



REQUEST FOR PROPOSAL

FOR

HUMAN RESOURCE INFORMATION SYSTEM

RFP-2023-HRIS

Request for Proposals Issued: November 6, 2023
Deadline for Submittal of Proposals: November 27, 2023, 4:00 pm
PST

Natomas Unified School District
1901 Arena Blvd.
Sacramento, CA 95834

OBJECTIVES AND SCOPE

The primary objective of this project is the implementation of a Human Resources Information System (HRIS) for the Natomas Unified School District (NUSD). This Request for Proposal (RFP) will include the purchase, installation, and maintenance of a human resources information system for NUSD. NUSD is requesting proposals from qualified software firms to provide a comprehensive, fully integrated, operational HRIS. NUSD is seeking an interested and involved company that will partner with NUSD and provide solutions to address current and future HRIS needs. The successful company must meet the terms and conditions set forth in this document and all attachments.

NUSD is unique, it serves more than 15,000 students in 19 schools and employs over 1,600 staff. NUSD is one of the most ethnically diverse districts in the country; and serves one of the highest populations of independent charter schools in California. The district vision is that "NUSD will provide an engaging and safe learning community where all students will demonstrate responsibility, achieve academic and social-emotional growth, embrace diversity, and are prepared to make decisions about their college and career success." Visit www.natomasunified.org prior to responding to the RFP to learn more about NUSD. NUSD will consider HRIS vendors who have a forward-thinking system, experience with K-12 School Districts, and provide efficient implementation and quality services.

NUSD currently hosts a Data Warehouse with Power School. This data warehouse and business intelligence system aggregates data and provides analytical and predictive tools for staff. As a result, NUSD is most interested in an HRIS that provides effective reporting tools for the Human Resources (HR) Department for daily HR operations, instead of analytic reports.

NUSD is interested in bidder recommendations on how best to ensure project success, knowledge transfer, and positive system acceptance and will give special consideration to bidders who include an effective Project Management plan in their bid. Proposals should clearly delineate how the software system can best satisfy the requirements of NUSD and how implementation delays will be minimized. NUSD expects the proposals to include recommendations for hardware to satisfy stated performance requirements. However, NUSD may choose to acquire hardware through a separate process.

NUSD's objective is to host an HRIS that effectively supports teaching and learning through accurate data and efficient procedures, including:

- Supporting the district vision
- Enabling teachers to effectively teach and support student growth

- Enabling counselors to effectively plan and support student growth
- Engaging parents and families to support student success in school
- Ensuring accurate reporting to the California Department of Education, through the California Longitudinal Pupil Achievement Data System (CALPADS)

SUBMISSION REQUIREMENTS

1. Cover Page (Appendix A)
2. Non-Collusion Affidavit (Appendix B)
3. Introduction Statement / Company Background
4. Project schedule to meet 2024-2025 school year start date of July 1, 2024
5. Total project cost including:
 - Indication of how charges will be incurred as services are implemented
 - Implementation costs
 - Annual recurring fees for system, support, and maintenance
6. Three or more current references including school district name, contact person, and project description, preferably in California
7. Bidder Response to HRIS Requirements and Features (page 7)
8. Project Management and Professional Services Plan (page 13-14)
9. A detailed explanation of how the bidder's HRIS is unique and different from other HRIS options including items such as:
 - Features and Functionality
 - Support and professional services
10. Bidders may attach additional pertinent information deemed important to the selection, implementation, and overall success of the project

SOLUTION

In this section, vendors should describe their proposed solution. This solution will involve the supply of one or more products as well as a range of other offerings, including training, documentation, and support that are customized to meet the requirements of the RFP provided below.

QUOTE REQUIREMENTS

List the information required to provide the project team with a detailed understanding of the services proposed. Detailed information is required in this section for the project team to gain a full appreciation of the solution being offered.

Your proposal must include a narrative explanation (including necessary graphical aids) of how your solution addresses the requirements listed below.

FUNCTIONALITY REQUIREMENTS

Customization — The system should allow for the creation of unique identifiers and data points. Customization functionality should include the ability to tag and categorize different data points and allow for the same to be collected from employee users.

Form Creator — The solution should have an easy-to-use form creator enabling non-technical staff to create and deploy forms.

School District Directory - Integration with school directory and search capability for specific schools in NUSD by name is desired.

Single Sign-on — The solution may natively support integration with Active Directory, Google or Clever.

Staff Directory — The solution may be able to integrate with the Natomas Unified School District staff directory system daily to maintain an up-to-date staff directory.

In addition to the above, your quote must also address the requirements in the following sections.

TECHNICAL REQUIREMENTS

- Must support SSL encryption (HTTPS)
- Planned, scheduled and predictable upgrade process
- The HRIS will be securely hosted in the cloud
- Management — HRIS is managed through a secured web browser
- The HRIS may securely integrate with NUSD's Rapid Identity and Active Directory for authentication and identify roles and permissions
- Multi-user authoring/editing allowing for many simultaneous users with features such as record locking limiting change conflicts

SEARCH FUNCTIONALITY

- The proposed solution must include a sophisticated search utility allowing end users to enter keywords to access the information they seek.
- Pages must be viewable in the most current version of all major web browsers (Firefox, Safari, and Chrome)

TRAINING

- List the information required to provide the project team with a detailed understanding of the training you will provide NUSD including:
 - Systems for which training is required
 - Method of training proposed
 - Levels of training to be given
 - Number and duration of proposed trainings

DOCUMENTATION

List the information required to provide the project team with a detailed understanding of the documentation you will provide including:

- Products for which documentation will be provided
- Actual documents to be generated
- Purpose of each document provided
- Depth of each document provided
- Target audience for each document provided

SUPPORT

List the information required to provide the project team with a detailed understanding of the support offered by your firm including:

- Products for which support is provided
- Types of support provided (e.g. 1st, 2nd, 3rd level support)
- Response times (for support provided)
- Hours (for support provided)
- Organizations (involved in providing support)

HOSTING

List the information required to provide the project team with a detailed understanding of the support offered by your company including:

- SOC2 compliance/reports PCI DSS compliance
- Physical security safeguards
- Network security and encryption
- Capabilities to support elasticity in the event of a major uptick in site usage
- Redundancy capabilities to mitigate hardware failures and minimize downtime associated with maintenance
- Backup and Disaster Recovery capabilities and procedures
- SOPIPA compliance

RFP SCHEDULE

<u>Milestone</u>	<u>Date</u>
RFP issued	November 6, 2023
Sacramento Bee Advertisements	November 6 and 13, 2023
Deadline for questions/inquiries	November 15, 2023 at 4:00 pm PST
Response to questions/inquiries	November 17, 2023 at 4:00 pm PST
Deadline for submission of sealed proposals	November 27, 2023 at 4:00 pm PST
Notification of Bidders selected for demonstration	December 1, 2023
Demonstration, presentation, and interviews	December 6, 2023
Selection of Vendor	December 11, 2023
Board Approval	January 17, 2024
Implementation begins	January 22, 2024

EVALUATION CRITERIA

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Bidders may also provide any and all recommendations for consideration such as installation, maintenance, support and design that are relevant to the total solution of the District's technology needs.

Evaluation Criteria

- Functionality/suitability/scalability of product in meeting district requirements (25%)
- Cost (25%)
- Professional services, training, and support plan (25%)
- Experience completing similar work and references (15%)
- Use of software in K-12 school districts in California (10%)

The district reserves the right to reject any or all bids.

DEADLINE FOR QUESTIONS

All questions regarding this proposal shall be submitted in writing via email no later than **Wednesday, November 15, 2023**, to bschiffner@natomasunified.org. The subject of the email must read 'Questions RFP-2023-HRIS'. General information regarding NUSD is available via the internet at www.natomasunified.org. Answers to questions will be posted on November 17, 2023 on the District website at:

<https://natomasunified.org/departments/business-services/financial-services/purchasing/request-for-proposals-page/>

SUBMIT PROPOSAL

Send the entire proposal in PDF format to bschiffner@natomasunified.org. The subject of the email must read: RFP-2023-HRIS. Proposals not received by the specified time noted will be rejected.

RFP DUE By 4:00 p.m., November 27, 2023

Copies of the request for proposal are available on Natomas Unified School District's website at:

<https://natomasunified.org/departments/business-services/financial-services/purchasing/request-for-proposals-page/>.

SPECIAL CONDITIONS:

1. Prices to remain firm through approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to NUSD and documented with a new price sheet sent to NUSD Education Center.
2. All equipment/services costs must be new and included and identified separately.
3. Any prospective bidder, who contacts any School District Board Member during the RFP process, will be disqualified from consideration for the RFP award.
4. The Board of Trustees reserves the right to reject any and all bids/proposals, or any or all items of any bid/proposal.
5. This RFP will be posted to the NUSD website (<http://www.natomasunified.org>). Any additions or corrections will be addressed in the form of an addenda posted to the same location on the website.
6. All questions regarding this RFP should be directed to bschiffner@natomasunified.org, with the subject of "RFP-2023-HRIS."

RFP-2023-HRIS

7. The deadline for questions will be November 15, 2023, at 4:00 pm PST.
8. Responses to all questions will be made by November 17, 2023, at 4:00 pm PST and will be posted on the district website.
9. It is the responsibility of the prospective bidder to check the website for updates or addenda.
10. Manufacturer must warrant all software and/or equipment.

BIDDER REQUIREMENTS

The bidder must meet or exceed all minimum qualification requirements. All submitted quotes must provide at a minimum, all requested information in this quote document. Any portion not included will be cause for elimination from the quote process.

Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the quote requirements. Any portions of the submitted quote, that are to be treated by the District as proprietary and confidential information, must be clearly marked as such.

The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the request for information, contained in this section.

DESIRED FEATURES

For each of the following requirements, specify the "status" in bidder's current solution as:

- "Y" - Yes, this is a feature in the current version
- "ST" - Short-term releases will include this feature
- "LT" - Long-term releases may include this feature
- "N" - No plans to include this feature in the future of this system
- And/Or enter brief pertinent notes

Status/Notes	Technical Specifications
	All program modules are accessible through a single interface; single sign on (preferably through Google)
	Clearly documented entity relationship diagram for all HRIS components

	Ability to have multiple screens or tabs open simultaneously to enter information without having to exit out of one screen to go to another
	Ability to restore entire database or subsets of a database within 24 hours (i.e. individual school dataset)
	Data that appears on more than one page is auto-populated to other pages but only entered on one page
	Data is stored in a single relational database that is updated in real-time
	System administration through web-based portal
	Data is web-based and is stored in the cloud
	System is currently in use in five or more school districts in California with at least 1,000 employees
	HRIS Administrators ability to customize the configuration of audit logging (i.e. how long to keep logs, what records to log)
	Transaction audit trail with date stamp and user information for ALL HRIS changes
	HRIS Administrators' ability to review audit logging reports
	Onboarding features to track equipment, resources, and account information for various district software (keys, keycards, equipment) provided to employees
	Retrieval and tracking when an employee leaves the district
	Ability for staff and prospective staff to electronically sign documents
	Capability to generate electronic personnel files.
	Capability to store prior Human Resource records in multiple formats, including paper.
	Ability to archive prior human resource paper files/document storage
	Ability to upload files from multi-function printers/scanners

Status/Notes	Data and Reporting Features
	Ability to select-in or select-out (filter) individual staff for reports and/or data analysis
	Export/download data in multiple formats (pdf, xls, csv, etc.)
	Ability to import data from an existing system
	Data query and extraction tool for HR staff to run ad-hoc data reports without special programming terms (using native English search terms)
	Ability to create custom reports using predefined templates
	Ability to view information, query staff, run reports for staff with any "as of" date
	Ability to clone, modify, and publish existing reports
	Ability to access snapshots of data from previous years (i.e., credentials, skill sets, demographics, locations, etc.)
	Full integration and compliance with ALL CALPADS reporting requirements
	Easy to pull required fields for California reporting (SARC, CBEDS, etc.)
	Easy to pull required fields for Federal reporting (CRDC)
	Ability to merge duplicate records without loss of data
	Connection to extract data from the HRIS into Infinite Campus for basic staff information on a regular basis throughout the day
	Connection to extract data from Infinite Campus into the HRIS for basic staff information on a regular basis throughout the day
	Connection to extract data from the HRIS into QSS for basic staff information on a regular basis throughout the day
	Connection to extract data from QSS into the HRIS for basic staff information on a regular basis throughout the day

	Ability to prevent duplicate records by automatic cross checking of data and/or creating a unique identifier to prevent duplicate data (i.e. staff IDs)
	Employee status field included, ie active, LOA, 39 month rehire, terminated
	Data governance and naming conventions
	Ability to run reports by Position Control or staff name
	Data entry protocols/practices
Status/Notes	User Access
	Users can be assigned to multiple roles and multiple locations
	Row level security and role level security settings for all users
	Security and access permission glossary described in detail online
	Security and access conventions for specific fields, pages, and modules
	Single-sign-on capability with Active Directory and Google Apps for Education
	Accessible from Apple and PC computers, tablet devices, and smartphones
	Single sign on capability with the mobile app
	Secure web-based solution accessible from all of the following web-browsers: Chrome, Safari, Internet Explorer, and Firefox
	Ability for staff to view their benefits information
	Employee Information Page
	Employment Status
	Employee performance evaluation easily available to the employee
	Online Employee attendance and approvals

Status/Notes	User Support and Communications
	Training, support, and other professional services for HRIS implementation
	Ability to provide a professional development catalog for all employees to access and register
	Ability to track employee professional development hours
	Ability to send mass communication to employees regarding professional development opportunities
	Ability to run data reports tracking professional development attendance and offerings
	Ability to access web-based documentation for end-user training
	Ability to create login notifications (i.e. "Program will be down...", "New field requirements...", etc.)
	Includes staff portals (describe in detail)
	Definition/glossary via hover-over or similar technology to provide clear information for users about key terms. For example, staff ID number versus social security number.
	After-hours support (specify hours of support)
Status/Notes	General Features
	Ability to group staff and teachers into cohorts for monitoring such as specific specialty certifications, skill sets, etc.
	Checklist of required documents for new hire signature (ie., Certificated Employee New Hire Checklist)
	Ability to mark data as private to enable private data to be excluded from reports, letters, queries, or screen displays
	Ability to sort and filter groups of staff and teachers on the screen

	Data validation and warning tools for incomplete data, incorrect data, conflicting data, etc. Required fields that won't let you out of the screen until complete.
	Data validation exceptions reports showing existing data that does not conform to standards
	Direct database tool to perform mass update, import and export of data
	Module to input and store informal observations/walk-throughs
	Module for Staff Evaluations
	Module for Attendance and Substitute Assignment and Reporting
	Module for Assigning, Delivering, and Tracking Staff Professional Development with the ability for staff to register for applicable training(s) within a district developed catalog.
	Ability to use the Position Control number as a key field for all searches, matches, data connections, and reports
	Ability for all staff to update their own home address, phone, etc.
	Ability to assign staff to report to more than one Supervisor
	Ability to assign staff to work in more than one location
	Ability to assign staff to have more than one job title
	Ability to maintain current and previous staff information (personal, address, phone, position, location, etc.) with begin and end dates
	Credential information and tracking
	Applicable health/vaccination tracking and reporting
	Automatically calculated seniority tracking, with the ability to manually override.
	Tracking of staff members by bargaining unit
	Tracking Move Across units

	Ability to track when specific staff are assigned to specific teachers or students
	Tracking of other credentials, CPR, first aid, etc.
	Workflow and approval process (concurrent versus linear process) - for example, a Personnel Action Form
	Notifications to several departments when a new staff has been added/changed/separated
	Applicant tracking and onboarding (integration with Edjoin)
	Ability to deliver surveys to staff
	Ability to track volunteers per status and site
	Other features not stated above - please briefly describe

PROJECT MANAGEMENT AND PROFESSIONAL SERVICES

Bidder should respond to the each of the following items in their proposal:

1. Project Team Leaders - names and resumes of persons on bidders team who will work with NUSD throughout conversion to new HRIS to ensure successful implementation
2. Project plan, implementation methods, and detailed schedule
3. Project management services throughout conversion by bidder’s staff or third-party contractor at the recommendation of bidder
4. Conversion of all current HRIS data in legacy systems (Quintessential School Systems, True North Logic, AESOP, Frontline, Public School Works, EdJoin, Google Sheets, PowerSchool, etc.)
5. Description of roles and responsibilities for bidder staff and district staff during conversion and during normal HRIS operations
6. Systems Integration advice and consulting related to the selection and building of physical and virtual servers necessary for the HRIS or hosting options
7. Technical specifications must accompany the bidder’s response
8. Test plan including performance, quality assurance and usability testing
9. Suitable documentation, including data dictionaries, process diagrams, user documentation, and video tutorials
10. Support agreement terms and conditions and associated costs per year

11. Commitment to payment of liquidated damages in case of failure to perform as described in the contract terms and conditions
12. Software warranty
13. Maintenance and technical support - clearly define technical maintenance and support protocols
14. Service Level Agreements - clearly defined in the bidder's response; what are the consequences of customer unplanned outages
15. Training plan for approximately 1,000 staff including teachers, administrative staff, and administrators
16. If online help/training is offered, describe the content and depth of training and online help; describe the navigation of online help/training so users will be self-sufficient
17. Clear description of database architecture (SQL, Oracle)
18. Readiness checklist including communication plan, end-user training, data integrity, and other scheduled tasks
19. Description of software update methods and schedule
20. If the platform is fully hosted, describe the data center, logistics and redundancy of application/DB servers, virtualization technology used, etc. Is the database multi-tenant or self-contained?
21. If multi-tenant, describe how security is 100% ensured against data breaches

GENERAL CONDITIONS

TAXES

1. State and local taxes and all other applicable taxes are to be included in bids.

LIABILITIES

1. The Vendor or Vendor shall save, defend, hold harmless, and indemnify NUSD against any and all liability, claims, and costs of whatsoever kind and nature for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work or supply of material under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of Vendor, and subcontractor, or any employee, agent, or representative of Vendor or subcontractor.
2. The Vendor or Vendor shall hold NUSD, its officers, agents, servants, and employees harmless from liability of any nature or kind, including the use of any copyrighted or non-copyrighted composition, secret process, patented or

unpatented invention, articles, or appliances furnished or used under this bid. The Vendor agrees to defend, at his own expense, any and all actions brought against NUSD or itself because of the unauthorized use of such articles.

INSURANCE

1. The Vendor agrees to maintain insurance adequate for protection from claims under Workers Compensatory Acts and from claims for damages for personal injury, including death and damage to property, which may arise from operations under the contract.
2. The Vendor shall not allow any Subcontractor, employee or agent to commence work on this contract or any subcontract until the insurance required of the Vendor, subcontractor, or agent has been obtained.

DEFAULT BY BIDDER

1. In case of default by the bidder, NUSD may procure the articles or services from other sources and may deduct from any money due, or that may thereafter become due to the Vendor, the difference between the price named in the contract or Purchase Order and the actual cost thereof to NUSD. Prices paid by NUSD shall be considered the prevailing market price at the time such purchase is made.
2. Default by the bidder may be sufficient cause to remove the bidder from the approved Vendor list for subsequent bids.
3. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent.

ATTORNEY FEES / LEGAL FORUM

1. In the event that suit or action is brought by either party in this contract to enforce any of the rights thereunder, the prevailing party shall be entitled to recover such additional sums as the court may adjudge reasonable attorney fees.
2. The parties hereby agree that any legal dispute arising from this agreement shall be settled in the appropriate jurisdiction in Sacramento County, California.

ASSIGNMENT OF CONTRACT

1. The Vendor shall not assign the whole or any part of this agreement or any payment due or to become due thereunder, without the written consent of NUSD and all sureties who have executed bonds on behalf of the Vendor in connection with this contract.

WARRANTY

1. The Vendor warrants that the services and items provided shall be merchantable within the meaning of Articles 2313-2317, et. seq. of the California Commercial Code in effect on the date of this offer. In addition to all warranties that may be prescribed by law, the item(s) shall conform to specifications, drawings, and other descriptions and shall be free from defects in materials or workmanship.
2. The Vendor also warrants that to the extent the item(s) are not manufactured pursuant to detailed designs furnished by NUSD they will be free from defects in design.
3. Such warranties for any equipment provided, including warranties prescribed by law, shall run to Natoma Unified School District, its successors, assigns, and customers, and to users of the items, for a period of one (1) year, after delivery, or such longer period as may be prescribed by law or by additional agreement.

AWARD OF BID

1. Natomas Unified School District reserves the right: (1). to award bids received on the basis of individual items or groups of items, or on the entire list of items; (2). to reject any or all bids, or any part thereof; (3). to waive any informality or irregularity in the bid; and (4). to accept the bid that is in the best interest of the Natomas Unified School District, price and other factors considered.

WITHDRAWAL OF BID

1. Any bidder may withdraw his or her bid personally or by written request at any time prior to the scheduled due date and time for receipt of bids.

BID PROTEST PROCEDURE

1. Any Bidder submitting a Bid Proposal to the Natomas Unified School District may file a protest of the Natomas Unified School District's intent to award the Contract provided that each and all of the following are complied with:

The bid protest is in writing;

- The bid protest is filed and received by Natomas Unified School District's Deputy Superintendent, not more than five (5) calendar days following the date of issuance of the Natomas Unified School District's Notice of Intent to Award the Contract; and
- The written bid protest sets forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest;

any matters not set forth in the written bid protest shall be deemed waived. All factual contentions must be supported by competent, admissible, and credible evidence.

2. Any bid protest not conforming to the foregoing shall be rejected by Natomas Unified School District as invalid. Provided that a bid protest is filed in strict conformity with the foregoing, the Natomas Unified School District shall review and evaluate the basis of the bid protest. The Natomas Unified School District Deputy Superintendent shall provide the bidder submitting the bid protest a written statement concurring with or denying the bid protest. Based on this statement, the Deputy Superintendent will render a determination and disposition of a bid protest by taking action to adopt, modify or reject the disposition of a bid protest. A determination by the Deputy Superintendent relative to a bid protest shall be final and not subject to appeal or reconsideration. All the above requirements, including a final determination by the Deputy Superintendent, shall be express conditions precedent to the institution of any legal or equitable proceedings relative to this bid. In the event that any such legal or equitable proceedings are instituted and the Natomas Unified School District is named as a party thereto, the prevailing party(ies) shall recover from the other party(ies), as costs, all attorneys' fees and costs incurred in connection with any such proceeding, including any appeal arising therefrom.

INVOICES AND PAYMENTS

1. Unless otherwise specified, the Vendor shall render invoices for materials delivered or services performed under this bid to the Natomas Unified School District, Business Services, 1901 Arena Blvd, Sacramento, CA 95834. All invoices and packing lists must reference the Purchase Order number.
2. Terms are net 30 days for the portion to be paid by Natomas Unified School District following acceptance and satisfactory operation of network equipment and services.

BID DOCUMENTS AND SAVINGS CLAUSE

1. The complete bid packet may include, as applicable, the Request for Proposal, General Conditions, Specifications, Addenda, or other supplementary information.
2. Any of the above shall be interpreted to include all of the provisions of the other documents as though fully set out therein. The Vendor should fully acquaint himself or herself with the conditions and terms affecting the performance of this contract.

3. Submission of a bid shall be taken as prima facie evidence of compliance with this provision.
4. The Vendor agrees that in the event any provision(s) specified herein are finally held, or determined to be, illegal or void, or as being in contravention of any applicable law, the remainder of the agreement shall remain in full force and effect.

Appendix A: RFP Response Cover Page

2023
NATOMAS UNIFIED SCHOOL DISTRICT
HUMAN RESOURCE INFORMATION SYSTEM

To: Barbara Schiffner, Assistant Superintendent

Company: _____

Contact Person: _____

Address: _____

City, State & Zip: _____

Telephone: _____

Email Address: _____

The undersigned authorized chief administrative official submits this proposal on behalf of the company, attests to the appropriateness and accuracy of the information contained therein, and certifies that this proposal will comply with all relevant requirements of the applicable laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals, and objectives as stated herein. The following **signatures and other printed information** are required.

Authorized Signature: _____ **Date:** _____

Name (typed): _____

Email: _____

Phone: _____

Address: _____

Appendix B: RFP Non-Collusion Affidavit

I, _____, _____
(Name) (Title)

Of _____ hereby certify:
(Company Name)

- That all statements of fact in this proposal are true, and that such proposal is genuine and not collusive or a sham;
- That such proposal was not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation;
- That said bidder has not, directly or indirectly, by agreement, communication, or conference with anyone, attempted to induce action prejudicial to the interest of the Natomas Unified School District, or of any other bidder or anyone else interested in the proposed contract;
- That prior to the public opening and reading of proposals, said bidder did not, directly or indirectly, induce or solicit, or collude, conspire, connive, or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- That said bidder has not, in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to raise or fix the proposal price of said bidder or of anyone else.

Furthermore, the above-named certifies:

- That no current Board member or employee of the Natomas Unified School District, and no one who has been a Board member or who has been employed by the Natomas Unified School District within the past two years has participated in bidding, selling or promoting this contract;
- That no such current or former Board member or employee has an ownership interest in this contract, nor shall any such current or former Board member or employee derive compensation, directly or indirectly, from this contract;
- That said bidder does not know of any facts which constitute a violation of Conflict of Interest laws.

Government Code of the State of California, Section 87100 et. seq. Public officials; states in part: No public official at any level of state or local government shall make, participate in making of or in any way attempt to use his official position to influence a governmental decision in which he knows, or has reason to know, he has a financial interest. The bidder understands that any violation of this Statement of Compliance shall make any agreement or contract voidable by the District.

Signature

Date