

Request for Competitive Sealed Proposals 19CSP066 Web-Based Activity Fund Software

Date	Event
December 11, 2018 December 18, 2018	Advertise/Issue Date
December 19, 2018	Pre-Proposal Conference at 03:00 – 3:30 PM at 1111 W. 6 th St. Suite A230, Austin, TX 78703
December 19, 2018	Due Date for Questions by 5:00 pm
December 20, 2018	Questions and Answers posted on our website
January 23, 2019	CSP opening / due date at 2:00 pm CST

March 25, 2, 2

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I. INTRODUCTION

The Austin Independent School District (herein after referred to as “AISD” or the “District”) is seeking proposals from firms qualified and experienced in providing a Web-Based school generated funds management system. Our intention is to choose a software that provide best price/performance ratio and partner that will meet AISD’s requirements and demonstrates the ability to grow with us for many years to come. The method of procurement is a Competitive



The District currently uses KEV Group School Cash Suite for activity fund accounting. The proposed offeror must migrate beginning account balances into the new system.

It is the intent of AISD to implement the software in June 2019. The awarded offeror should possess adequate expertise and knowledge to provide such software, including training, and documentation and ongoing support and updates in the future. Ongoing support and ability to enhance the product based on customer needs is very desirable.

The offeror will need to work closely with the Executive Director of Financial Services and the District

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- iii. Ability to attach digital forms to electronic fees;
- b. Sponsor Support – Independently manage without relying on account executive
 - i. Setting up student activity payments online and running reports.

IV. TERM

The agreement(s) resulting from this solicitation will be in effect for an initial term of one (1) year from the date of award by the Board of Trustees, or such date established by the agreement. The parties by mutual consent may re



Section IV ±References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD should be provided). Each reference must contain the reference's name, address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Proposer shall execute the following required forms (located on our website: [Required Forms link](#)), and return the **signed original** with the proposal:

- ◁ Bid Certification
- ◁ Notification of Criminal History of Contractor
- ◁ Debarment, Suspension and Ineligibility Certification
- ◁ CTPA Adoption Clause
- ◁ Interlocal Cooperative Agreement Clause
- ◁ W-9 (available at www.irs.gov)
- ◁ Conflict of Interest Questionnaire (CIQ). The CIQ is prepared by the Texas Ethics Commission, in compliance with House Bill 914, Chapter 176 of the Texas Local Government Code. The form should be submitted on-line at <https://www.austinisd.org/cp/cis/form>.
- ◁ HUB Utilization Report – HUR Form (HUBATT 1)

OPTIONAL FORM FOR SOFTWARE PRODUCTS:

- ◁ Software Vendor Certification Form (when applicable)

VI. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying AISD's requirements, price and other factors considered.
- B. AISD will evaluate each Contractor's proposal in the areas of the proposed plan, experience/service capabilities, and best value on the following pre-determined criteria:



PHASE 1

Points	Item	Detailed Description
20 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service.
25 Points	Contractor's Capabilities	The demonstrated ability of the Contractor to provide services, including references.



VII. APPENDICES AND ATTACHMENTS

$\frac{3}{4}$ Appendices (Documents included within this proposal):

f Appendix 1 – Purchasing and Acquisition Vendor Relations Policy CHE-LOCAL

$\frac{3}{4}$ Attachments (Separate documents available to download):

f HUB Utilization Report (HUR) – HUBATT 1

Austin ISD
227901

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

Contacting Board
Members

Vendors shall not contact Board members individually for the pur-

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Restricted Contact
Period

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Prohibited
Communications

Permissible
Communications

DATE ISSUED: 7/5/2018
LDU 2018.08
CHE(LOCAL)-X

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

1. Communication to the extent the communication relates solely to a nonsubstantive, procedural matter related to a response or solicitation;
2. Communication that relates solely to an existing contract between a respondent and the District, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;
3. & R P P X Q L F Z L W L K R I Q / W H U L F W R I S / R Q W I F O S W R
curement Services;
4. & R P P X Q L F Z L W L K R I Q / W H U L F W R I S / R Q W I F O S W R
Business (HUB) Program Department to the extent the communication relates to obtaining a listing of HUB subcontractors and general questions regarding HUB program compliance requirements;
5. Communication between an attorney representing a vendor and an attorney representing the District;
6. Communication with the District in the course of attendance at vendor conference;
7. Communication with the District for the purpose of the Dis-
W U L F W I V R I M D E L X C D W L U R I Q / Q H B S W W E K O L Q J
scope of work, or engaging in contract negotiations;
8. Communication with the District for the purpose of making a public presentation to the Board; and
9. Communication made during the course of a formal protest hearing related to the solicitation.

Other Vendor
Participation and
Communication

5 H J D U G R O M K M E R Y H W L P E S H Q D E R G D Y H Q G R U I V U H
representative who participate in the drafting or development of technical specifications or evaluation criteria for any project are prohibited from competing in the solicitation for such project.

\$ Y H Q G R O G Y H Q G R U I V U H S V H Q B R O P D W Q Y F D V K D O O
tions, questions, and requests for clarification in writing and ad-
G U H V V H G' L W R U L K F W I V U D I S W K R H Q J M G W L L Q M K B H Q W L
solicitation. The District shall post responses to vendor questions as an addendum to the solicitation.

1 R W K I L Q J S R I O W K D S O R K W E H W W U L F W I V U H S U H V H Q W I
initiating contact with a vendor, in writing, for the purpose of obtaining clarifying information regarding a solicitation response. The
Y H Q G R U I V U H S V H Q B R O P D W Q Y F D V K D O O S U R Y L G H G W R W K H
Distri F W I V D X W K I S U H J V I G Q W D W L Y H

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CHE
(LOCAL)

- Complaints Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).
- Violations The following are violations subject to sanctions:
1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
 2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
 3. Make false reports regarding payments made to subcontractors or sub-consultants.
- Sanctions Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:
1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
 2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
 3. In addition to other sanctions available to the District, the violation of any provision of these program rules may be included as an incident of breach in each contract.
- Request for Each request for proposal and bid invitation shall include a copy of Propo3 (n o)10 Dci(d bi)3 Bde2py of n shaQ -1.