REQUEST FOR PROPOSALS NO. 008-NN10

ADULT EDUCATION STUDENT ACCOUNTING SYSTEM

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

I. NAME AND ADDRESS OF REQUESTER

Miami-Dade County Public Schools
School Operations
1450 NE Second Avenue, #823
Miami, Florida33132

II. GENERAL INFORMATION

A. PURPOSE

The purpose of this solicitation is to evaluate and select an Adult Education Student Accounting System which may incorporate or interface with a Financial Aid system, Point of Sale system, Web-Based Collection (On-line Payment) system, and may support Centralized Banking functionality for the district's Adult Centers. The procurement of the system(s) may also be utilized in other district wide activities, where possible.

The ultimate solution may provide all functionality under one system or may encompass more than one system provided by multiple vendors. In all instances, proposers must respond to the Section V. General Vendor Functionality **and at least one of the sub-sections delineated in Section VI. Systems Functionality.**

B. BACKGROUND:

The School Board of Miami-Dade County, Florida (District) is the 4th largest school district in the nation and the largest in Florida, with approximately 346,000 K-12 students and 120,000 Adult/Vocational students. Currently, all the schools manage internal funds, which are maintained separate from the District's funds and represent moneys collected and disbursed for tuition, books, school activities, and numerous other fees through an in-house financial system that does not provide the flexibility or ease of use for current and future needs.

In addition, the Vocational Adult and Community System (VACS) is in use by all adult education centers as the primary means of scheduling students in adult general and post-secondary education courses, which also encompasses numerous financial transactions related to student tuition and non-tuition charges and billing.

The software systems presently in use by the District that may require interfaces are:

VACS – Vocational Adult and Community System (Internal - mainframe)
SAP – Accounting, HR, & Payroll Software for District enterprise-wide activities
Additional interfaces may be needed for Web-Based Collection System implementation depending on district-wide activities to be serviced.

Annual transaction volumes and dollar amounts for the business areas are:

Adult/Vocational –300,000financial transactions $10 million annually
School Internal Fund Activities – 250,000 items deposited and 70,000 checks each totaling approximately $78 million annually

III. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Fifteen copies of the proposals, one of which must be an original, and an electronic version in PDF format (which can be submitted via, CD, thumb drive, etc.) must be received by 2:00 p.m. (Local Time) on January 10, 2013, at:

The School Board of Miami-Dade County, Florida
Bid Clerk, Procurement Management Services
1450 N.E. Second Avenue, Room 352
Miami, Florida33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the proposer. The district will in no way be responsible for delays caused by the United States Postal Service or any other delivery service or caused by any other occurrence. The proposal must be submitted in a sealed envelope or box marked "Adult Education Student Accounting System."

It is anticipated that a proposal will be presented to The School Board of Miami-Dade County, Florida, (School Board) for acceptance in May, 2013. If accepted, notification to the successful proposer will be on or about May, 2013. The School Board reserves the right to reject any and all proposals.

IV. SCOPE OF WORK

A. Selected Vendor(s) will provide all documentation concerning implementing the application, including but not limited to:

- System/Hardware Requirements
- OS Requirements
- Database Requirements
- Security Requirements(LDAP)
- Networking Requirements
- User/ System Constraints

B. Selected Vendor(s) will provide all installation scripts for the application accompanied with all documentation pertaining to the installation procedures.

C. Selected Vendor(s) will provide an application that supports all functionality outlined in section VI.

D. Selected Vendor(s) will provide support of the application to include but not be limited to:

- Updates and Patches

- System Redundancy to Minimize Disruption in Service
- Support Phone Numbers
- Support Email
- Training
- Administrative/ Technical Training on the Application's implementation and maintenance
- Disaster Recovery Documentation and Procedures
- User Manuals and/or Online Knowledge Base
- License Documentation

E. Selected Vendor(s) will assist technical staff in the architecture of the systems supporting the application.

F. Selected Vendor(s) will provide onsite/ offsite support staff in the implementation of the application where necessary.

G. Selected Vendor(s) will assist in any data migration/ data extraction/ maintenance processes associated with the application.

H. Selected Vendor(s) will ensure that the application's framework including all hardware, software and supporting systems, meets the requirements outlined in section VI.

I. Selected Vendor(s) will participate in all phases of the Quality Assurance process, including but not limited to:

- System Testing
- User Acceptance Testing
- All phases of Issue Resolution for the above in a timely fashion

J. Selected Vendor(s) will work with implementation staff to ensure that the application meets all Best Practices and state, federal, and local educational and government standards, procedures, and policies.

V. GENERAL FUNCTIONALITY

The following are minimum requirements to be submitted by Proposers. Failure to submitthe minimum requirements, as listed under this section, may render the proposal non-responsive and ineligible for further consideration.

A. BUSINESS FUNCTIONALITY:

1. Provide documentation of being an established software provider, for a minimum of five years, and proof of both providing and managing software for educational entities of similar size and complexity as M-DCPS.

2. Provide most recent company audited financial statements.

3. Provide at least three written references with names, addresses, and contact information (emails and addresses) of schools or school systems where the proposer(s) has/have

professional development software installed and operating. Information concerning the size of the school system and implementation is to be included.

4. Supply technical requirements necessary to effectively run the system. This must include, but may not be limited to, server hardware requirement and configuration, data storage requirements, server operating system and system software requirements and configuration and end-user PC minimum and recommended hardware/software requirements and configuration. Include any available scalability testing information to support ability to use with over 40,000 full-time and part-time employees, and 120,000adult education students enrolled per year. District requires that the hardware configurations provided will be sufficient to allow the District to operate the proposed software and any releases for a minimum of three(3) years from implementation.

5. Provide documentation showing that the proposed software is an integrated system for all required functions. Vendor is requested to submit documentation to support this. A flow chart describing architecture or detailed written response is requested. Submit documentation.

6. Submit any minimum requirements for desktop hardware, operating system versions, browsers, etc., necessary to support the proposed software solution..

7. Appendix A describes the financial workflow of the current Vocational Adult and Community System (VACS). Describe how the proposed system would replace key financial functions and interface with these processes.

8. Describe business level reporting functionality included with customization or export options.

9. Provide a training plan using a “train the trainers model” and web delivery of content.

10. Provide a support plan with tiered structure allowing district staff to resolve initial issues with escalation to vendor and required 24 hour response time.

11. Describe how this product uses assistive technologies to comply with section 504 of th Americans with Disabilities Act(Individuals with Disabilities Education Act) federal requirements.

B. SOFTWARE ARCHITECTURE AND ADMINISTRATION:

12. Describe how the software application will provide end-user authentication using credentials from the M-DCPS Active Directory database in the Dadeschools.net domain. Describe if this can this be accomplished via an LDAP connector to the Dadeschools.net Active Directory database.

13. Describe the software solutions security protocols for clients, transactions, and servers. Provide documentation detailing how this is achieved.

14. Describe how the software application provides the District with the ability to

customize and add data fields.

15. Describe how the software application utilizes a centrally managed software version upgrade methodology, (i.e., version control capability).

16. Describe the application's ability to accommodate multiple levels of security access such as student, school, and administrator levels.

17. Describe how the product integrates with Microsoft SharePoint Server.

18. Describe how the database is normalized to restrict the duplication of data.

19. Describe the administrative levels and their privileges. (example: Rights to District information, school information, student information)

20. Describe how the application utilizes a protected web site for each of the administrative levels you have described above.

21. Describe how administrators would manage, edit and filter user lists.

22. Describe whether your system offers a Software Development Kit or APIs (Application Program Interface).

23. Describe how the software handles automated file transfers for integration with other district software

24. Describe how the application provides the ability to securely import and export data, documents, files, and information by individuals and systems

25. Describe how the application provides an ability to export data in a variety of formats, including, but not limited to:
    a. Comma separated value (CSV)
    b. PDF
    c. HTML
    d. Text
    e. Spreadsheet (XLS or XLSX)
    f. XML

26. Describe how the application receives data using a variety of mechanisms including, but not limited to:
    a. Web forms
    b. Scanning
    c. Automated batch processing
27. Describe how the application can take a daily delta change file instead of a full file to update the database

28. Describe how the application allows for a file containing Employee/Student I.D.'s to be sent daily through a secure automated process requiring no personnel involvement.

29. Provide a system flow on how data will be uploaded and processed daily and weekly.

30. Describe how the application's data integrity tools eliminate duplicate and orphaned records.

31. Describe how the systemwould integrate with a Single Sign On (SSO) solution.

32. Describe how the application produces an error log from data imports.

33. Describe the process for addressing and reporting system defects based on online or batch error processing. (i.e., bug tracking)

34. Describe how the application subscribes to , unsubscribes from,, and receives notifications about events in the system, including, but not limited to:
    a. New or revised data
    b. New or revised documents
    c. Student schedule changes
    d. Workflow status
    e. System modifications
    f. Security updates
    g. Database performance issues
    h. Application performance issues
    i. Hardware performance issues
    j. Network performance issues

35. Describe how the application provides secure, role-based access to the system, database and confidential information (such as SSN) in accordance with district, state, and/or federal rules or regulations for multiple types of users, including, but not limited to:
    a. Administrators
    b. Treasurers
    c. Registrars
    d. Students
    e. Technical support/technical administrators

36. Describe how your system routes packets to ensure it does not overburden the local or wide area communication network.

37. Describe how the application includes database maintenance tools to allow for global edits, adds, deletes, etc.

38. Describe how the application establishes user warnings for trafficflowing at unusual times or for unusual volume.

39. Describe what type of redundancy is in place in case a site goes down.

40. List standard reports that are available within the application. Include standard charts and graphs.

41. Describe how the application can view, print and save reports.

42. Describe how the application produces multi-level reports (i.e., school based and district level)

43. Describe how the application allows for SSRS reporting and direct connectivity to the database for ad-hoc reporting.

44. Describe how the application provides performance, audit, and security logs, including, but not limited to:
    a. Hardware
    b. Network
    c. Application
    d. Database

For solutions hosted at M-DCPS: (If not providing an M-DCPS-hosted solution, respond N/A)

45. Describe how the application supports hardware requirements, including, but not limited to:
    a. A variety of hardware environments
    b. N-tiered, easily scalable open architecture
    c. Virtualization

46. Describe how the application supports application requirements, including, but not limited to:
    a. Browser-based components
    b. Compliance with browser standards
    c. Compliance with ADA
    d. Copy and paste function across components/modules
    e. Spell check, including ability to disable as needed
    f. Grammar check, including ability to disable as needed
    g. Prepopulates fields, where appropriate
    h. Drop-down, radio button, or checklist of appropriate values for each validated field
    i. Note fields
    j. Display of data received from other systems

47. Describe the software model employed (whether the software system is either a thin client, centralized, web-based system utilizing Microsoft IIS 7 and SQL Server 2008 [the current M-DCPS environment])**or** thevendor must include in their proposal the hardware/software cost necessary to operate the product within M-DCPS.

48. Describe how the system will back up or store archived data, handle a full or incremental backup on a scheduled/ ad hoc basis, and restore from said backups.

49. Describe how the application can scale to support archiving in accordance with legal retention and district research requirements, including, but not limited to:
    a. Data
    b. Documents
    c. Images
    d. Multi-media materials

50. Describe the application's ability to support for data export/import, permitting interface to M-DCPS applications

51. Describe whether the software solution has been utilized in a VMware environment.

52. Describe the application's ability for administrative batch updates to back-end database (e.g., write SQL queries against the database that allow for changes in certain fields without having to use the front-end interface).

53. Describe how the software will utilize an Open Architecture System database (e.g., OLAP and ODBC compliant).

54. Describe how the system will support database requirements, including, but not limited to:
    a. One-time entry of data for use throughout the system
    b. Data validation, including, but not limited to:
        i. verification
        ii. range checks
        iii. table of valid entries
        iv. allowances for online editing/validation of all update transactions
    c. Identification of data element that must be tracked for changes
    d. Identification of security at data element level
    e. A year-end rollover process

55. Describe how the software solution allows for seamless integration with existing SQL server M-DCPS databases to allow automatic data import and export.

For solution not hosted at M-DCPS:(If not providing a vendor-hosted solution, respond N/A):

56. Describe how the application utilizes a protected web site for each of the administrative levels you have described above.

57. Describe what type of redundancy is in place in case a site goes down. Do all calls originate from one location?

58. Describe the capabilities of the vendor to provide managed hosting services.
59. Describe the software solutions security protocols for client, transactions, and server. Provide documentation detailing how this is achieved.

60. Describe your hosting and network Service Level Agreement commitments.

61. Describe system redundancy provisions in the case of site failure.

62. Describe where the data is stored and the processes for maintenance, data backup, and redundancy, and provide documentation assuring data is not stored outside the United States.

C. IMPLEMENTATION STRATEGY:

63. Describe how the software system could be implemented in 3-month deliverables. Provide a detailed strategy with timelines. Provide examples of staff to be utilized.

64. Describe how, if awarded this proposal, the vendor will have the entire system in place within 6 months of contract award..

65. Describe in detail how the vendor will provide assistance to the project manager for this engagement.

66. Describe how the vendor will conduct regular on-site project status meetings between M-DCPS project managers and vendor project management level staff.

67. Describe how the vendor will provide an on-site project team for the first year of the contract to ensure vendor recommended policies, procedures, and infrastructure are supported for overall system wide adoption and success.

68. Describe and produce the evidence of mature project management methodologies.

69. Describe how the vendor will adhere to organizational Change Management methodologies to ensure effective implementation, seamless updates, and minimal disruptions to services.

70. Describe how the vendor will report regularly on status of deliverables.

D. SOFTWARE SUPPORT AND TRAINING:

(Note: The District will add a first-level contact person within the District who will need a number for direct access to the second-tier provider.)

71. Describe how the system support will be provided and describe the ability to access online (intranet/Internet) software and support services, including, but not limited to the ability to:
    a. Submit questions
    b. Inquire about the status of help desk requests
    c. Receive software and documentation updates

72. Is your company capable of providing toll-free telephone second-tier support Monday through Friday 7:00 a.m. EST to 7:00 p.m. EST? Is there a support website?

73. Describe how this software handles updates, patches, fixes. Are the costs included in the maintenance agreement? Vendor is requested to detail associated costs, if not.

74. Describe how to implement software and hardware upgrades without loss of configurations, customizations, data, or documents.

75. State the average support call-back time.

76. State the average problem-resolution time.

77. Describe how the system will provide the following support materials and or support sites for the application:
    a. FAQs
    b. Procedural "how to" documentation
    c. Knowledge base
    d. On-demand videos
    e. Technical manuals
    f. Documentation search including, but not limited to:
        i. subject area
        ii. key word, meta tag, or phrase
        iii. index
        iv. table of contents
        v. file type
    g. Installation procedures
    h. Database documentation (i.e. diagrams, metadata dictionaries)
    i. Dataflow documentation
    j. Development standards
    k. Hardware/network configurations
    l. Error resolution information

78. Describe how the vendor will provide consulting and guidance on the application and how they will provide system support.

79. Itemize what is and what is not covered in the support contract.

(Note: The District does not have a preference for a specific training model. The District has adequate training facilities but these facilities must be scheduled in advance.)

80. Describe how training will be provided. Is it role-based, train-the trainer, web-based, etc.? Proposer is requested to supply a detailed training plan.

81. Describe how the application accesses a comprehensive knowledge base along with built-in tutorials and help screens.

82. List any costs that may not be covered by the initial purchase or support contract related to this application or its maintenance.

VI. SYSTEMS FUNCTIONALITY

A. FINANCIAL AID FUNCTIONALITY:

Please describe if the system can provide the following functionalities:

83. Federal Title IV aid interface and processing for clock hour programs
    a. Download and automate Institutional Student Informational Record (ISIR)

b. Transmit origination record automatically
c. Transmit disbursement records automatically
d. Handle administrative allowances
e. Perform automatic compliance updating with federal standards
f. Interface with SIS for student level attendance, performance, and enrollment hours
g. Generate award letters and transmit electronically
h. Predict student completion dates based on actual and projected attendance vs. program length
i. Return to Title IV automated processing for clock-hour programs
j. Handle student disbursements upon satisfactory progress
k. Handles multiple student scheduling modes (semester, trimester, quinmester, etc.)
l. Produce financial aid sections of IPEDS/FISAP federal reports
m. Ability to interface with Common Origination and Disbursement (COD) website to determine student Pell Lifetime Eligibility Used (LEU)

84. FSAG (Florida Financial Aid) interface and processes
    a. Automatic upload of student disbursements
    b. Automatic download, processing, and secure storage of student eligibility lists
    c. Florida Work Experience program interface and processes
85. Handle District Financial Aid Program (DFAP) and Fee Waiver allocations or other internal billing or scholarship accounts
    a. Maintain school level control of total amounts available in each account
    b. Allow billing to internal account
    c. Automatically deduct and refresh account balances from detailed posting
    d. Return unused funds to originating accounts

The following elements are not required, but desired. Vendors who can provide the following will be given additional consideration:

86. Ability to process student loans for Federal Title IV and state aid
87. Provide support in VA (Veteran's Affairs) and other interfaces and processes to military financial aid
88. Interface with VaOnce system
89. Ability to provide secured electronic payments and relieve District's liability over payee's banking information.

B. ADULTEDUCATION STUDENT ACCOUNTING

Please describe processes and show documentation showing support of all or most of the following functions. If certain functions are not supported, please provide a rationale on how the system could be developed or modified to meet the functionality.

General Specifications

90. Documentation and manuals for each system module and process.
91. Internal data backup and restore capability exists through transaction logs for all software modules.
92. Three years of history maintained and easily accessed for research and audit purposes.
93. Internal and customizable validations and cross-validations on data entered
94. Automated alerts with associated triggers for accounting processes
    a. Scheduled by user
    b. Triggered by event (i.e., reaching 67% of required attendance hours).
95. Ability to handle multiple fee schedules and types, including;
    a. Hours-based class tuition
    b. Block tuition (standard tuition per term regardless of # of classes or hours)
    c. Class fees (materials, etc.)
    d. Fee exemptions
    e. In-state and out –of- state fees
    f. Ability for authorized staffto customize or addfees
    g. 100% fee supported (community school) classes
96. Unlimited number of user configurable fee types with tiered category structure (i.e. tuition, student ID, application, materials, etc. which can be categorized under support, registration, etc.)
97. Retrieval of schedule information to include in receipts/schedule printouts
98. Ability to handle private student loans with other banks and financial institutions
99. Generation of QR codes on schedule for possible interface with external system
100. Acquisition of QR codes on schedule for possible interface with external system via scanner

System Administration

101. The system should keep transaction logs of user activity such that the system administrator can view or print the transaction history on any user to see every activity that they have performed.
102. The system administrators should have the ability to change current reports
103. The system should contain a tool for the administrator to browse all data files in real time.
104. The system should contain the ability to search the central database for information on all major data fields.
105. The system should provide the ability to reverse transactions if an error has occurred.
106. The system should have the ability to post transactions directly without using the front-end interface.

System Maintenance

107. Ability to create and edit at any time funds, accounts, sub-accounts, sponsors, and vendors.
108. Ability to inactivate accounts with a zero balance, sub-accounts, sponsors, and vendors at any time during the year.
109. Ability to delete an inactive account, sub-account, sponsor, and vendor after 3 years of no activity.

110. Ability to have accounts set up within another account
111. The accounts within another account can be (but is not so required) rolled up or combined into the base account.
112. Ability to have an account number consisting of a letter or “$” followed by 6 digits and a minimum of 2 decimal places (i.e., A1000.14, $1000.00, etc.).
113. Ability to have 6-digit sub-account numbers for identifying the transaction type (i.e., interest revenue, classroom supplies, etc.).
114. Ability to edit the layout of checks, purchase orders, and receipts.
115. Ability to print checks with facsimile signature that can be changed by central administration for all locations.
116. Maintenance of identification information for: district name, school name, 2 line address, city, state, ZIP, telephone number, fax number, starting and ending fiscal year dates, default printer, external backup system options, cash receipt settings (default checking account number and starting receipt number), purchase order settings (default account number and starting PO number), sales tax data (tax exempt number, rate, and default liability account), Form 1099 data (vendor tax ID number and amount to include the vendor in the 1099 printing).
117. Maintenance of fund type: fund type and description.
118. Maintenance of sponsor information: sponsor code, name, and contact information.
119. Maintenance of vendor information: vendor ID, vendor name, vendor account number, payment address, ordering address, payment terms (including due date and prompt payment discount days and percent), customer account number, payment priority level, purchase order, FOB, purchase order ship via and tax information (type of entity, federal tax number, send Form 1099 flag), and vendor contact information (name, phone, and fax).
120. Ability to have a generic vendor to use for non-repeat vendors (i.e., vendor will never be used again and vendor setup is not warranted).
121. Maintenance of report signature information: setup of who should sign each report (reports have signature lines, name, and title printed on the report).
122. Maintenance of account information: account number, account name, sponsor associated with the account (if applicable), indication of whether sub-accounts are required or not with the account, and budget amount.
123. Maintenance of sub-account information: sub-account number, sub-account name, and description.
124. Central control of standard chart of accounts.

Utilities

125. Process to close out each month not allowing any subsequent transactions to be made in the closed month except by District administrator.
126. Process to close out each year not allowing any subsequent transactions or changes to be made to the year’s data.
127. Ability to set up automated month end process that would perform the backup of records and produce a selection of reports with a single step or command.
128. Ability for an individual school to back up their files onto an external media storage device.
129. Allow a backup or restore only when the person has sole access to their database.
130. Ability to restore files from an external media storage device.
131. Ability to limit restore rights to District level users only.

132. Ability to consolidate vendor data for all schools, generate 1099 forms, and be able to export the 1099 form file into our general ledger system for final printing.
133. Ability to consolidate data for all schools and print reports of the consolidated data.

Receipts

134. Creation of cash receipts showing: receipt date, effective date, source of funds, description, receipt number, account number and name, sub-account, amount, sales tax, comment field, and signature line.
135. Option to include or exclude account balances on the receipt.
136. Receipt numbers automatically generated and assigned by the system.
137. Ability to print a receipts edit list prior to posting the receipts (showing receipts that were created but haven't been posted).
138. Ability to print individual receipts and a range of receipts (range selected by number or date).
139. Ability to print official receipts, with options to use pre-printed forms.
140. Ability to edit receipts with a method of documenting/tracking edits that have been made.
141. Ability to void and cancel receipts (explanation or reason for void required) retaining the details of the receipt for view purposes.
142. Documentation of all voided and canceled receipts showing: date, user id, and reason for the void.
143. Ability to print a list of receipts that make up a deposit.
144. Ability to print on the receipt whether it is the original or a duplicate copy.
145. Ability to search receipts by date, account, and receipt number.
146. Ability to process petty cash closeout (redeposit) using appropriate accounting principles without using the adjustment process.
147. Ability to enter an NSF check recovery using appropriate accounting principles without using the adjustment process.

Purchase Orders (PO)

158. Create purchase orders with PO numbers assigned by the system.
159. Funds are encumbered when PO is created.
160. Printed PO shows: school information (name, address, phone and fax number), customer account number, vendor information (name and address), shipping/billing address with contact person's name and number, PO date and number, requested delivery date, F.O.B, shipping method, payment terms, quantity, item code, description, unit of measure, taxable or non-taxable identification, unit of cost, extended cost, discounts, non-taxable total, taxable total, sales tax, PO total, funding account name and number, sub-account number, sales tax exemption certificate number, and approval signature line.
161. Ability to print individual POs, all tentative POs, revised POs, or a range of POs.
162. Provide official POs that do not require printing on special pre-printed forms;however, use of pre-printed forms is an option.
163. Edit POs (add, delete, or change) with a method of documenting/tracking edits that have been made leaving a user-ID stamp for identification.
164. Ability to edit any part of a purchase order if it has not been received without changing the purchase order number.
165. Ability to void and cancel POs and retaining the details of the PO for audit

purposes.

166. Documentation of voided and canceled POs showing date, reason, and user ID.
167. Ability to receive a partial PO (remainder to be received or canceled at a later time) or in total with a corresponding available funds balance adjustment.
168. Ability to edit a PO (quantity and cost) during the receiving process.
169. Ability to reverse a received PO.
170. Ability to attach a check number to a PO once it is paid.
171. Ability to process returns.
172. Ability to create multi-page POs.
173. PO status screen showing amount open, received, canceled, and check number if paid.
174. Ability to search purchase order database by number, vendor and amount.

Invoices (Accounts Payable)

175. Ability to create an invoice from a PO with option to pay or save until later.
176. Ability to create an invoice without a PO.
177. Maintenance of invoice information: PO number, vendor ID, invoice number and date, prompt payment discount percent, discount days, net due days, payment priority level, cash account, funding account and sub-account number, description, and amount.
178. Ability to mark invoices for payment (default setting) or hold until a later date.
179. Ability to edit invoices with a method of documenting/tracking edits with user identification.
180. Ability to void or delete invoices.
181. Ability to search for invoices by vendor, invoice number, or outstanding invoices.

Disbursements

182. Ability to print all checks for all outstanding invoices marked for payment, a single invoice, or outstanding invoices marked for payment for a single vendor.
183. Ability to post manual checks.
184. Ability to view the details of a check showing: vendor name, date, account, description, invoice number, PO number (if applicable), amount, date the check cleared (if applicable), and void date (if applicable).
185. Capability to have preprinted checks from an outside vendor or blank check stock fully/partially printed in-house with MICR option.
186. After printing checks, system asks if checks printed correctly and gives option to reprint checks if not correct.
187. System tracks skipped and voided check numbers.
188. Ability to void checks with option to save invoice.
189. The system should automatically post the checks using the following procedure: Once the checks are printed ask if all checks printed properly. If so, then respond appropriately and all checks post, if not, then the software should prompt with each check number individually, posting only those that printed correctly.
190. Ability to process petty cash checks that post using appropriate accounting principles.

Transfers and Adjustments

191. Ability to create transfers and adjustments.
192. Transaction number is assigned by the system.

193. Transfer and adjustment information maintained: transaction number, transaction type, transaction date, effective date, description, cash balance, fund balance, net balance, account name and number, sub-account number, and receipt or disbursement amount.
194. Option to post transfer and adjustment at time of creating or at a later date.
195. General ledger posting allowed for current transfers and adjustments, all transfers and adjustments for a specified date, and single adjustments and transfers by batch number.
196. Ability to edit a transfer and adjustment only if not posted yet.
197. Ability to edit effective date at any time (i.e. posted or not, current or previous period).
198. Ability to limit one-sided entries to District level users only.
199. Ability to post a one-sided entry with District level user rights.
200. Ability to void transfers and adjustments (explanation for void required) retaining the details of the transaction for audit purposes.
201. Documentation of void transfers and adjustments showing date, user ID, and reason.
202. Ability to search for transfer or adjustment by batch type, date, and account.
203. Ability to print transfer and adjustment voucher containing: batch number, batch type, batch date, effective date, description, account numbers and names, sub-account numbers, description, receipt and disbursement amounts, signature line, and authorization signature line.

Bank Reconciliation

204. Bank reconciliation process that shows all outstanding checks, allows for input of service charge and interest fee input without keying an adjustment, clears checks, lists cleared checks, and prints bank reconciliation showing differences broken down by receipts and disbursements.
205. Carries over previous month's ending date and ending balance to be the default beginning date and balance for the month being reconciled.
206. Ability to reverse a cleared check.
207. Blocking the clearance of checks for amounts different from the posted amount.
208. Ability to enter ACH and chargeback entries easily separate from the adjustment process but that will show on the end-of-month adjustment journal.

Reports

Ability to view and print reports online, hard copy, and exported with various sort options. The following reports should be produced at minimum:

209. list of adjustments posted showing: transaction number, posting date, effective date (date the transaction is posted by the bank, if applicable), description, amount, account numbers, account names, sub-account numbers, and authorization signature lines. (Sort options by date, number, and account.)
210. list of transfers posted showing: transaction number, posting date, effective date (date the transaction is posted by the bank, if applicable), description, amounts, account numbers, account names, sub-account numbers, and authorization signature lines. (Sort options by date, number, and account.)
211. general ledger listing all transactions posted to a particular account showing: offsetting account number and name, transaction type (receipt, disbursement, transfer, or adjustment), description, amount, account balance, and net increase or decrease to

the account. Option to exclude active accounts with a zero balance.

212. trial balance (listing of account balances for a date certain) showing: account numbers and names, balances (current and available after PO encumbrances and unpaid invoices), and a grand total for all accounts. Option to exclude active accounts with a zero balance.

213. print point of sale inventory daily/monthly reductions and balances.of all transfers and adjustments that were canceled (i.e., transaction was started but not completed) showing: transaction number and type (transfer or adjustment), transaction date, description, account numbers and names, and amounts.

214. list of encumbrances (outstanding purchase orders and invoices) by account showing account number and name, sub-account number, invoice and PO numbers, descriptions, amounts, sub-account total for each account, and grand total for all accounts.

215. account activity for the month by account, with a summary by fund types showing: beginning balance, receipts, disbursements, transfers, adjustments, and ending balance, fund type, account number and name, and signature line for authorization. Option to exclude active accounts with zero balances and no activity for the year, as well as to rollup (combine) extension accounts into the base account or list them separately.

216. summary of account activity showing: the balance of each bank account (checking, investments, etc.).

217. year-to-date account activity by account, with a summary by fund types showing: beginning balance, receipts, disbursements, transfers, adjustments, and ending balance, fund type, account number and name, signature line for authorization. Option to exclude active accounts with zero balances and no activity during the year as well as to rollup (combine) extension accounts into the base account or list them separately.

218. list of funds showing: fund type and description.

219. list of accounts showing: fund type, account number and name.

220. list of sub-accounts showing: sub-account name and number.

221. list of vendors showing: vendor name and number, type of entity, contact name and phone number, tax ID number, 1099 requirement, account balance, and date of last use.

222. list of sponsors showing: sponsor name and ID.

223. list of accounts associated with a specified sponsor.

224. list of when a backup of records was performed showing: date and time of backup, person who made the backup, and number of days since the last backup.

225. list of logins and logouts in the system showing: user ID, user name, login date and time, and logout date and time.

226. report of sub-account activity showing: account number and name, sub-account number, transaction type (receipt, disbursement, transfer, adjustment), description, transaction date, amount, sub-account total for each account, grand total for sub-accounts. (Sort option by sub-account and account).

227. list of open POs showing: PO number, vendor name, and amount.

228. list of status of POs showing: PO number, vendor name, amount and status (i.e., open, received, canceled, etc.) and all invoices paid against PO.

229. list of void and canceled POs showing: PO number, vendor name, and amount

230. list of receipts for a given time period, receipt number range, account, and amount range showing: receipt date, effective date, source of funds, description, receipt number, account number(s) and name(s), sub-account number(s), and amount(s).

231. void and canceled receipts showing: date and reason.

232. list of receipts for a specified account, amount range, date range, and sponsor.

233. list of receipts that include sales tax collected showing: account and vendor.
234. list of disbursements for a given time period, check number range, account, and amount range showing: check date, effective date, source of funds, description, check number, account number(s) and name(s), sub-account number(s), and amount(s).
235. list of void checks showing: date, reason, and user id.
236. list of skipped check numbers.
237. list of checks to a specified vendor showing: check number, date, and amount.
238. list of invoices for a specified vendor showing: invoice number, date, check number, amount and PO used.
239. list of disbursements for a specified account showing: date, check number, vendor name, and amount.
240. list of budgeted amounts showing total expenditures for the current year.

Receivables

241. Capability to issue invoices, posting of payments, record past due accounts and track receivable balances by activities and students
242. Automated alerts for to staff, student, agency, on receivables with aging (past due 30 days, 60 days, etc.).
243. Ability to track student partial payments, generate report of open accounts on receivables and show money owed by student
244. Notification or automatic transaction to scheduling system to lock out registration for receivables which meet certain criteria
245. Capability to format invoices
246. Capability to handle refunds, prorations, administrative fee adjustments, and uncollectible balances and credits.
247. Capability to record and or interface with third party billing of student detail transactions will all necessary accounting processes including rolling up detail transactions to one invoice and posting back collections to detail transactions..
248. Capability to handle financial holds that limits future registration and interface with point of sale system and web-based collections system
249. Capability to record sales against inventory to provide management reports including remaining balances and order points

C. POINT OF SALE

250. Adult School Collections/Cashiering:

System should be able to handle multiple fee schedules and types including the following:

a. Hours-based class tuition
b. Block tuition (standard tuition per term regardless of number of classes or hours)
c. Class fees (materials, etc.)
d. Fee exemptions
e. In-state and out-of-state fees
f. Ability for authorized staff to customized and add fees
h. 100% fee supported (community school) classes

Describe all functionality and limitations regarding the use of multiple fee schedules.

251. General Requirements:

a. Describe all payment types (cash, checks, credit/debit card) to be accepted and describe any limitations or additional functionality such as hand held devices to collect electronic payments.

b. Describe capability to record and control sales of specific items such as books and other inventoried items with all necessary back-end transactions.

c. Describe all functionality related to user-configurable fee set-up and restriction options; including the use of any tiered category structures or fields (i.e. tuition, student ID, application, materials, etc) and the use of general ledger (GL) account codes.

d. Describe how refunds or adjustments are handled.

e. Provide system architecture as to payment flow and use of sub-systems.

f. Describe all security and fraud prevention functionality and limitations.

g. Describe all account settings and preferences that can be customized for the District.

h. Describe how collections are posted to accounting system and whether revenues can be split into more than one GL account for accounting posting.

i. Can electronic collection be split based on pre-determined amounts or percentage and deposited in separate bank accounts? If so, describe all functionality; if not, is proposer willing to customize the program to meet the District's needs?

j. Provide any additional entities or systems used by the by vendor to process payment through the banking systems and the relationship between the entities.

k. Is the District required to utilize the proposer's bank or is the proposer willing to process payments through the District's bank? Provide all functionality, any limitations, and all fees related to either option.

l. Describe all customer service functionality and any limitations.

m. Describe all reporting functionality and any limitations.

n. Ability to record sales against inventory to provide management reports, including remaining balances and order points

o. Ability to print receipts

p. Retrieve schedule information (VACS) to include with receipts printouts.

q. Describe equipment which can interface with the system and whether mobile devices can be utilized.

252. Interfaces:

a. Describe the interface with the Adult Education Student Accounting system to provide seamless integration of point of sale collections, depositing, recording and reconciliation.

b. VACS information must be interfaced with system. Describe interface functionality, limitations, and specifications.

c. Describe interface with accounting system to retrieve student data, payments due, and/or refunds.

d. Describe automated interface of transactions to Student Accounting System including ability to handle corrections.

e. Can other district databases be interfaced for set-up of receivable or fees? Describe all functionality and limitations, and provide successful examples of these types of interfaces and use of web-based collection system.

253. Reconciliation:

a. Describe all automated reconcilement functionality, including bank postings and GL postings.

D. Web-Based Collections (On-line Payments):

The District is seeking to select a vendor who will provide a system to service all District-wide web-based collection services that will include, but is not limited to Adult School Internal Fund activities. The system is to interface with the Adult Education Student Accounting system to provide seamless integration of web-based collections, depositing, recording and reconciliation, as follows:

254. Adult School On-line Payments:

1. Ability of system to handle multiple fee schedules and types, including the following:

   a. Hours-based class tuition
   b. Block tuition (standard tuition per term regardless of number of classes or hours)
   c. Class fees (materials, etc.)
   d. Fee exemptions
   e. In-state and out-of-state fees
   f. Ability for authorized staff to customize and add fees

h. 100% fee-supported (community school) classes

255. General Functionality:

1. Can payments be accepted via credit card, debit card, eCheck, Paypal? Describe any limitations or additional functionality
2. Describe all functionality related to user configurable fee set-up and restriction options; including the use any tiered category structures or fields (i.e., tuition, student ID, application, materials, etc.) and use of general ledger (GL) account codes.
3. Describe all functionality of the payment process including payee registration and use of shopping cart.
4. Describe how refunds or adjustments are handled.
5. Describe how administrative fee adjustment is handled.
6. Describe how individual payee information, including account information is segregated and secured.
7. Provide system architecture for the payment flow and use of sub-systems.
8. Describe all security and fraud prevention functionality and limitations.
9. Describe all account settings and preferences that can be customized for the District.
10. Describe how collections are posted to accounting system and whether revenues can be split into more than one GL account for accounting posting.
11. Can collection be split based on pre-determined amounts or percentage and deposited in separate bank accounts? If so describe all functionality and if not, is proposer willing to customize the program to meet the District's needs?
12. Provide any additional entities or systems being utilized by vendor to process payment through the banking systems and the relationship between the entities.
13. Is the District required to utilize the proposer's bank or is the proposer willing to process payments through the District's bank? Provide all functionality, any limitations, and all fees related to either option, including optionality to imbed merchant service fee either thru fee structure or as an add-on.
14. Describe all customer service functionality and any limitations.
15. Describe all reporting functionality and any limitations.

256. Interfaces:

1. Describe the electronic payments interface with the Adult Education Student Accounting system to provide seamless integration of web-based collections, depositing, recording and reconciliation.
2. Student information must be interfaced with system, describe interface functionality, limitations, and specifications.
3. Describe how student parent or payee registration information is incorporated in interface.
4. Can other district databases be interfaced for set-up of receivables or fees? Describe all functionality and limitations, and provide successful examples of these types of interfaces and use of web-based collection system.

257. Reconciliation:

Describe all automated reconcilement functionality, including bank postings and GL postings.

E. Centralized Banking:

258. The District is seeking to implement centralized banking program for all the adult/vocational schools' internal fund accounts. Currently each school has at least one bank account. The District banking services agreement with Wells Fargo includes provision for centralized banking for school internal funds, which includes the following accounts and services to be used for centralized banking:

a. Deposit Account: Full Deposit Reconciliation and Cash Vault Services,

b. Checking Account: Full Check Reconciliation, Controlled Disbursement, and Positive Pay, with Payee Match services

c. Both accounts will employ ACH Fraud Filter

d. Tracking of individual school location deposits or checks by imbedding MICR line of deposit slip or check with school 4-digit school location number

In order to implement centralized banking the student accounting system will need to either employ the following functionality or interface with a system that does:

259. In-House Bank Accounting:

Please describe if the system is able to track checks issued and deposits by location number to determine daily cash balances and monthly average balances, in addition to providing reporting capabilities such as monthly statements and reports.

If not is the system able to create file of daily deposits and checks issued with location number field to be interfaced with the District's SAP system.

260. Automated Reconciliation:

Please describe if system is able to send file of deposits and checks issued with location numbers daily to the bank for Reconciliation and Positive Pay with Payee Match Services.

Please describe if system is able to interface file from bank that indicates the check paid, or deposits that have posted to accounts, and whether the system is able to automatically reconcile the account on a daily basis.

261. Transfers and Interfaces:

Please describe if system is able to receive interfaces from SAP providing transfer records for district electronic fund transfers between the District account and school's accounts.

262. Reporting:

Please describe all reporting capabilities related to centralized banking functionality or any additional information needed to successfully implement centralized banking.

VII. PRICING SECTION:

Proposer(s) must specify at least one licensing model per price proposal to M-DCPS, prices to be based on the following information. Proposers should supply a price for each module included (Financial Aid, Student Accounting, Point of Sale, and Web-Based Collection or Centralized Banking if stand-alone solution offered) and a combined price reflecting a discount if a combination of modules proposed are selected. Excel format for pricing information is preferred; please include in the electronic version of the submission.

Price Proposal Sheets:

Proposal 1: District-Wide Enterprise Level **Perpetual License**

Item	Description	Unit	License Cost ($)	Annual Maint./Support Cost ($)	Annual Maint./Support Cap (%)
	Training Cost (include description of training paradigm)		$	N/A	N/A
	Installation Implementation Services		$	N/A	N/A
	Discount		$	$	N/A

Proposal 2: District-Wide **Subscription (Per Year)**

Item	Description	Unit	License Cost ($)	Annual Maint./Support Cost ($)	Annual Maint./Support Cap (%)
	Training Cost (include description of all training paradigm)		$	N/A	N/A
	Installation Implementation Services		$	N/A	N/A
	Discount		$	$	N/A

VIII. TERMS OF CONTRACT

The purpose of the proposal is to establish a contract(s) at firm unit prices for the items listed from date of award moving forward indefinitely. The successful proposer(s) agrees to this condition by signing its proposal.

If selected, the proposer(s) shall agree to hold harmless, indemnify and defend the indemnities, as hereinafter defined, against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorney's fees and court costs arising out of bodily injury or damage to tangible property arising out of or incidental to the performance of the services of this Request for Proposals by or on behalf of the proposer, excluding only the sole negligence or culpability in the indemnities. The following shall be deemed to the indemnities: The School Board of Miami-Dade County, Florida and its members, officers and employees.

The School Board of Miami-Dade County, Florida, reserves the right to terminate any contract resulting from this proposal in the event that the service rendered does not comply with the provisions of the proposal and/or is not satisfactory and proper, as determined by the School Board

IX. SELECTED TERMS AND CONDITIONS

This section contains selected terms and conditions from the District's Standard Agreement. This RFP is not an offer to enter into a Contract and does not commit the District to enter into a Contract, nor does it obligate the District to pay for any costs incurred in the preparation and submission of Proposals or in anticipation of a Contract. Contract terms described in this section are sample provisions only and the District reserves the right to require additional or different contract terms. The District further reserves the right to negotiate contract terms with specific Proposers.

A. Assignment/Modification–This Agreement may not be assigned nor may any assignment of monies due, or to become due to Proposer be assigned without the prior written agreement of the Board. If Proposer attempts to make such an assignment, such attempt shall constitute a condition of default which may be deemed cause for immediate termination of the Agreement by the Board. This Agreement may be amended or modified only by the written and signed consent of all the Parties thereto..

B. Governing Law and Venue - This Agreement shall be governed and construed in accordance with the laws of the State of Florida, venue in Miami-Dade County, Florida.. Each party shall be responsible for its own attorney's fees and costs incurred as a result of any action or proceeding under this Agreement.

C. Force Majeure–Neither the Board nor Toro shall be liable for its failure to perform hereunder due to contingencies beyond its reasonable control, including but not limited to wars, acts of God, acts of terror, labor disputes, flood, windstorm, earthquakes, acts of civil or military authorities, explosion, riots, sabotage and fire, provided that prompt notice of such delay is given to the other party. The time for performance shall be extended for a period equal to the duration of the Force Majeure.

D. Indemnity - Contractor shall indemnify, defend and hold harmless the School Board, its employees and agents, ("District Indemnitees") from and against any losses, costs (including, but not limited to, attorney's fees, court costs, and expenses), damages, suits, claims and liabilities ("Losses") suffered by any such District Indemnitees based on, arising out of or in any way related to Contractor's breach of its warranties or obligations set forth in the Agreement, or arising out of or in connection with Contractor's provision of the Services, the Deliverables, or any component or part thereof, or Contractor's failure to provide the same. The foregoing indemnity and hold harmless is conditioned on such Loss(es) being proximately caused in whole or in part by the negligent or willful act or omission of Contractor, its employees, agents, subcontractors, or anyone acting directly or indirectly on Contractor's behalf. Contractor also shall defend, indemnify, and hold harmless District Indemnitees from and against any Loss, demand, or challenge based on, arising out of or in any way related to any assertion that any Deliverable, the Integrated Software (other than the Baseline Code), the Licensed Software or any component or part thereof infringes, misappropriates, or violates any patent right, copyright right, trade secret, or other proprietary right of any third party. District shall notify Contractor in writing of the initial claim or action brought against it. The selection of counsel, the conduct of the defense of any lawsuit, and any settlement shall be within Contractor's control; provided that District Indemnitees shall have the right to participate in the defense of any such infringement claim using counsel of its choice, at their own expense. No settlement shall be made without notice to and prior written consent of the District.

E. Order of Precedence - This Agreement, the Exhibits and Attachments attached hereto, the RFP and the RFP Addenda, the Proposal, and the Proposal Addenda are to be interpreted so that all of the provisions are given as full effect as possible. In the event of a conflict between these documents, the order of precedence shall be: first, the Agreement; second, any Exhibit or other attachment to the Agreement; third the RFP Addenda; fourth, the RFP; fifth, the Proposal Addenda; and sixth, the Proposal.

X. INSURANCE REQUIREMENTS

At the time an award is made, the successful proposer shall be responsible for providing the School Board with certificates of insurance, which indicate that insurance coverage has been obtained and meets the requirements as outlined below:

Professional Liability Insurance in the name of the proposer with limits of liability not less than $1,000,000 per wrongful act.

1. Commercial General Insurance on a comprehensive basis in an amount not less than $300,000 combined single limit per occurrence. The School Board of Miami-Dade County, Florida, its employees and agents must be listed as an additional insured on the policy.

2. Worker's Compensation Insurance for all employees of the proposer as required pursuant to the provisions of § 440, Florida Statutes.

Each insurance policy evidencing the insurance required hereunder shall bear the

appropriate endorsements whereby the insurance carrier waives any rights of subrogation acquired against the Board and the Students by reason of any payment under such policy and shall provide that such insurance carriers shall notify the Board in writing at least (30) days prior to any cancellation, termination, non-renewal or modification to the individual/firms policy(ies) required under this agreement.

Upon the execution of this agreement, the individual/firm shall furnish to the Board's Office of Risk and Benefits Management with Certificates of Insurance evidencing the individual/firms insurance coverage is consistent with the terms of the agreement. The individual/firm shall also provide copies of the policies to the Board. The individual/firm shall also provide the Board with renewal or replacement Certificates of Insurance no less than (30) days prior to cancellation, termination or modification. The individual/firm shall be in material breach of this agreement if the individual/firm fails to obtain replacement insurance coverage prior to the date in which coverage is terminated or expires. In this event, the Board may terminate this agreement without further liability to the individual/firm. Additionally the individual/firm shall be liable to the Board for any and all damages incurred due to the individual/firm failure to perform the agreement terms.

XI. INDEMNIFICATION

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Board, and its employees ("Indemnitees") from and against all claims, liabilities, damages, losses, and costs including, but not limited to, reasonable costs and attorneys' fees at the pre-trial, trial and appellate levels, arising out of, resulting from or incidental to Vendor's performance under this Agreement or to the extent caused by negligence, recklessness, or intentional wrongful conduct of the Vendor or other persons employed or utilized by the Vendor in the performance of this Agreement. The remedy provided to the Indemnitees by this indemnification shall be in addition to and not in lieu of any other remedy available under the AGREEMENT or otherwise. This indemnification obligation shall not be diminished or limited in any way to any insurance maintained pursuant to the AGREEMENT otherwise available to the Vendor. The remedy provided to the Indemnitees by this indemnification shall survive this AGREEMENT. The provisions of this Section shall specifically survive the termination of this Agreement. The provisions of this Section are intended to require the Vendor to furnish the greatest amount of indemnification allowed under Florida law. To the extent any indemnification requirement contained in this Agreement is deemed to be in violation of any law, that provision shall be deemed modified so that the Vendor shall be required to furnish the greatest level of indemnification to the Indemnitees as was intended by the parties hereto.

DUTY TO DEFEND: The Vendor agrees, at its own expense, and upon written request by the Board, to defend any suit, action or demand brought against the Board on any claim or demand arising out of, resulting from or incidental to Vendor's performance under this Agreement.

XII. EQUAL EMPLOYMENT OPPORTUNITY

1. It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability, and that merit principles will be followed.

Each firm is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender and occupational categories of its work force.

2. Minority/Women Business Enterprise (M/WBE) Participation

The School Board has an active Minority/Women Business Enterprise (M/WBE) Program, to increase contracting opportunities for M/WBE's. In keeping with this policy, if a minority firm, which is Woman or African American-owned and operated, is to perform a scope of work, provide documentation to substantiate the experience of the M/WBE and its staff in providing this type of service. The Division of Business Development and Assistance must certify all M/WBE's, prior to contract award. The M/WBE Application may be accessed through the following link:

http://forms.dadeschools.net/webpdf/3920.pdf

XIII. EVALUATION OF PROPOSALS

Proposals will be reviewed and evaluated by a selection committee, on the basis of qualifications, and evaluation criteria as set forth in the RFP. Proposals deemed to be in conformance with RFP requirements will be reviewed and scored by the selection committee. Proposers may be requested to provide a presentation at a committee meeting. At the meeting, each proposer will be allotted time to give an overview/presentation of their product and support solutions. The presentation may include a live demonstration of their proposed products. In addition, Proposal(s) defined as best meeting the districts requirements, after demonstrations, may be required to provide, at no charge to the District, a Proof of Concept (POC) to verify and demonstrate the claimed functionality and infrastructure, and scalability of product as stated in the proposal.

The Board reserves the right, at its sole discretion, to negotiate and award any combination of proposals/modules, it deems to be in its best interest.

Evaluation process for the proposal is as follows:

TIER I: CONFORMANCE:

Proposals submitted will be reviewed for conformance withall minimum required items in Section V.Non-conforming proposals will be eliminated from further consideration.

TIER II: FURTHER EVALUATION CRITERIA:

Conforming proposals will be scored a maximum of 100 points per module based on the following guidelines utilizing all items in the GENERAL section and items in the FINANCIAL AID,STUDENT ACCOUNTING, POINT OF SALE,WEB-BASED COLLECTIONS, and/or CENTRALIZED BANKING sections for each section that the proposal responds to in addition to cost proposal sheets detailed in Section XIII, Further Evaluation criteria points:

Business Functionality and Implementation – 45%

Proposals will be evaluated against the responses provided by the proposer to all questions in each relevant section. Vendors must answer all questions in the GENERAL section and all questions in at least one of the FINANCIAL AID, STUDENT ACCOUNTING, POINT OF SALE, WEB-BASED COLLECTIONS, and CENTRALIZED BANKING sections.

Software Architecture and Administration – 15%

Proposals will be evaluated against the responses provided by the proposer.

Software Support and Training – 15%

Proposals will be evaluated against the responses provided by the proposer.

Costs as provided in proposal– Price Proposal Sheets. – 10%

Qualifications and Experience – 15%

Proposals will be evaluated against the questions set out below.

A. Does the proposer have knowledge of and experience in delivering educational financial products to meet this market's needs?
B. How well has the vendor performed on similar contracts through evidence of the references submitted or if applicable for similar contracts awarded previously by the District?
C. How experienced are the personnel proposed for implementing the services on this proposal?

EVALUATION PROCEDURE TO PROVIDE PREFERENCE TO LOCAL BUSINESS

Local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be considered for local preference, vendors must provide a copy of their business license and the local business affidavit of eligibility with their bid or proposal. A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarment in accordance with Policy **6320.04**.

If following the completion of initial evaluations, a local firm has submitted a proposal and is competing with a non-local proposer(s), then the local vendor(s) shall have the opportunity to proceed to be considered for further evaluation provided the price is within five percent (5%) of the cost proposed by the non-local vendor, all other technical requirements being equal. In the case of a tie in the best and final proposal between a local business, the tie shall be broken as delineated in Policy **6320**.

TIER III: ORAL PRESENTATIONS:

Upon completion of the above evaluation, rating and ranking, the Committee may choose to conduct an oral presentation(s) with the Proposer(s) which the Selection Committee deems to warrant further consideration based on the best rated proposal(s) providing the best value to the District; scores in clusters; significant breaks in scoring; and/or maintaining competition. Selected Proposer(s) must provide a live demonstration of their system program during the oral presentation and be prepared to demonstrate functionality in a variety of ad hoc scenarios presented by staff. Upon completion of the oral presentation(s), the Committee may re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation to determine the overall ranking.

TIER IV: PROOF OF CONCEPT:

Selected Proposer(s) may be required, **AT NO CHARGE to M-DCPS,** to perform a Proof of Concept (POC) to verify the performance of the product with the M-DCPS platform, network, servers, databases and scalability. A technical evaluation sub-committee to verify claimed functionality and infrastructure compatibility will review the POC. Selected Proposer(s) will perform the identical functions during the POC.

Selected Proposer(s) will have ten (10) business days to install, implement, tune and create required functionality to support a laboratory environment of up to 20 end-user workstations. The software will remain on the M-DCPS environment for the technical review sub-committee to evaluate the product's functionality for a period not to exceed 60 business days. Selected Proposer(s) will provide all necessary technical and training support to the technical review committee throughout the evaluation. POC results will be reported to the Selection Committee for required compliance to all items in the Required Product Technology section and identification of compliance to Preferred Features items.

Upon completion of the Proof of Concept, the Committee may re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation to determine the overall final ranking.

The District reserves the right to reject any and all proposals submitted. The School Board is not obligated to place any order for any services subsequent to the award of this proposal. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the product and/or services that may be required by the School Board.

If a final selection is made, contract to purchase software, hardware and/or services

acceptable to the Attorney for the School Board, may be entered into with successful proposer(s). No debriefing or discussion will be held with unsuccessful proposer(s).

The selection committee will consist of the following representatives or their appointed designee:

- Representative, Adult/Technical Education (4);
- Representative, Information Technology Services (ITS) (2);
- Representative, Office of Treasury & Accounting (4);
- Representative, Assessment, Research and Data Analysis (2);
- Representative, Management and Compliance Audits (non-voting);
- Representative, Office of Economic Opportunity/W/MBE;
- Representative, Procurement Management Services (non-voting).

IXV. IMPLEMENTATION SCHEDULE

The planned schedule for implementation of proposals is as follows:

Procurement Contract Review Committee…….October 18, 2012

Mailing of RFP……November 27, 2012

Deadline for Questions……...December 14, 2012

Proposal Submission Deadline……..January 10, 2013

Evaluation by Selection Committee…..……..January 31, 2013

Demonstrations/Oral Presentations……..February19, 2013

Proof of Concept……March 11, 2013

Final Evaluation…….April 3, 2013

Recommendation for Award……..……..……...May, 2013

Above dates may vary based on number of submissions moved forward for testing and the availability of ITS resources.

XV. ADDITIONAL INFORMATION

Any and all questions pertaining to this RFP must be submitted no later than 4:00 p.m.

(Local Time) December 14, 2012, via e-mail, to the individual listed below:

Barbara D. Jones, CPPB
ProcurementManagement Services
Miami-Dade County Public Schools
1450 NE Second Avenue, Room 362
Miami, Florida33132
Telephone: (305) 995-2738
E-mail: bjones@dadeschools.net

The School Board of Miami-Dade County, Florida will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda prior to the proposal due date. Proposers should not rely on any statements other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Responses to questions will be posted to M-DCPS's website and it is the responsibility of the proposers(s) to monitor this site for posting of response(s). The website link is the following:

http://procurement.dadeschools.net/bidsol/asp/ENACT.asp