

# **REQUEST FOR PROPOSAL FINANCIAL SYSTEM**

**SAU#44, Northwood, Nottingham & Strafford School Districts**  
Scott Reuning, Superintendent

Robert O'Sullivan, Business Administrator

**August 28, 2018**

**REQUEST FOR PROPOSALS AND BIDS  
FINANCIAL SYSTEM**

**NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS** that on **SEPTEMBER 19, 2018 at 2:00 PM EST** the Superintendent of SAU #44 (Northwood, Nottingham & Strafford School Districts) will open sealed bids for the following:

**FINANCIAL SYSTEM**

Bid documents may be requested by calling 603-942-1290 or on the SAU #44 website [www.sau44.org](http://www.sau44.org).

Questions regarding this bid should be sent in writing and email directed to Mr. Scott Reuning (sreuning@nhSAU44.org), Superintendent, SAU #44, 23A Mountain Avenue, Northwood, NH 03261 before **September 12, 2018**.

All bids must be received by the Business Department on or before **September 19, 2018 at 2:00 PM EST**. No waivers shall be allowed for bids that have not been submitted to the Business Office by the deadline date.

Bidders must submit **ONE (1)** signed original and **three (3)** copies in a sealed envelope clearly marked on the outside ***Financial System Bid*** addressed and delivered to:

**Mr. Scott Reuning,  
Superintendent  
SAU #44 Business Office  
23A Mountain Avenue  
Northwood, NH 03261**

All bids must remain valid for a period of ninety (90) days. Award will be by the Superintendent's recommendation to the SAU #44 Joint School Board to the bidder whose bid is deemed by the Superintendent to be in the best interest of the SAU #44 and Northwood, Nottingham & Strafford School Districts. SAU #44 reserves the right to reject any and all proposals and to waive any irregularities if deemed to be in its best interest. The RFP is not a low-bid price competition. Instead, proposals will be evaluated in accordance with the responsiveness to the requirements set forth in the RFP in the district' sole discretion. All, or parts of your proposed solution, may be selected. Any contract awarded will be based upon best perceived value to the district.

## INTRODUCTION

The Superintendent of SAU #44 (Northwood, Nottingham & Strafford School Districts) requests proposals with bids from firms with experience in K-12 enterprise financial reporting systems. SAU 44 currently utilizes Tyler Technologies' ADS financial management software. There are four using entities in our organization; SAU 44, Northwood School District, Nottingham School District, and Strafford School District. Each entity requires a separate financial system. We are seeking an in-kind replacement system for ADS to manage all aspects of personnel, financial, payroll, and payable transactions and reports.

The information submitted in your proposal shall include, but not be limited to the following:

1. Annual license fees for use of your proposed product, based on one year, three year, and five year contracts.
2. One time implementation costs. Describe in detail with itemization.
3. Training costs and a description of the type of support to be offered in the first six months of implementation. Any other costs you may have should be quoted relative to learning and transitioning into the proposed financial system. Keep in mind payroll and payables functionality must be maintained seamlessly and without disruption in the transition from ADS to the proposed financial management platform. Will you provide on-site support? If so, please describe. Will your personnel be able to generate a payroll if need be when the proposed product "goes live".
4. Software support covering the period July 1, 2019 through June 30, 2030. Support is defined as telephone support with live interaction with vendor personnel and response within four hours of a request for support. Please indicate whether such support is included in the annual license fee. If not, please indicate your proposed fee structure for support.
5. A minimum of five references for k-12 school administrative unit (SAU) customers residing in New Hampshire who are presently using your proposed solution is required.
6. A comparison of your proposed product to the Tyler Technologies ADS product is required. Specifically address accounting, state of NH reporting (NH DOE-25 report population), fixed asset accounting, human resources management, payroll management, accounts receivable and payable processing, grant tracking, and report generation. Any additional features of your proposed product should also be described in Section 6.
7. Provide the past ten year history of your firm and the product you are proposing. Has the product line being proposed been sold to another company in the last five years? If so, why and to whom. Please describe the current owner of the proposed product line relative to financial stability, product support, and continued product development. How many customer support personnel do you have supporting your proposed product? Software engineers?
8. Data transfer from the ADS product to your proposed product must be seamless. Please describe your plan for transitioning data to your proposed solution. Can you guarantee there will be no manual transfer of data? Do you guarantee reports will need no re-formatting? Please provide your quoted costs associated with transferring data from the ADS system to your proposed system.

9. Timelines are important. Specifically describe from a timeline perspective your plan to transition into your proposed solution.
10. Please provide a proposed contract.
11. Please describe specifically whether Frontline software modules for time management (Timecard) and Substitute Calling System (both Leave and Time Worked) are supported what the integration process entails. If there are associated costs, please quote those costs. Frontline software is presently used and will continue to be used in the future.
12. Please describe any hosting services you offer with associated annual costs. We presently host our financial systems with remote backup. Data protection and recovery is crucial. Please describe your plan to provide both.
13. A live demonstration of your offering will be required.
14. Both answers to questions posed and this RFP will be placed on the website [www.sau44.org](http://www.sau44.org).

## **GENERAL TERMS AND CONDITIONS**

### **I. Contract Period**

Contracts will initially be annual. Longer contracts can be discussed for future consideration. Prices for one year, three years and five year contracts are required.

### **II. Disclaimer**

Each respondent is responsible to assure that their proposal will provide the level of service outlined herein. Any deviation from such services must be clearly indicated in the proposal.

### **III. Timetables**

SAU #44 and responding bidders shall adhere to the following schedule in all actions concerning this Request for Proposals (RFP):

- A.** The SAU #44 Business Office must receive the proposals by **September 19, 2018 at 2:00 PM EST.**
- B.** The Superintendent of Schools shall review and evaluate the proposals in a timely manner.
- C.** The Superintendent of Schools shall recommend a proposed Finance System to the SAU #44 Joint School Board.
- D.** The Superintendent of Schools may enter into a contract with appropriate approvals and after conducting negotiations. The SAU #44 Business Office will notify all unsuccessful proposers.

### **IV. Selection Process**

Proposals shall be evaluated by the Superintendent of Schools on the basis of the bidder's skills, experience, proposed cost, and completeness of proposal, knowledge and ability to perform required tasks, accessibility to work with the District's administration and School Boards, and professional references. No revisions to the original proposals will be allowed, other than those requested by the Superintendent of Schools for final contractual terms through the selection process.

The Superintendent of Schools may elect to conduct interviews with any or all of the bidders. The final recommendation rests with the Superintendent of Schools as he/she may deem to be in the best interest of SAU #44 and Northwood, Nottingham & Strafford School Districts.

SAU #44 or its designee anticipates entering into a contract with the respondent who submits the proposal judged by the Superintendent of Schools to be most advantageous. SAU #44 and Northwood, Nottingham & Strafford School Districts or its designee anticipates awarding one contract. The respondent understands that this RFP does not constitute an offer or a contract with SAU #44 and Northwood, Nottingham & Strafford School Districts. A contract shall not be deemed to exist and is not binding until proposals are reviewed, the best proposal has been identified, negotiations with the bidder have been completed, and agreement has been executed by parties and approved by the SAU #44 Joint School Board.

In the event the parties are unable to negotiate final terms, the Superintendent of Schools may determine to accept the offer of the second most responsive and responsible bidder. The Superintendent of Schools reserves the right to reject all proposals, to abandon the project or to solicit and re-advertise for other proposals. The Superintendent of Schools may waive any informality and/or irregularity contained in a proposal or in the manner of its submittal and recommend the award of a contract thereafter to the SAU #44 Joint School Board and Northwood, Nottingham & Strafford School Districts.

## **V. Proposal Acceptance Period**

Bids will be received at the SAU #44 Business Office, 23A Mountain Avenue, Northwood, NH 03261 until **2:00 PM EST on September 19, 2018 at 2:00 PM**. No exceptions will be made to this deadline.

Envelopes must be sealed and clearly marked on the outside "Bid Financial System". Proposals will not be accepted via facsimile. All bids and associated proposals must be signed by an authorized agent of the named firm. Proposals and bids will be opened on **September 19, 2018 at 2:00 PM EST** with the Superintendent of Schools making a recommendation to the SAU #44 Joint School Board in September, 2018.