, or fraudulent.