



**ROCKFORD BOARD OF EDUCATION  
REQUEST FOR PROPOSAL ON SUPPLIES, MATERIALS, EQUIPMENT OR  
SERVICES FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

RFP No.       **24-08 Contract Management Software**

DATE:         **September 7, 2023**

RE:            **ADDENDUM NO. 1**

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To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 1st floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at [purchasingdeptstaff@rps205.com](mailto:purchasingdeptstaff@rps205.com).

**CLARIFICATIONS**

This addendum includes requests for information (RFI) to date and corresponding answers, a revised Request for Proposals form, and the District's current Contract Review Form.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood  
Director of Purchasing

## CLARIFICATIONS

Below are requests for information (RFI) to date and corresponding answers.

1. How many users will need access to the system?
  - a. 3 users will need to have access to enter contracts into the system. We have approximately 102 approvers in our business system that would need access to approve and review contracts.
2. Is the bid submission process on paper?
  - a. Proposals can be mailed or delivered to the Purchasing Department, 6<sup>th</sup> Floor, 501 7<sup>th</sup> St, Rockford, IL 61104. They can also be submitted electronically via the RPS 205 portal on Bonfire Interactive.
3. Will there be any date gathering or mandatory meeting prior to the RFP opening?
  - a. No.
4. Is it a pre-requisite to be a minority-owned company?
  - a. No.
5. Both 9/12/2023 and 9/23/2023 are listed as due dates in the RFP, which one is correct?
  - a. Proposals are due on Tuesday, September 12, 2023. Please disregard any other due date. A revised Request for Proposals form with the corrected date is included in this addendum.
6. Are you expecting an off-the-shelf or SaaS type of solution.
  - a. The District is open to evaluating both types of solutions.
7. How many existing contracts would you like to move over?
  - a. 223+.
8. Do you have attachments that would need to be moved over to the new system?
  - a. Yes.
9. You mentioned only three users in the RFP, are there others who will need access to management contracts but at different levels of responsibilities?
  - a. Yes, we will also have system administrators and workflow approvers.
10. Item 4.2.3.4 states that documents must be in a searchable PDF format. Could you clarify this requirement? Wouldn't the documents in question be uploaded by the District? Or is there additional functionality that the District is looking for?
  - a. Ideally, we would like to have the ability to identify language in the contract documents themselves within the platform. For example, if we searched by a particular school it would be useful if the system would pull any contract that has a reference to that school in it.
11. Item 4.2.4.1 states that the solution should provide customizable templates and forms. Is the District referring to input forms and templates, output forms and templates, or both?
  - a. The District would be interested in customizable templates and forms for both inputs and outputs. We would be looking for a solution that incorporates current District documents to the extent possible.
12. Could you provide more details on how contracts are currently managed? Are there discrete projects

they are assigned to? Do they have funding sources assigned to them? Do change orders, invoices and payments need to be tracked in the system?

- a. Currently, all contracts are managed by the department that owns them. We contract for a variety of goods and services, but a few examples would be building and grounds maintenance, software, professional development/consulting services, outsourced labor, and construction. Each contract has a funding source assigned to it. Change orders, invoices, and payments do not necessarily need to be tracked by the contract management software, but we would be interested in evaluating solutions that do.

13. Could you provide examples or flow charts of current contract approval workflows?

- a. Currently, most District contracts are submitted for approval via a Contract Review Form (included for reference) and approved by four people:
  - i. Contract Manager (Usually a Principal or Director)
  - ii. Cabinet Member
  - iii. Legal Department
  - iv. Chief Financial Officers.
- b. Contracts over \$25,000 route to the Board of Education for approval. Contracts under \$25,000 route to the Superintendent. Contracts for software also route to our IT department.

14. How many total users need access to the Contract Management System?

- a. At least 105.

15. How many internal users will require administrative level access?

- a. Two to three.

16. How many internal users will require the ability to add, edit, or delete?

- a. Two to three.

17. How many internal users will require read-only access?

- a. At least 102.

18. How many internal users do you anticipate will be in the system at any given time?

- a. Five to ten.

19. Can you please expand upon the data migration/importing requirements for the contract management software? How many total electronic files (PDF, MS Word, etc.) in current/legacy system into the contract management software? How many total electronic files in current/legacy system (rows in spreadsheet)? Where are the legacy/historic contracts stored?

- a. We are initially looking to explore the possibility of uploading current District contracts in PDF format and enter the relevant information (e.g. start/end date, contract name, description, party information, quantities such as licenses, unit and total pricing, etc.). The District currently has approximately 223 active contracts.

20. What financial system does the BOE anticipate integrating with? Do you want pricing for integration professional services?

- a. Power School Business Plus. If you have fixed pricing for data integration you may include that information in the proposal.

21. What documents/contract types would you like to author within the system (number of templates)? Do you require professional services to configure templates? If so, how many would be required for the awarded vendor to configure?
  - a. We currently have eight Contract Review Form templates and templates for Consulting Agreements and Purchasing Agreements. The District would like the awarded vendor to provide professional services to the extent necessary to implement the system, including eight templates.
22. Do you require professional services to configure workflow processes? If so, how many would be required for the awarded vendor to configure?
  - a. The District would like the awarded vendor to provide professional services to the extent necessary to implement the system, including roughly 100 workflow processes.
23. Can you please provide additional details about your organization's workflow/approval processes? Can you please provide number of steps and examples?
  - a. Please see response to #13. While our current process route approvals to up to five people per contract, each principal/director has a unique budget/location code that would need to be accommodated as well.
24. Is your organization eligible to purchase off the GSA Schedule 70? If yes, would you like GSA pricing in the bid response or retail pricing?
  - a. Yes, the District is eligible to purchase off the GSA Schedule 70 through the Cooperative Purchasing Program. If both pricing options are available we would prefer the one with the lowest cost to the District.
25. If in the event our response is subject to an Open Records Request, will we be notified and given the opportunity to provide a redacted response in accordance with applicable Freedom of Information laws?
  - a. The School District is required by law to comply with the provisions of the Freedom of Information Act, 5 ILCS 140/1 et seq., as amended from time to time ("FOIA"). FOIA requires the School District to provide, if requested to do so by any person, copies of documents that may be in Contractor's possession and related to this Agreement. Contractor agrees to and shall provide to the School District copies and all such documents when directed to do so by the School District. All such documents shall be delivered to the School District's Legal Department NO LATER THAN five (5) working days after the date of the School District's direction to provide such documents. Failure of the Contractor to provide documents within said five (5) working days as provided above shall result in the assessment of any and all penalties, damages, and/or costs incurred by the School District to the Contractor which shall be paid immediately by the Contractor upon demand of the same by the District.

**ROCKFORD BOARD OF EDUCATION  
REQUEST FOR PROPOSALS ON SUPPLIES, MATERIALS, EQUIPMENT OR  
SERVICES FOR ROCKFORD PUBLIC SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

RFP No. **24-08 Contract Management Software**

Date: **August 22, 2023**

PROPOSALS WILL BE RECEIVED UNTIL: **2:00 PM (CDST) on Tuesday, September 12, 2023**

FOR SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES SPECIFIED HEREIN. THE DATE AND THE TIME AS STATED IS ALSO THE TIME OF THE PUBLIC OPENING OF PROPOSALS. IF YOU DESIRE TO SUBMIT A PROPOSAL, PLEASE DO SO ON THE FORMS PROVIDED AND RETURN TO THIS OFFICE OR SUBMIT ELECTRONICALLY VIA BONFIRE INTERACTIVE.

Addressed to: BOARD OF EDUCATION  
School District No. 205  
501 Seventh Street, 6<sup>th</sup> Fl.  
Rockford, Illinois 61104

**GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL PROPOSALS**

The Board of Education (hereinafter occasionally referred to as Board or District as the context may require) reserves the right to reject any or all Proposals submitted. One copy of this RFP is enclosed for your convenience.

a.) If submitting by mail or in person, please return a copy of the required forms AND an electronic PDF version of your Proposal (including all required forms) on a flash drive in a SEALED envelope with the RFP number, subject and your firm's name and address clearly indicated on the envelope. NOTE: FAXED and LATE Proposals are not acceptable and will be rejected as non-responsive. **Use of the included RFP Label is recommended.**

b.) Proposals to be addressed as follows: **Rockford Public School District Purchasing Department  
501 Seventh St., 6<sup>th</sup> Floor  
Rockford, IL 61104  
Attn: Purchasing Department**

"RFP" refers to this advertised Request for Proposal. Persons and entities responding to this RFP with a Proposal are referred to as "Respondent". Submissions in response to this RFP are referred to as "Proposal". Once an RFP is awarded and a contract formed in writing or otherwise, the Respondent is referred to as the Contractor. The Board of Education reserves the right to return any merchandise for full price credit or replacement at the District's discretion that does not comply with the conditions and specifications required by the RFP and any resulting contract. The Board of Education reserves the right to increase or decrease quantities shown on the RFP.

The Board of Education reserves the right to cancel purchase orders if the delivery or completion is not performed in accordance with the RFP documents, any resulting contract and the date stated on the purchase order.

The Board of Education reserves the right to have any product analyzed at a laboratory to ascertain compliance with specifications. Expense of such testing shall be by the Board of Education unless such tests prove noncompliance with specifications at which time the expense shall be the responsibility of the Contractor.

Proposals may be awarded to the Respondent which submits a Proposal complying with these conditions and specifications and best meets the requirements of the District. All rights are reserved by the Board of Education to select the Proposal that in its judgment is in the best interest of the District and meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The Respondent's signature on the following page of this Form will be construed as acceptance of and willingness to comply with all provisions of the Acts of the General Assembly of the State of Illinois including, without limitation, laws rules and regulations relating to wages of laborers, and discrimination and intimidation of employees. The proposal and the resulting Contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Respondent agrees to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to the Proposal and to the performance of the Contract in the event the Respondent is awarded the RFP. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference as though fully set forth herein and became a part of this RFP and specifications.

Various statutes of the state of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District as do District policies. Respondent by submitting a Proposal agrees to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest.

Complete, sign and return the following forms: General Conditions and Instructions for all Proposals, Proposal Form, Bid-Rigging Certification, Minority and Women-Owned Business Concern Representation, Certificate Regarding Debarment, Suspension, Ineligibility and Exclusion, Certificate Regarding Lobbying, OFAC Compliance, Vendor Conflict of Interest Disclosure Form, and any other required submittals and certifications.

No Proposals may be withdrawn after the official opening. All proposals submitted must be valid for a minimum period of sixty (60) days after the date set for the public opening. Please check the Terms and Conditions for any variation of this requirement.

**All prices are F.O.B., Rockford, Illinois**, which is further defined as meaning the price submitted in the Proposal or the Proposal Form is the total price to the District, including all freight and delivery charges. Under no circumstances may prepaid charges be added to the invoice.

A substitute item will be considered only if it is an item of regular manufacture as evidenced by literature, catalogs, etc. and not a pro-type or first article test item. Substitute or "as equal" items may be submitted with all supporting documents in advance of the RFP due date for review and approval or rejection by the District. Such items are to be submitted to the Director of Purchasing for review. Permitted substitutions must be identified in the Proposal.

The successful Respondent must submit a separate invoice for each purchase order. The information on that invoice shall cover **ONLY** that one purchase order.

On the attached list, please type on the RFP documents the information that is requested. If there is insufficient room for your information, please present data on a separate sheet (one item to a sheet).

Any interested party, including all Respondents, may examine the RFP summary after Proposals have been opened and awarded by the Board of Education. An RFP summary will be available at the Board of Education Administration Building, Purchasing Department, 8:00 A.M., to 4:30 P.M., Monday through Friday. RFP recaps may also be reviewed by visiting Bonfire <https://rps205.bonfirehub.com/portal/?tab=openOpportunities>

Vendor's signature on the Proposal Form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the Proposal. Include in the Proposal all your terms and conditions; terms and conditions set forth in the RFP are generally required of all District contracts and are accepted by Respondent unless specifically identified as exceptions in the Proposal.

Please address all questions relative to any Proposal in writing to the Purchasing Department, Director of Purchasing, Board of Education, 501 Seventh Street, Rockford, Illinois 61104 (via email to [PurchasingDeptStaff@rps205.com](mailto:PurchasingDeptStaff@rps205.com)). All request for information must be submitted at least five business days (Monday – Friday) prior to the RFP due date and time. Responses to questions will be reviewed by the Purchasing Department and if a response or clarification to the RFP is issued it will be issued via addendum to the RFP and published on the District website and, if applicable, Bonfire. Any request for information submitted after the deadline will not receive a response. **Under no circumstances may any bidder or its representative(s) contact any employee or representative of the Rockford Public Schools regarding this RFP prior to the closing date, other than in writing to the Purchasing staff provided above. Any violation of this condition may result in a Respondent being considered non-compliant and ineligible for award.**

**THIS SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED, FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF BID.**

The undersigned hereby certifies that he/she has read and understands the contents of this solicitation and agrees to furnish at the prices shown any or all of the items and/or services, subject to all Instructions, Terms and Conditions, Specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation.

**GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL RFP FORMS:**

Address

Name of Firm

City & State

Zip

Signature of Authorized Representative

Area Code

Telephone Number

Federal Employer Identification Or Social Security Number



**Operational Services**

**4.60R(2)E(1) Exhibit – Contract Review Form**

The employee initiating the contract must complete the appropriate sections of this form, and send it with the contract to the Purchasing Department for processing. To the extent the initiating employee does not understand the proposed contract, or is uncomfortable with any of its provisions, he or she should note that information on the Contract Review Form or attach an explanatory memo.

**Certificate of Employee Initiating Contract**

Date: \_\_\_\_\_

Parties to the Contract: \_\_\_\_\_

Short Description:  
\_\_\_\_\_  
\_\_\_\_\_

Contract Term: \_\_\_\_\_ Amount: \_\_\_\_\_

Assigned Contract Administrator: \_\_\_\_\_ Title \_\_\_\_\_

Except as indicated in any attached memorandum: I have read this contract entirely, understand all its provisions, believe that it meets programmatic and School District mission requirements, believe that it represents a good deal for the School District, defines measurable deliverables, and take responsibility for complying with the terms of the contract within the bounds of my authority. The document is internally consistent and clear. I am also satisfied with the description of the School District’s obligations and with the description of any goods or services to be provided by or to the School District. Any risk management concerns have been reasonably addressed. A memorandum \_\_\_\_ is \_\_\_\_ is not attached. To the extent the contract requires an outlay of funds, the funds are available. I either have the authority to obligate the funds or have approval from someone who does.

Compliance with this contract will require the cooperation of, or otherwise impact on, the following departments or positions:

\_\_\_\_\_

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Date/Signature/Position

**Cabinet Member Certificate (if above party is not a Cabinet Member)**

I concur with the above certification. In addition, the contract was reviewed to ensure it is otherwise allowable with respect to existing Budget expenditure or receipt requirements.

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Date/Signature

**General Counsel Review** (required for all agreements involving consulting services; software purchases in excess of \$10,000 in any fiscal year; services provided by Architects, Engineers, Project Managers, or Program Managers which exceed \$50,000 in any fiscal year; Intergovernmental Agreements, real estate purchases or leases)

I have reviewed this contract and it does not contain any legally prohibited provisions, includes all legally or administratively required provisions, is basically consistent and clear, and is not otherwise objectionable on legal or administrative grounds, to the best of my knowledge and abilities. I have indicated below any other reviews necessary prior to execution of this contract.

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Date/Signature

Comments:

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**Chief Financial Officer or Designee Review** (required for all contracts over \$10,000)

The contract is reviewed to ensure it complies with generally accepted accounting principles and is not otherwise unallowable with respect to fund group, account number, or other existing expenditure or receipt requirements.

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Date/Signature

Comments:

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**Chief Information Officer or Designee Review** (required for all software contracts)

\_\_\_\_\_/\_\_\_\_\_  
Date/Signature

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**Other Reviews Recommended:**

By: \_\_\_\_\_ For: \_\_\_\_\_

Review Performed By:  
\_\_\_\_\_/\_\_\_\_\_  
Date/Signature

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ For: \_\_\_\_\_

Review Performed By:  
\_\_\_\_\_/\_\_\_\_\_  
Date/Signature

Comments:  
\_\_\_\_\_  
\_\_\_\_\_