

FREMONT UNIFIED SCHOOL DISTRICT

REQUEST FOR INFORMATION (RFI)

99-01-08-15

**INTEGRATED FINANCIAL, HUMAN RESOURCES AND PAYROLL MANAGEMENT
SYSTEM**

Due:

January 8, 2015

SUBMIT PROPOSALS TO:

FREMONT UNIFIED SCHOOL DISTRICT

ATTN: Bryan Wakefield, Director of Purchasing

4210 TECHNOLOGY DRIVE

FREMONT, CA 94538

**FREMONT UNIFIED SCHOOL DISTRICT
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1.0 INSTRUCTION TO VENDORS

This section will provide necessary information for vendors respond to this Request for Information (“RFI”).

1.1 REQUEST FOR INFORMATION

Notice is hereby given that Board of Education of the FREMONT UNIFIED SCHOOL DISTRICT (“District”), is issuing a Request for Information (RFI) for an internet/browser-based Integrated Financial Management System (“IFMS”), which shall include core financial management (general ledger, accounts payable, budget preparation, and financial reporting), human resources (employee master file, benefits management, absence and leave, employee self-service), payroll (salary simulation, position control, payroll processing), purchasing (requisitions, purchase orders, vendor management), and other ancillary modules and functionalities, for the Fremont Unified School District. The DISTRICT hereby invites you to submit a response according to the terms and procedures defined herein **no later than 2:00 PM January 8, 2015**, directed to Bryan Wakefield, Director of Purchasing, 4210 Technology Drive, Fremont, CA 94538.

1.2 PURPOSE

The purpose of this RFI is to gain further knowledge of vendors capable of providing a fully integrated financial, human resources and payroll management system that meets the DISTRICT’s high level needs and to survey the market place to determine which vendors meet these needs and to determine specific functionality available in vendor systems. The DISTRICT may issue a Request for Proposals (RFP) subsequent to this RFI.

This RFI relates to the replacement of the DISTRICT’s financial system, Quintessential School Systems (QSS). This system includes the following key functionalities:

- General Ledger
- Budgeting/Budget Preparation
- Accounts Payable
- Accounts Receivable
- Requisitions
- Purchasing
- Employee Master File Maintenance
- Absence and Leave
- Benefits Management
- Payroll
- Vendor file maintenance

Specific information about this system, including data conversion requirements, may be provided in a future RFP.

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1.3 MULTI-VENDOR RESPONSES

Multi-vendor responses are acceptable, provided that all software products and related services be channeled through a single vendor and all aspects of the project coordinated and managed by that vendor.

1.4 CONFIDENTIALITY

Responses to this RFI becomes the exclusive property of the DISTRICT upon receipt. All proposals received in response to this RFI become a matter of public record and shall be regarded as public records. A Proposer may designate elements in its proposal which are defined as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary."

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the DISTRICT may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the DISTRICT will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

1.5 RESPONSE FORMAT

Vendors shall use the RFI Response Forms provided and shall submit a response that mirrors the format described below:

Letter of Transmittal

This should be a single page letter of submission which shall be signed by a representative of the vendor organization authorized to submit the vendor's RFI response. Vendors should also complete the response cover sheet form ("RF1") and include immediately following the letter of transmittal.

TAB 1 - Summary of Response (maximum 5 pages)

This should be a short summary of the vendor's response, limited to 5 pages. The summary should include a summary of the vendor's experience with similar types of projects, modules and functionality available, and general approach to this project.

TAB 2 – Vendor Information

This response includes both a narrative and a completed vendor response form ("RF2"). The narrative should describe the vendor's history, detailed experience with similar projects, and capacity to execute the project that the DISTRICT is contemplating.

TAB 3 – Functionality Response

This portion of the response should include both a narrative and completed vendor response form ("RF3"). The narrative should briefly describe the functionality provided by each of the modules included in the vendor's system.

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TAB 4 – Technology Response

This portion of the response should include both a narrative and completed vendor response form (“RF4”). The narrative should describe the vendor’s hosting infrastructure (primary data center, disaster recovery data center), including generally describing the vendor’s business continuity procedures and standard service level commitments.

The narrative response should also include, if applicable, a description of the vendor’s suggested infrastructure and disaster recovery facility, for the DISTRICT-cloud solution. This should include the estimated number and general configuration of servers required.

TAB 5 – Marketing Collateral

Vendors should include any of their standard marketing collateral in this section of the RFI response.

1.6 PROPOSAL SUBMISSION

Respondents to this RFI should mail or deliver three (3) copies of their response in addition to one (1) electronic copy emailed to bwakefield@fremont.k12.ca.us, to:

BRYAN WAKEFIELD
PURCHASING DEPARTMENT
4210 TECHNOLOGY DRIVE
FREMONT, CA 94538

All responses are due by January 8, 2015 by 2:00 PM.

1.7 QUESTIONS REGARDING THIS RFI

Questions concerning the requirements presented or additional information should be directed to Bryan Wakefield at bwakefield@fremont.k12.ca.us. The timeline for questions and answers is stated below in section 1.10. All questions will be answered and posted on the DISTRICT’s web site at www.fremont.k12.ca.us/purchasing.

1.8 DEMONSTRATIONS

Vendors offering potential solutions that will substantially meet the DISTRICT’s requirements, as stated herein, may be invited to provide one or more brief demonstrations of their potential solution.

1.9 COST OF RESPONSE DEVELOPMENT

DISTRICT disclaims any financial responsibility for, and vendors shall be solely responsible for, any costs incurred by any vendor in responding to this RFI.

1.10 TIMELINE

The anticipated timeline, subject to change, for the complete process is as follows:

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Event	Tentative Date
RFI Release - Response Window Opens	December 2, 2014
Deadline for Submitting Questions about RFI	December 15, 2014 at 4:00 PM
Deadline for District Responding to all Questions	December 19, 2014 at 4:00 PM
Proposals Due	January 8, 2015 at 2:00 PM
Anticipated Evaluation Period	January – February 2015

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2.0 DISTRICT PROFILE AND VENDOR CAPACITY REQUIREMENTS

This section of the RFI provides an overview of the FREMONT UNIFIED SCHOOL DISTRICT and provides guidance for the response required in TAB 2 of the vendor's RFI response.

2.1 DISTRICT OVERVIEW

The DISTRICT was established in 1964, and provides educational services to the residents of the incorporated areas of the City of Fremont. Located on the southeast side of the San Francisco Bay, Fremont is a city of nearly 225,000 people with an area of 90-square miles, making it the fourth most populous city in the Bay Area and California's 15th largest city. Fremont is located within Alameda County.

The DISTRICT operates twenty eight elementary schools (K-6), five junior high schools (7-8) and five comprehensive high schools (9-12). The DISTRICT's other facilities also include a preschool, a continuation high school, a charter school, and an adult education school. These schools and additional facilities comprise a total of approximately 2,900,000 square feet of building area. The DISTRICT's enrollment without the charter school for fiscal year 2013-2014 is 33,662.

Information Systems Department Staffing Levels

Technology Department	# of Team Members
Directors	1
Department Administrative Assistant	1
On-Site Technicians (Located at Schools)	15
User Support & Help Desk	1
SIS Administrators	2
Systems & Programming Staff	6
Computer Repair/Network Support Technicians	2
Phone Technicians	2
Network Engineers	3
TOTAL	33

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2.1.1 ESTIMATED SYSTEM USERS

The table below provides the number of estimated named users for each core module, or functional area, of the new system.

Module	District Office Users	Campus Users
General Ledger	70	500
Budget Preparation	35	120
Budget Management	5	0
Accounts Payable	10	120
Accounts Receivable	10	120
ASB/Student Fee Accounting	5	120
Vendor File Maintenance	5	120
Requisitions	35	120
Purchase Orders	5	120
Fixed Assets	5	120
Financial Reporting	10	120
Employee Master File	15	0
Benefits Maintenance	15	0
Position Control/Budgeting	10	0
Absence and Leave	20	120
Applicant Tracking	10	120
Professional Requirements (training tracking)	10	0
Payroll Processing	6	0

2.1.2 EXISTING SYSTEMS

The AS400 development Environment:

- Operating System: OS400 V6.1
- Source Code: RPG programming language
- Database & Utilities: DB2
- Reporting Tool: RPG report generator
- User Interface: Green Screen
- Client Access: 5250 Terminal emulation

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Typical office productivity software environments include:

- Windows XP and higher
- Macintosh OS 10.2 and higher
- Microsoft Office (versions appropriate for the O/S)
- Microsoft Access
- Filemaker Pro
- Browsers: Chrome, Firefox, Safari, Internet Explorer, iOS, and Android

2.1.3 EXISTING HARDWARE ENVIRONMENT

The hardware for the DISTRICT's system remains largely in the District Office. Servers are rack mounted. The DISTRICT has a server room with adequate power, air conditioning, and fire suppression.

2.1.4 EXISTING NETWORK INFRASTRUCTURE

The District Office serves as the main network hub. All workstations run Fast Ethernet to the desktop and most physical wiring is CAT5 or above. Routers and switches are Cisco or HP. The following is a list of building connectivity:

DISTRICT OFFICE to INTERNET SERVICE PROVIDER:

- 1GB Link to Internet (Alameda County Office of Education)

DISTRICT OFFICE to ELEMENTARY SCHOOL SITES:

- 28 fiber optic point-to-point 100GB

DISTRICT OFFICE to SECONDARY SCHOOL SITES:

- 1GB all Secondary School

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2.1.5 BUSINESS CYCLES AND CAPACITIES

The DISTRICT fiscal year runs July-June. Year-end processing and rollover to open the next fiscal year are completed in three months. During these three months, invoices need to be entered for both years, and budget amounts and other financial details need to be carried forward to the next year. In March and April, two fiscal years are opened for budget preparation. During this period of time the DISTRICT works in both years as well. At the end of the fiscal year, the DISTRICT works in payroll across multiple years as well.

2.2 VENDOR CAPABILITY REQUIREMENTS

Vendors should have both the experience and present capacity to successfully deploy their proposed solution within the DISTRICT. References of similar size and scope are considered evidence of this capacity. Further, vendors should have sufficiently experienced project managers, trainers, and technical support staff.

2.3 NARRATIVE RESPONSE (TAB 2)

Vendors should list similar size and scope references and describe the implementation effort in sufficient detail to document that each project was similar to that which is contemplated by the DISTRICT.

2.4 CONVERSION

Vendors should identify conversion capability with sufficient detail to ensure smooth transition for the DISTRICT.

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3.0 FUNCTIONALITY REQUIREMENTS

This section identifies high-level functionality requirements and provides guidance for completing the RFI response related to functionality, TAB 3 of the vendor's RFI response.

3.1 HIGH LEVEL FUNCTIONALITY REQUIREMENTS

DISTRICT seeks, either through a single vendor, or a group of vendors, a solution that provides the following core functional modules:

Core Financials	
<ul style="list-style-type: none"> ● General Ledger ● Bank Reconciliation ● Budget Modeling ● Budget Preparation ● Budget Management ● Cashflow/Investment Management ● Labor Unit Contract Administration ● Accounts Payable ● Accounts Receivable ● ASB/Student Fee Accounting ● Vendor File Maintenance 	<ul style="list-style-type: none"> ● Vendor Self-Service ● Requisitions ● Purchase Orders ● Fixed Assets ● Financial Reporting ● Receipting ● Warehouse/Stores Inventory ● Risk Management ● Bid Management ● Equipment Inventory ● Income/Revenue Management
Human Resources and Payroll	
<ul style="list-style-type: none"> ● Employee Master File ● Benefits Maintenance ● Position Control/Budgeting ● Salary Projections ● Absence and Leave ● Applicant Tracking ● Professional Development/Training ● Professional Requirements ● Grievance Tracking 	<ul style="list-style-type: none"> ● Employee Evaluations ● Employee Actions ● Labor Distribution ● Substitute Management ● Workers Compensation Tracking ● HR/Payroll Interface ● Employee Time Accounting ● Payroll Processing
Miscellaneous Functionality	
<ul style="list-style-type: none"> ● Online Time Cards/Clock 	<ul style="list-style-type: none"> ● On-line Check Register

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3.2 NARRATIVE RESPONSE (TAB 3)

Vendors should provide a narrative overview of their products that provide the core functionality listed in 3.1 herein.

3.3 RFI RESPONSE FORM RESPONSE (RF3)

Vendors should complete the RFI Response Form “RF3” and include it in Tab 3 of the RFI response.

4.0 TECHNOLOGY REQUIREMENTS

This section of the RFI describes DISTRICT’s high-level technology requirements and provides guidance for responding to the technology section of the RFI response, TAB 4 of the vendor’s RFI response.

4.1 HIGH LEVEL TECHNOLOGY REQUIREMENTS

DISTRICT’s general technology requirements are described below:

4.1.1 Hosting Requirements

DISTRICT requires that vendors be capable of providing a solution that can be deployed using one of two models: DISTRICT Cloud or Vendor Cloud.

Vendor Cloud

Vendor must demonstrate capability to host the DISTRICT’s system, on the vendor’s infrastructure, which includes appropriate service level agreements, business continuity/disaster recovery capabilities, and system availability.

DISTRICT Cloud

Because it is possible that a number of other Alameda County districts may join in a RFP that is subsequently issued, DISTRICT may also desire a solution that will enable DISTRICT to host other districts, or allow other district’s to access the system on DISTRICT’s technology infrastructure. In this model, other districts would have separate instances of the databases, but these would be hosted on DISTRICT’s infrastructure.

4.1.2 General Technology Requirements

In addition to the hosting requirements described above, DISTRICT has identified several general technology related requirements for any new system:

- Thin client – solution available without installing any proprietary software on workstations
- Browser Requirement – The proposed solution must support both Windows and Apple OS X workstations by being accessible using Chrome, FireFox, Safari x.0 and Internet Explorer x.0. Solution must also be working toward iOS / Android / Mobile Device support.
- Secure Transport – Data must be transported using SSL encryption.

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4.2 NARRATIVE RESPONSE (TAB 4)

This section of the RFI response should describe the vendor's technology environment within the context of the requirements listed above. As appropriate to the solution provided, this section should also describe:

- Vendor's disaster recovery/business continuity capabilities and service guarantees
- Supported workstations and browsers
- Hardware likely required for a DISTRICT hosted solution (assume DISTRICT users only)

4.3 RFI RESPONSE FORM RESPONSE (RF4)

Vendors should complete RFI Response Form RF4 and include this response in TAB 4 of the vendor's RFI response.

5.0 MARKETING INFORMATION

Vendors may include standard marketing information, or additional information for the DISTRICT, in TAB 5 of the RFI response.