

Troy City Schools is planning to purchase PowerSchool SIS Consulting for our student information system. All bids must be submitted as sealed bids to the Troy City Board of Education no later than 10:00 a.m. central time on April 19th, 2024. It is the sole responsibility of the respondents to ensure that responses arrive in a timely manner. Envelopes containing RFPs shall be identified as follows:

Physical:

SIS Consulting Bid
Troy City Board of Education
358 Elba Hwy
Troy, AL 36079

Mailing:

SIS Consulting Bid
Troy City Board of Education
P.O. Box 529
Troy, AL 36081

Should the vendor have questions, find discrepancies, ambiguities, omissions, or be in doubt as to the meaning, contact Mr. Duncan Lindsey, Troy City Schools at lindseyd@troyschools.net or call 334-566-3741.

The Troy City School System reserves the right to reject any or all proposals, waive any technicalities, and award all or part of the contract in a manner that is in the best interest of Troy City Schools. Therefore, responses should be submitted initially with the most favorable terms that the vendor could propose. The Troy City School System reserves the right to reject the proposal of the vendor who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject the proposal of a vendor who in the opinion of the Troy City School System is not in a position to adequately perform the contract. The Troy City School System also reserves the right to reject any or all proposals, any part thereof a proposal, waive any technicalities, increase or decrease quantities, make modifications to specifications, and award any or all the contract in a timely manner that is in the best interest of the Troy City School System.

Award will not be based on low bid alone. Conformity to requirements, parts availability, history of service from the vendor, warranty, and history of manufacture quality may be factors in the award.

MISCELLANEOUS

- Specifications are not intended to eliminate any reputable manufacturer, brand or bidder. Reference to manufacturers, brand names, suppliers catalog numbers, etc., is intended to set quality standards and does NOT exclude bids from others as long as quality standards or equal to are met. Pictures, descriptions and specifications shall accompany all bids.

- If a bid differs in any way from the bid specifications, the bidder must list the differences on the bid proposal form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.
- It is the bidder's responsibility to comply with all local, state, and federal laws as they apply to this bid.
- Troy City Schools is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.
- Bid price is to be all inclusive with no further charges made against the Troy City Board of Education.
- Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act, and Environmental Protection Agency Regulations.
- The Troy City Board of Education is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
- The final awarding of this bid will be made by the Troy City Board of Education based on a recommendation from the Superintendent.
- Troy City Schools reserves the right to reject any and all bid proposals if deemed necessary.
- Troy City Schools will review all proposals for service utilizing guidelines outlined by the Alabama State Bid Law and Federal Procurement Guidelines.
- Vendor must have been in continuous business for a minimum of 3 years and registered in sam.gov with a current UIN.
- The System reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.

- Troy City Schools reserves the right to terminate services if funding is not approved or is reduced during the specified period of the contract and/or extension periods.
- It is understood that, except as otherwise specifically stated in this RFP, The Vendor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by the Vendor.
- The Vendor shall protect all data and Identify Information that is associated with any student, employee or person(s) related to or associated with students or employees and whose data and/or Information was obtained as a result of this consultation either before, during or after the contracted period listed in the awarded bid.
- The Vendor and his representatives shall follow all applicable school district regulations while on Troy City Schools property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Vendor's logo clearly visible.
- Any changes, additions, modifications to the bid request will be posted to the Troy City School webpage www.troyschools.net . It is the vendor's responsibility to check for modifications.
- All requirements specified in this RFP become part of any awarded contract.
- Award will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Troy City Schools system.
- Sealed bids must be submitted prior to the public bid opening scheduled for 1:00 p.m. central time on April 19th, 2024 at the Troy City Board of Education, 358 Elba Hwy, Troy, AL 36079.
- The SIS Consultation is expected to consist of the following services:

Assisting all Troy City Schools faculty and staff, and parents with all areas of PowerSchool usage. This will include but is not limited to student data updates, report creation and generating, data entry, beginning of year/end of year SIS updates, plugin management, parent/guardian login assistance to the parent portal, Ecollect forms, as well as any other task or assistance deemed necessary by Troy City Schools to use PowerSchool SIS. PowerSchool Parent Portal and PowerTeacher Pro effectively.

- Point of Contact: Duncan Lindsey, 358 Elba Hwy, Troy, Alabama 36079 email: lindseyd@troyschools.net

EVALUATION CRITERIA: The provider will be selected based on the following criteria:

Total Price for Eligible Equipment/Parts	40%
Specifications, Features, Service Quality	30%
Warranty/Maintenance/Support Features	20%
References/Prior Experience	10%

SERVICES:

- A. All pricing must include installation, setup, configuration and maintenance fees.
- B. The Vendor must provide a toll-free number for technical support Monday - Friday 7:00 a.m. to 5:00 p.m. as a minimum.
- C. The Vendor must provide information on any Specializations and/or Certifications of your company and employees to design, implement, and maintain the equipment proposed in your solution.
- D. The Vendor must provide three references of comparable size and scope with a summary of services provided.
- E. The Vendor must provide a transition plan defining and describing the activities and timelines necessary to complete implementation of each of the requested services.
- F. All specifications of this RFP should be included in the master contract.

Questions Concerning Specifications

Vendors that have questions regarding bid specifications must submit their questions in writing to the Technology Coordinator lindseyd@troyschools.net no later than April 12th, 2024.

Basis of Award

In keeping with federal guidelines, this RFP will be awarded to the most cost effective provider. Prices will be a factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be prior experience, including past performance, personnel qualifications, including technical excellence, management capability, including schedule compliance, environmental objectives, and flexibility of leasing terms and arrangements. Troy City Schools District does not guarantee the award of a contract and reserves the right to reject all bids. The bid will be awarded item by item. Troy City School District may elect to award all, some, or none of the services bid.