

# RFP

## HR/Finance System



Responses due July 15, 2016

Prepared by  
Naperville CUSD 203  
RFP

Naperville CUSD 203  
**HR/Finance System**  
**Request for Proposal**

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## Vendor Registration

The Evaluation Team highly recommends all vendors who intend to submit a proposal register to insure inclusion on the list of recipients for any addenda or clarifications published by Naperville CUSD 203 in connection with this RFP. To register, email your intent to [kwilson@Naperville203.org](mailto:kwilson@Naperville203.org).

Include:

- ✓ Vendor Name, Address, Phone
- ✓ Contact Name, cell, email
- ✓ Services(s) to be proposed

## Contact with District / Communications

IMPORTANT: All inquiries throughout the RFP response period must be submitted via email to [kwilson@Naperville203.org](mailto:kwilson@Naperville203.org). Vendors may not contact District personnel directly. Failure to follow this communications policy may result in dismissal of your proposal from evaluation.

*The material provided herein is confidential to Naperville CUSD 203  
and is not to be disclosed to any outside party.*

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## Instructions Check List

### Response Package

#### Contents

- ☐ Response Form I: Signature Page
- ☐ Table of Contents
- ☐ Response Form II: Company and Services Overview
- ☐ Response Form III: Description of Proposed Solution(s)
- ☐ Response Form IV: Response to Requirements
- ☐ Response Form V: References
- ☐ Response Form VI: Cost Forms
- ☐ Addendum Materials, if applicable

#### Formats

- ☐ Original Hard Copy: One Original with original signature, printed, with all sections in order listed above
- ☐ Hard Copy, 2 additional sets
- ☐ 2 Flash Drives: All items, all response forms, in same format as received in RFP (Excel or Word);
- ☐ PDF version of complete proposal should match hard copy format, allowing easy distribution to District Evaluation Team members for review. Note that signature on Form I is not required within the PDF
- ☐ Outside of shipping materials clearly marked **Attention: Kenneth Wilson / HR/Finance System RFP.**

### Response Shipping Instructions

Must be received before **date and time indicated in section 1.2 of this document.**

#### **Naperville CUSD 203**

203 West Hillside Road

Naperville, IL 60540-6589

Attention Kenneth Wilson / HR/Finance System RFP

*For shipping requirements, use the District phone: 630.420.6300*

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## 1. OVERVIEW

### 1.1 Purpose

Naperville CUSD 203 is seeking proposals from qualified vendors to provide a product or suite of products that can support the back office functions of our Business Office and Human Resources Office. Core focus areas include but are not limited to the following:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Budgeting
- Cash Management
- Fixed Assets
- Procurement
- Payroll
- Position Control
- Personnel Management
- Reporting
- Technical

This document contains a request for a structured set of requested information about the Vendor and its solutions that will be used by Naperville CUSD 203 for vendor evaluation. This document provides additional background information regarding Naperville CUSD 203 that will be relevant to the costing of the engagement, as well as information regarding the District's current back office landscape and plans for the future.

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**1.2 RFP Calendar**

June 15, 2016	• RFP Release
July 15, 2016	• Proposals Submission Deadline
July 15 - August 15, 2016	• Review & Clarifications from Vendors
August 15, 2016	• Notification of finalists
2nd half August 2016	• Vendor prep for presentations
September 1-15 2016	• Finalist Presentations & Technical Walkthrough
September 16-30 2016	• Select Vendor Partner
September 30, 2016	• Notify Chosen Vendor
October 2016	• Contract Negotiations
November 2016	• Contract Approval
Dec 1 2016 - Oct 31 2017	• Engagement
October 31, 2017	• Implementation Complete



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## 1.3 RFP Goals

Naperville CUSD 203's primary goals for this RFP process are:

- To gain understanding of the solution(s) capabilities in order to optimally select a partner that will perform the requested engagement;
- To select a vendor partner with a proven methodology and execution history that will meet the District's needs;
- To work with the vendor to develop an implementation plan that will allow for the completion of deliverables in a timely and well thought out manner;
- To work with Naperville CUSD 203 to review existing processes and determine how those processes can be implemented with the new solution(s) or how processes can be changed to take advantage of maximum functionality of the new solution(s);
- To obtain a complete understanding of total costs including licensing, hardware, software, on-going support, consulting and expense costs of this engagement.

## 1.4 Additional Information

Naperville CUSD 203 reserves the right to reject any or all responses. Naperville CUSD 203 also reserves the right to waive any minor irregularities or defects in any response shall a waiver be in its best interest.

The District will select finalists based upon the quality, completeness, and accuracy of the responses. Given that the solution(s) selected will be a key system for the District and may be in the district for years to come, focus will be identifying a vendor with strong partnership skills and a robust and flexible solution that can satisfy current and future needs.

## 1.5 Acceptance of Partial Responses

In an effort to identify the most appropriate solution(s) for Naperville CUSD 203, the District is open to choosing up to two separate solutions for all requirements. The breakdown of the requirements are based around the two areas being addressed, finances and human resources. The District may choose to implement separate solutions to address each area provided the necessary integration can be accomplished easily. Vendors may choose to respond to all requirements or to one of the two core sets of requirements and should indicate in their formal response to which portions they are responding.

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## 1.5 RFP Document Organization

This RFP is divided into seven document sections, and includes five response forms that vendors will use in preparing their proposals.

- **Section 1 Overview:** Contains general information of the objectives and timeline of this request for proposal, the process for submitting a proposal, and the general criteria for solution selection.
- **Section 2 Background:** Provides background information pertaining to Naperville CUSD 203 that may be helpful to vendors.
- **Section 3 Questionnaire & Format:** Organizes and defines the areas, expectations, and level of detail to be covered in the vendor response.
- **Section 4 Vendor Selection:** Provides an overview of selection of the vendor services.
- **Section 5 Proposal Evaluation Process:** Describes the procedure by which Naperville CUSD 203 will review proposals and make its selection.
- **Section 6 RFP Response Format and Contents:** Defines the information that must be contained in a vendor's RFP response.
- **Section 7 Proposal Submittal**

## 1.6 Examination of RFP Documents

Vendor shall be solely responsible for examining the enclosed RFP Documents, including any Addenda issued during the Proposal period, and for informing itself with respect to any and all conditions that may in any way affect the amount or nature of the Proposal, or the performance of the Services in the event Vendor is selected. No relief for error or omission will be given.

## 1.7 Interpretation of RFP Documents

Prospective Vendors with questions must put all such questions in writing and submit them via email to the District as indicated below:

For RFP procedures, technical specifications, questions and requirements, contact Naperville CUSD 203 via [kwilson@Naperville203.org](mailto:kwilson@Naperville203.org) who will manage communications with appropriate district resources. Where such interpretation or clarification requires a change in the RFP Documents, the Naperville CUSD 203 Evaluation Team will issue an Addendum. Vendor shall acknowledge receipt of any and all Addenda in its Proposal Letter. The district shall not be bound by and Vendor shall not rely on any oral interpretation or clarification of the RFP Documents.

**REMINDER: At no time prior to the District's notice of award shall Vendor(s) contact District officials or personnel regarding this RFP or any contract(s) to be awarded in response hereto, except those designated in this RFP. To do so could subject the Vendor to disqualification.**

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## **1.8 Changes to the RFP**

Vendors who are registered with Naperville CUSD 203 for this RFP will be notified by e-mail of any changes of the specifications contained in this RFP by addendum. If any addenda are issued to this RFP, a good faith attempt will be made to deliver a copy of same to those persons or firms who, according to the records of the Naperville CUSD 203, have previously received a copy of and are registered with the District for this RFP. However, PRIOR TO SUBMITTING THE PROPOSAL, it shall be the sole responsibility of each Vendor to contact the RFP Project Manager via email, [kwilson@Naperville203.org](mailto:kwilson@Naperville203.org), to determine if any addenda were issued and, if so, to obtain such addenda.

## **1.9 Preparation of Proposal**

The proposal shall be formatted in accordance with the requirements specified in Section 6 herein. The proposal must include one original plus two copies of the Signature Page, Response Form I, provided with this RFP Document as the first content page of the proposal. All proposals shall be prepared by and at the expense of the Vendor.

Vendors should not assume that their past and/or current experience with the District demonstrates knowledge of the District's current needs, or that the Naperville CUSD 203 Evaluation Team possesses knowledge of this experience. The evaluation of each proposal will be based upon the evaluation criteria applied to each proposal submission.

## **1.10 Signing of Proposal/Authorization to Negotiate**

Each proposal submitted by a vendor shall be executed by that vendor or by its authorized officer. In addition, vendors must identify those persons authorized to negotiate on its behalf with the Naperville CUSD 203 Evaluation Team in connection with this RFP.

## **1.11 Withdrawal of Proposals**

A Proposal may be withdrawn by the Vendor prior to the date and time for submittal of proposals by means of a written request signed by the Vendor or its properly authorized officer. Such written request must be delivered to the place stipulated in the Letter of Invitation for receipt of Proposals.

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#### **1.12 Evaluation of Proposals**

The District's RFP Evaluation Team shall initially evaluate all proposals to determine which proposals meet the minimum requirements, without regard to price. This evaluation may, at the District Evaluation Team's discretion, be augmented by verbal or written requests for clarification, or additional information as necessary to determine whether the requirements can be met. The District's Evaluation Team intends to contact references supplied in vendor proposals. Findings from these inquiries will be included in the assessment of products for selecting finalists.

The District's RFP Evaluation Team will then only consider those proposals that meet the minimum requirements for further evaluation. After considering the minimum requirements of the proposal, the District's RFP Evaluation Team will evaluate and score the Vendor proposals with regard to the evaluation criteria as detailed in *Section 5, Proposal Evaluation Process*.

#### **1.13 Finalists: Presentations**

The District's RFP Evaluation Team will recommend finalists to be included for presentations. Evaluation Team members and Stakeholders will attend and rank vendor presentations. Ranks from each of these finalist reviews will be included in the final composite comparison.

#### **1.14 Vendor Selection**

Proposals, Responses, Presentations, and References will be considered as the Evaluation Team recommends a solution for the District and present the recommendation for approval. Upon approval, the District will proceed with contract discussions with the selected Vendor.

The acquisition of any product, equipment, or service in connection with this RFP that is outside the scope of this project may be subject to the approval of the School Board. The District shall have no liability to any Vendor participating in this RFP process prior to when the School Board approves the issuance of a contract to that Vendor.

#### **1.15 Notifications of Unsuccessful Vendors**

The District's RFP Evaluation Team shall notify all vendors after the vendor selection recommendation has been made.

#### **1.16 Contract Discussions**

The District's RFP Evaluation Team anticipates that the District will be prepared to negotiate a contract with the selected vendor within one to two weeks of the approval.

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#### 1.17 District Rights

The District may investigate the qualifications of any vendor under consideration, require confirmation of information furnished by a vendor, and require other evidence of managerial, financial or other capabilities which are considered necessary for the successful performance of a long term contract.

The District reserves the right to:

1. Reject any or all of the Proposals.
2. Issue subsequent Requests for Proposals.
3. Cancel the entire Request for Proposal.
4. Remedy technical errors in the Request for Proposal process.
5. Appoint evaluation committees to review Proposals.
6. Seek the assistance of outside technical experts in Proposal evaluation.
7. Approve or disapprove the use of particular subcontractors.
8. Establish a short list of vendors eligible for discussions after review of written Proposals.
9. Negotiate with any, all, or none of the vendors.
10. Solicit best and final offers from all or some of the vendors.
11. Award a contract to one or more vendors.
12. Accept other than the lowest offers.
13. Waive informalities and irregularities in Proposals.

#### 1.18 Qualifications of Firms

The District RFP Evaluation team believes that there are specific qualifications that a vendor must meet in order to be considered for this effort. Vendors who do not meet these qualifications may choose to present a proposal, though they should be prepared to demonstrate how their services would overcome any shortcomings. The specific qualifications for this effort are:

- Capabilities to offer a robust and user friendly product that meets the majority of the requirements identified in this request
- Background in performing analysis within the public school Pre-Kindergarten through 12<sup>th</sup> grade environment including understanding of:
  - How large districts operate
  - Financial requirements of Illinois school districts
  - Human Resource requirements of Illinois school districts
  - Legal requirements of Illinois school districts
  - Reporting requirements of Illinois school districts
  - Best practices of finance and human resources processes of large school districts
- Reputation and prior experience within the public school Pre-Kindergarten through 12<sup>th</sup> grade industry, preferably in Illinois

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**1.19 Proposal Acceptance**

- a) By submitting an offer in response to this solicitation, the Vendor agrees that any offer it submits may be accepted by Naperville CUSD 203 at any time on or before the deadline defined in section 1.2 of this document.
- b) The issuance of this RFP does not constitute a commitment by Naperville CUSD 203 to award a contract.

**1.20 Cost Reimbursement**

Naperville CUSD 203 shall not reimburse any vendor for any costs associated with the preparation and submittal of any offer, or for any travel and per diem costs that are incurred by any vendor in responding to this RFP, including the costs of conducting or attending any meetings, presentations, or negotiations.

**1.21 Law and Venue**

Vendor agrees that the laws of the state of Illinois shall govern any agreements entered into as a result of this RFP and venue for all actions between the parties shall lie solely in the federal or state court having jurisdiction over DuPage County, Illinois.

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#### 1.22 Background Checks

Naperville CUSD 203 reserves the right to direct the vendor, at any time, to immediately obtain fingerprint-based criminal background investigations of any of vendor employees who are or will be performing work on school District property or in school District buildings associated with this RFP process, vendor presentations and any implementation or support work that would occur post contract awarding. This is done in order to ascertain whether such employees have been convicted of any of the offenses enumerated in 105 ILCS 5/10-21.9. Such criminal background checks will be performed at Vendor's expense and at no cost to Naperville CUSD 203. Naperville CUSD 203 reserves the right to direct the Vendor, at any time, to conduct a check of the Illinois Statewide Sex Offender Database as to all persons working on any District property and in District buildings. Should any of Vendor's employees be identified as a sex offender, Vendor shall remove those persons from the project immediately. The costs related to such removal and substitution of personnel shall be borne solely by the Vendor. Vendor acknowledges that, pursuant to the Illinois Criminal Code (720 ILCXS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Vendor shall ascertain that its employees are notified of this law and that said employees are directed to notify Vendor if they have been convicted of a sex offense restricting their presence on school property. Vendor will then provide appropriate and immediate notification to Naperville CUSD 203.

#### 1.23 Insurance

Vendor agrees that it shall maintain insurance in the following limitations:

Workman's Compensation Limit	\$500,000.00
Comprehensive Auto & General Liability:	
Personal Injury	\$1,000,000.00
Property Damage	\$1,000,000.00
Comprehensive Auto & General Liability:	
Non-ownership per occurrence	\$1,000,000.00

Naperville CUSD 203, their officers, employees, and agents must be named as additional insured. Certificates of Insurance acceptable to Naperville CUSD 203 shall be filed with them prior to commencement of work, which shall include a 30-day notice of cancellation or reduction in limits. The insurance shall be as specified above or as required by law, whichever coverage is greater.

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## 2. BACKGROUND

This section begins with some background information on Naperville CUSD 203 and then discusses the overall expectations for the RFP, as well as Naperville CUSD 203's technology environment.

### 2.1 Overview of Naperville CUSD 203

**Naperville CUSD 203** is the ninth largest K-12 District in Illinois on approximately 32 square miles of land, 28 miles west of Chicago and within DuPage and Will Counties. The boundaries include much of the City of Naperville, parts of the Village of Lisle, and single subdivisions lying within the communities of Bolingbrook and Woodridge. Buildings & Grounds cover over 2 million square feet. The District covers 22 schools, with approximately 16,500 students and 2,800 staff.

22 schools

- Early Childhood Center(PK): 1
- Elementary Schools(K-5): 14
- Middle Schools(6-8): 5
- High Schools(9-12): 2

Growth projection: stable

#### Key Personnel

Superintendent: Dan Bridges

Project Sponsors: Brad Cauffman, Chief Financial Officer, Carol Hetman, Chief HR Officer

Project Lead: Ken Wilson, Director of Applications & Data Management



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#### Key systems used by District 203

System	Purpose	Primary User	Secondary User
Infor Lawson	HR/Finance ERP	HR and Business Office Staff(20-30)	Building & Department Secretaries/Administrators All Staff via self service 2800
Kronos	Time & Attendance Management	HR and Business Office Staff (~10)	Timesheet Staff (500-1000) Supervisors (~80)
TalentEd Perform	Employee Evaluations	HR Staff & Administrators(~50)	Employees (2800)
TalentEd Records	Records Management	HR Staff (~10) Payroll staff (3) Benefits staff (2)	Employees (2800)
Aesop	Substitute Management	Certified Staff and Support Staff 2000 Substitute teachers(500+)	HR Staff and Payroll staff (4)
Applitrack	Recruiting Management	HR Staff (~5) Administrators ~50	Applicants (3000+)
TrueNorthLogic	Career Management	Certified Staff(2000)	Director of Career 203
Benefit Solver	Benefit Management	Business Office Staff(~5)	All Staff (2800)
Eclipse	Document Management	Accounts Payable Clerks (2)	School & Department Secretaries (25-50)
Dashboard Gear	Financial and HR Analytics	HR & Business Office Administration (4)	
MHC Document Self-service	Paycheck & W2 access	All Staff (2800)	

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## 2.2 Overview of Naperville CUSD 203 Business and Human Resources

Currently the District Business Office and Human Resources departments are made up of 23 staff members and support a variety of functions and processes. Below is a breakdown of those roles and the functions they support.

### Business Office Roles

- Chief Financial Officer (1)
- Director of Business & Support Services (1)
- Accounting & Investments (2)
- Accounts Payable (2)
- Employee Benefits (2)
- Payroll (3)
- Purchasing Agent (1)

- Chief Human Resources Officer (1)
- Director of Human Resources (1)
- Director of Career 203 (1)
- Human Resources Coordinator (1)
- Human Resources Generalist (2)
- Human Resources Specialist (1)
- HR Clerk (1)
- Absence/Leave Management (1)
- Substitute Management (1)
- Receptionist (1)

### Business Office Functions

- General Ledger Management
- Accounts Payable Management
- Cash Management
- Pension Management
- Procurement
- Payroll
- Time & Attendance
- Benefits Management

### Human Resources Functions

- Recruiting & Hiring
- On-boarding & Off-boarding
- Leave Management
- Absence Management
- Career Management
- Substitution Management
- Employee Evaluations
- Position Control
- Collective Bargaining Agreements
- Employee Relations

### Human Resources Roles

### Peripheral Staff to Business Office and Human Resources executing various tasks

- Building Administrators (22) – Approving requisitions, time approval, evaluations
- Building Secretaries (50+) – Requisitions, substitute management
- IT staff (3) – technical support for applications and system interfaces

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#### **2.3 District Vision**

The District's current HR/Finance system is going through an architectural and functional overhaul and the currently installed version is coming to end of life. With this change the District would like to revisit the marketplace to assess any currently available solutions that handle human resources and finance functionality. The district is open to implementing up to two separate solutions to meet these needs and vendors can respond to the portions they believe they can provide a superior solution. With the implementation of chosen solutions, the District would like to assess current practices and process and address any inefficiencies and possible improvements and make full use of the implemented solution.

The District would like to engage with an experienced organization with a proven technologically-sound solution and implementation methodology to develop a comprehensive plan to roll out the proposed solution in a structured and realistic manner given the limited resources of the district to participate in the implementation.

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### 3. QUESTIONNAIRE & FORMAT

This section includes descriptions of what should be included in the Response. Finalists will be invited to the District on the day of their presentation to meet with the District evaluation team to review this portion of their proposal.

The proposal shall be organized into the following sections. Each of these sections is described in detail on the following pages. Please organize your response using these headings.

- 1) Project Approach & Methodology
- 2) Project Organization and Staffing
- 3) Deliverables & Timeline
- 4) Technology Infrastructure
- 5) Support Structure
- 6) Differentiators

#### 3.1 Project Approach & Methodology

##### 3.1.1 Project Approach

Please include a high level project plan for the engagement. The District is looking for a description of the approach the vendor will take to conduct the engagement.

##### 3.1.2 Methodology

Please describe your methodology and process for:

- Gathering and synthesizing information to determine how to best implement and configure the proposed solution
- Reviewing and suggesting modifications for process changes
- Testing and user acceptance process
- Converting and loading existing data into the new system
- Training system administrators and end-users
- Determining the best method for a phased implementation

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## 3.2 Project Organization and Staffing

### 3.2.1 Management and Organization

In this section, describe the management approach and organizational structure of your project team as well as list the personnel it plans to assign to that team. Include:

Project Manager. The Vendor Partner is expected to assign a Project Manager who is acceptable to the Naperville CUSD 203 team. The Project Manager's responsibilities for the implementation of the selected solution shall include but are not restricted to:

- Creating detailed work and project plans for each phase of the engagement. The plan will include key milestones, resources, accountability, tasks, issues and risk analysis and mitigation strategies.
- Interfacing with Naperville CUSD 203 District staff assigned to this project to complete the implementation of the selected system
- Conducting status meetings as deemed necessary by the District.
- Issuing status reports. In collaboration with the Vendor, the District will determine and / or approve an appropriate schedule of reports.
- Naperville CUSD 203's Project Manager or assigned designee shall be responsible for coordinating all of the Vendor/Implementation Partner's activities and the approval process for change orders.

### 3.2.2 Staffing

This section should include the resume of such project manager described above in addition to other managers, key professional personnel, and team leaders. Those resumes shall list the individuals' experience, including managing projects of a similar scale and content, implementing projects of a similar scale and content, and operating within District and local government and education environments.

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### 3.3 Deliverables & Timeline

Please describe the deliverable documentation that result from the engagement and provide examples of those deliverables. Please also include the estimated timeline for the engagement with major milestones. Please keep in mind the following information:

- District's fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>.
- School begins in mid-August and ends late May
- Summer school begins in early-June and ends late-July
- Many support staff do not work from the beginning of June to mid-August
- Busy times of the year for all staff are in May and August
- This project would be on top of current workload of existing staff who will support the implementation(s)
- Many staff are gone during Winter break(Christmas-New Years) and Spring Break(week after Easter)

### 3.4 Technology Infrastructure

Use this section to describe what technology infrastructures your solution supports.

- Indicate whether you support vendor hosted models and/or customer hosted models. Please describe these models in detail. In the cases of vendor supported or Software as a Service(SAAS), please describe if you use any 3<sup>rd</sup> party infrastructure partners such as Amazon Web Services or Azure.
- For customer hosted models please describe the operating system, database, and hardware requirements and/or options.
- Describe version support model including how long prior versions are supported
- Describe what end user technologies you support(ex. HTML5, responsive design, mobile applications, browser support, etc)
- Describe your product release cycle and how those updates are implemented including who controls the update process(vendor vs customer)
- Describe your product development and testing methodology and cycle
- Describe the modularity of your application whether components can be updated individually without impacting others
- Describe disaster recovery model
- Describe data backup and recovery model
- Describe data storage requirements
- Describe your scalability model based upon number of users
- List any 3<sup>rd</sup> party tools that you solution require or are utilized within your product set

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- Describe tools and process for importing into and exporting data out of the system and if those process can be scheduled to run in an automated fashion.
- Describe any ad-hoc reporting tool or data analytics tools your product provides

### 3.5 Support Structure

Use this section to describe your post implementation support model. Please detail out the following:

- Mechanisms or tools that customer can use to report and track open and past issues
- Levels of support you offer
- Your support days of the week and hours during the day
- Location of your support staff (on-shore vs. off-shore)
- Whether your support model assigns a dedicated account manager as our single point of contact for any issues that need attention
- Requirements for your staff to remote into the system to assist in problem resolution
- Describe typical version upgrade model and how upgrades are executed
- Describe notification process for new version releases
- Describe any product forums, websites, and/or user conferences available for customers to participate in
- Describe any near future changes that will have a significant impact on functionality or platform technology

### 3.6 Differentiators

Use this section to describe what differentiates your solution, services, and experiences from the competition.



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#### **4. VENDOR SELECTION**

Vendor selection will be made to the Vendor that best meets the needs of Naperville CUSD 203. Proposals will be reviewed and evaluated in terms of its conformance to the specifications in this RFP.

##### **4.1 Costs of Preparing Proposal**

The costs of developing its proposal are solely the responsibility of the Vendor. The District shall not reimburse those costs. In the case of site visits made in reference to this RFP, the District's costs for transportation, lodging, meals, etc. shall be the responsibility of the District, and the Vendor's costs shall be the responsibility of the Vendor. In no way shall the Vendor's costs be billable to the District.

##### **4.2 Proposal Addenda and Rules for Withdrawal**

Before the date specified for the receipt of proposals, a Vendor may withdraw its proposal by submitting a signed, written request for withdrawal to the District. The District will not accept any addenda, revisions, or alterations to proposals after the proposal due date unless it requests them. Any submitted proposal must remain valid until 12/31/2016.

##### **4.3 Price Quotations**

*Form VI: Cost Forms* must include the costs of furnishing all materials, equipment, labor, maintenance, expenses, and services necessary or proper for the completion of the work described in this RFP unless otherwise noted in the RFP. The District shall not be liable for any costs beyond those proposed in this RFP and awarded. Time and materials quotes are not acceptable. Vendors must include all royalties and applicable sales, customer, use, and other taxes in their price quotations.

##### **4.4 Acceptance and Rejection of Proposals**

All proposals properly completed and submitted will be accepted by the District. However, the District reserves the right to request necessary amendments, reject any or all proposals, reject any proposal that does not meet all mandatory requirements, or cancel this RFP according to its best interest.

##### **4.5 Disposition of Proposals**

All proposals become the property of Naperville CUSD 203. The successful proposal shall be incorporated into the resulting contract by reference.

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## 5. PROPOSAL EVALUATION PROCESS

The Naperville CUSD 203 Evaluation Team will evaluate the Vendor responses and determine the finalists for presenting presentations.

### 5.1 Preliminary Evaluation

A preliminary evaluation shall determine whether each proposal is complete and compliant with the instructions in this RFP. Any proposals that are incomplete or that do not comply with the instructions or terms and conditions may be rejected by Naperville CUSD 203 and excluded from further consideration. Subsequent review and evaluation will be based on the criteria stated in the following sections.

### 5.2 Proposal Evaluation Process

Vendors will undergo a two-stage evaluation and selection process. The first stage will consist of an evaluation of the Vendors' written RFP responses. Following this evaluation, the RFP Evaluation Team will develop a short list of Vendor finalists. The top finalists will be invited to participate in Stage 2 of the selection process, which will consist of presentations, **tentatively planned for the dates identified in Section 1.2 of this document.**

The District may ask Vendors to clarify specific proposal sections and may ask for additional information not included in this RFP. All vendors will be asked to supply same information under the same time guidelines. Finalist vendors should expect to receive additional questions from the RFP Evaluation Team and are expected to respond to those questions as directed. These responses will be included in the overall scoring process.

### 5.3 Finalist Selection Process

Each finalist will be asked to provide an in-depth presentation of their proposed solution(s). The remaining content of the presentation will be determined in consultation between Naperville CUSD 203 and the Vendor. The District may provide the Vendor a set of scenarios they would like the Vendor to demonstrate during their presentation. These scenarios will be provided to the Vendor upon notification of their selection as a finalist. Any additional questions to be covered in presentations shall be provided to the Vendor finalists no less than 2 days prior to the presentation by the Vendor. The presentation venue will be mutually agreed upon by the Vendor and the District. The District Evaluation team will score these presentations. Additional Stakeholders may attend the Vendor's presentation. Vendor should come prepared to answer any other functional or technical questions that might arise in the presentation or be willing to provide responses in the days following the presentation.

### 5.4 Vendor Selection

Naperville CUSD 203 is looking for the vendor proposal that will deliver the highest quality solution that most closely meets the goals and future direction of the District while delivering the best value and price with all factors being considered. The District Evaluation Team will review all components for the vendor finalists including the RFP packages, presentations, references, and stakeholder evaluations.

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**5.5 Additional Terms and Conditions**

Naperville CUSD 203 reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

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## **6. RFP RESPONSE FORMAT AND CONTENTS**

To maintain comparability and enhance the review process, proposals shall be organized in the sequence shown below and shall include all of the elements and information described in the following sections:

1. Signature Page [Form I]
2. Table of contents
3. Company and Services Overview [Form II]
4. Description of Proposed Solution(s) [Form III]
5. Response to Requirements [Form IV]
6. References [Form V]
7. Cost Forms [Form VI]
8. Addendum Materials, if applicable
9. Additional items as desired by vendor

### **6.1 Signature Page [Form I]**

Original signed copy must be included with the original hard copy set of your submission. Hard copies may include photocopy of this page. PDF and Word versions for the flash drive set of documents must be completed, but do not need signatures.

### **6.2 Table of Contents**

To aid with review of your materials, please include a table of contents for the items included in your proposal. All sections of your proposal must be submitted in the order listed above.

### **6.3 Company and Services Overview [Form II]**

This form is used to collect information about your company and provides space for you to include an overview of the company and all services you provide as well as all products that you provide/support, what you do and why you believe your services would be a valuable resource for the District.

### **6.4 Description of Proposed Solution(s) [Form III]**

This description must contain detailed information regarding the services you are proposing for this engagement.

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#### **6.5 Response to Requirements [Form IV]**

Use this form to indicate what requirements that your solution(s) satisfy. Please note that you must indicate what requirements are available in the solution that will be demonstrated, what requirements will be part of future releases and when those requirements will be available, and what requirements are not planned for future releases. Additionally indicate which requirement can be addressed via customization and if those customizations have additional costs. Instructions for completing this separate form are located on the first worksheet of the spreadsheet provided. Please complete the entire form. Missing entries will be considered as features not offered by your solution.

#### **6.5 References [Form V]**

Use this form to list six references of customers who are using your services and who implemented within the last three years. Illinois PreK-12 references preferred. Note that contact may begin within 24 hours of receipt of your proposal.

#### **6.6 Cost Forms [Form VI]**

The District would like the Vendor to provide a fixed-bid of the entire engagement which should cover all costs including software, services, expenses, and materials necessary to provide the end deliverables. Vendors should include a list of all vendor staff roles that will be used for the engagement as well as the expected percentage of time that the role will be utilized for the project.

Please keep in mind the overall project timeline must be flexible due to availability of district staff and costs should not change due to the overall duration of the project. Scope, tasks, and hours required will not expand or reduce from the contracted work, but delays could occur due to other district priorities which are sometimes imposed upon staff from the Board of Education and state and federal agencies without advance notice which could interfere with the overall project timeline.

#### **6.7 Addenda**

Each vendor must list the addenda to this RFP that it has received, indicating the addenda number and the date issued. Note: Registered Vendors will receive notice of Addenda. Leave blank if no Addenda requested.

#### **6.8 Additional Items**

Vendors are welcome to include white papers, testimonials, case studies or other appropriate information here.

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## 7. PROPOSAL SUBMISSION

Use Instructions Check List on page 3 of this RFP to assist in organizing your response. Proposals should adhere to the following requirements for completing the Submittal Forms:

- Submittal Forms are to be completed in accordance with the directions thereof and the Instructions to Vendors.
- All required explanatory narratives and supplementary data are to be included with the Submittal Forms as indicated.
- Identify the Vendor where indicated on each Submittal Form.
- Unless otherwise specified, Submittal Forms requiring signature(s) must be executed by the person who signs the Vendor's Letter.
- Failure to comply with any of the above requirements may render the Proposal nonresponsive.

It is the sole responsibility of the Vendor to be sure that the District has received the entire proposal and any and all addenda on or before the date listed in Section 1.2 of this document.

All times listed in this RFP are stated as the time reference that is appropriate as of the date in question for Naperville, Illinois, CST. To be considered a Vendor, the candidate must submit the complete original proposal (properly completed and signed) and provide fully executed copies of any and all addenda required to be returned to the following address:

**Naperville CUSD 203**  
203 West Hillside Road  
Naperville, IL 60540-6589  
Attention Kenneth Wilson / HR-Finance System RFP

**IMPORTANT:** All inquiries throughout the RFP response period must be submitted via email to [kwilson@Naperville203.org](mailto:kwilson@Naperville203.org). Vendors may not contact District personnel directly. Failure to follow this communications policy may result in dismissal of your product from evaluation.

# Response Forms

FORM I  
Signature Page

FORM II  
Company & Product Overview

FORM III  
Description of Proposed Services

FORM IV  
Response to Requirements

FORM V  
References

FORM VI  
Cost Forms

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## Form I: Signature Page

Product  
Name

Date

This response must be submitted to *Kenneth Wilson, Director of Applications & Data management; 203 W. Hillside Road, Naperville, IL 60540-6589* before **12:00 p.m. CST on 7/15/2016** and plainly marked **Attention: Kenneth Wilson / HR-Finance Implementation RFP**. Responses received after **12:00 p.m. CST on 7/15/2016** will not be considered. Questions should be emailed to [kwilson@Naperville203.org](mailto:kwilson@Naperville203.org).

### Anti-collusion Statement/Public Domain

The undersigned Vendor has not divulged, discussed, or compared the proposal with other Vendors and has not colluded with any other Vendor or parties to the proposal. The Vendor acknowledges that all information contained herein is part of the public domain.

### Proposal Certification

I hereby certify that I am submitting the following information as my company's proposal. I understand that by virtue of executing and returning with the proposal this required response form, I further certify full, complete, and unconditional acceptance of the contents of this Request for Proposal (RFP). I also agree to be bound by any and all specifications, terms, and conditions contained in the Request for Proposal as amended. I hereby certify that: (i) the Vendor is not barred from bidding as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended; (ii) pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Public Act 86-1459), the Vendor, if it has 25 or more employees, shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act; (iii) all persons employed by the Vendor, and all applicants for such employment, will not be discriminated against because of their race, creed, color, sex, handicap or national origin, and Vendor shall comply with the Equal Opportunity Clause as required by the Illinois Human Rights Act (775 ILCS 5/2-105) and all rules and regulations of the Illinois Department of Human rights, Illinois Human Rights Commission and Equal Employment Opportunity Commission; and (iv) the Vendor shall at all times observe and comply with all federal, state, and local laws, ordinances, regulations, and codes, including, but not limited to, the Illinois Criminal Code's restriction on the presence of child sex offenders on school property and the Illinois School Code's restriction on tobacco use on school property, as well as the policies of the Boards of Education. I understand that the above and the following are requirements of this Request for Proposal and that **failure to comply with these requirements will result in the disqualification of this proposal**.

### Company Information

<input type="text"/>		<input type="text"/>	
Company Name		DUNS number	
<input type="text"/>			
Full Street Address			
<input type="text"/>		<input type="text"/>	<input type="text"/>
Contact Name		Phone	Fax
		<input type="text"/>	
		Email Address	
<input type="text"/>		<input type="text"/>	<input type="text"/>
Authorized Representative / Title (Printed)		Signature (Original)	Date

*The terms of this proposal remain valid through the evaluation and selection process, June 30, 2013.*

**One (1) original copy** of response, including all four sections of the Questionnaire, any necessary addenda, plus **2 additional hardcopies**, and **2 flash drives** each containing the complete response in PDF (one file, all sections, appendices printed to a single PDF document.) Flash Drive should also include documents with all vendor responses to those appendices. Submission must be executed and returned before **12:00 p.m. CST on 7/15/2016** to Naperville CUSD 203 in accordance with the submittal requirements. The proposal must contain all information required by and described in this RFP.



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## **Form II: Company & Services Overview**

Please complete the following questionnaire regarding your company, product and experience. Items may be included as an attachment to your response. For those items, please note “*Attached*” below.

### **Company Information**

1. What date was your company established?
2. What is type of corporation/ownership (e.g., public company, partnership, or subsidiary)?
3. Where is your corporate office location? Your local offices?
4. How many full-time and part-time employees make up your staff? How many are dedicated to the solution(s) you are proposing? What is the size of the support organization for your proposed solution(s)?
5. What are your annual revenues?
6. Please provide bank references.
7. Please provide Dun & Bradstreet number (DUNS) and report, if available.
8. If applicable, please attach your last Annual Report.
9. Please include two years’ financial statements: Statement of Income and Retained Earnings; Statement of Changes in Financial Position and Balance Sheet.
10. Include opinions concerning financial statements from a Certified Public Accountant for the last two years, as applicable.
11. Include any explanations of outstanding lawsuits against the branch or department of the organization involved.

### **Corporate/PK-12 Experience**

12. Please describe this company’s experience as it relates to the requirements of this RFP. That description shall focus on the vendor’s experience in providing and managing the delivery of solutions and services similar to those described in this RFP, within a similar environment. The projects described must be the projects for which customer references are given.

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## **Form III: Description of Proposed Solutions**

Please provide a description of your proposed solution in the outline format below. See description of

- I. Project Approach & Methodology
  - Project Approach
  - Methodology
- II. Project Organization & Staffing
  - Management and Organization
  - Staffing
- III. Deliverables & Timeline
- IV. Technology Infrastructure
- V. Support Structure
- VI. Differentiators

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**Form IV: Response to Requirements**

Please complete the provided attached spreadsheet indicating your ability to meet the requested requirements. Carefully read the instructions on the first worksheet on how to correctly complete the spreadsheet. Please complete all worksheets.

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## Form V: References

Please provide six current (no more than three years old) K-12 preferred, Higher Ed if K-12 not available, customer references. Use other only if education customer references are not available. If available, include customers located in the State of Illinois. *Please only include references willing to be contacted.*

**1.**

<input type="text"/>		<input type="text"/>
Customer Name (School, District, Company, Etc.)		Estimated number of employees
<input type="text"/>		
Full Street Address		
<input type="text"/>	<input type="text"/>	
Contact Name (Employee most familiar with your product)	Phone	
	<input type="text"/>	
	Email Address	
<input type="text"/>		
Name of Product(s) Installed & Operational		

**2.**

<input type="text"/>		<input type="text"/>
Customer Name (School, District, Company, Etc.)		Estimated number of employees
<input type="text"/>		
Full Street Address		
<input type="text"/>	<input type="text"/>	
Contact Name (Employee most familiar with your product)	Phone	
	<input type="text"/>	
	Email Address	
<input type="text"/>		
Name of Product(s) Installed & Operational		

**3.**

<input type="text"/>		<input type="text"/>
Customer Name (School, District, Company, Etc.)		Estimated number of employees
<input type="text"/>		
Full Street Address		
<input type="text"/>	<input type="text"/>	
Contact Name (Employee most familiar with your product)	Phone	
	<input type="text"/>	
	Email Address	
<input type="text"/>		

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Name of Product(s) Installed & Operational

**4.**

Customer Name (School, District, Company, Etc.)

Estimated number of employees

Full Street Address

Contact Name (Employee most familiar with your product)

Phone

Email Address

Name of Product(s) Installed & Operational

**5.**

Customer Name (School, District, Company, Etc.)

Estimated number of employees

Full Street Address

Contact Name (Employee most familiar with your product)

Phone

Email Address

Name of Product(s) Installed & Operational

**6.**

Customer Name (School, District, Company, Etc.)

Estimated number of employees

Full Street Address

Contact Name (Employee most familiar with your product)

Phone

Email Address

Name of Product(s) Installed & Operational

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## **Form VI: Cost Forms**

### Instructions for Form V

Please complete the provided document with the necessary pricing data for the proposal solution. The cost forms should reflect all engagement costs as a fixed bid engagement. The Vendor's response must contain all services and deliverables that will be provided. Additional worksheets may be added to the Cost Forms and should be included as needed to provide complete detail of pricing components such as hours of interviews, documentation review, and deliverable generation.