ADDENDUM NO.2

DATE: June 18, 2025

TO: All Bidders

FROM: Lonita Broome, PhD.
Chief Financial Officer

RE: RFP 25-007 - Enterprise Resource Planning (ERP) Application Acquisition and Implementation

Addendum No. 2 for the above-referenced solicitation.

A. **RFP Timetable**
Virtual Dates Update: Proposals will not be accepted on the following days due to CSD employees working virtually.
- June 24, 2025
- July 15, 2025

B. **Proposal Submission**
One original, five (5) printed copies mailed; ***City Schools of Decatur, Elizabeth Wilson School Support Center, Attention: Kattina Abram 125 Electric Avenue, Decatur GA 30030***, and an electronic copy submitted via **Bonfire** **http://csdpurchasing.bonfirehub.com/portal/?tab=openOpportunities,** of a completed, signed proposal must be received by Monday, July 21, 2025, at 1:30 pm EST.

C. **Questions and Answers**
Q1. Clarify what is needed in Appendix A?
A1. A brief response reflecting integration capabilities and detailed responses will be demonstrated. The specific application software being proposed should be described with application specifications for each system application module that will be required to meet the Functional and Technical Requirements and Capabilities included in APPENDIX A. This description should address APPENDIX A's capabilities, and no response is needed within APPENDIX A.

Q2. What is the protocol for those who may want to subcontract on this project?
A2. You will be responsible for partnering with one of the vendors planning to bid on the RFP. Any proposal submitted is expected to be for a fully hosted, cloud-based, Software-as-a-Service solution hosted in the cloud that includes the prime vendor and any subcontractors.

Q3. Can you provide a list of vendors attending this meeting?
A3. Yes

- Tyler Technologies
- A-Z Solutions LLC
- Denovo Ventures LLC
- I-Made IT Solutions LLC

Q4. From an HR perspective, what is the total number of users who will need to use the solution?
A4. 875 full-time benefit employees, including 100 classified employees with limited computer access.

Q5. Will pricing weigh the most in scoring?
A5. No, software application capabilities will weigh the most. Please refer to page 32 of the RFP.

Q6. Is CSD interested in one ERP system or more interested in understanding how multiple ERP systems can solve district needs?
A6. CSD would prefer one vendor/system that addresses all district needs.

Integration & Technical Architecture

Q7. Will the district provide internal technical resources (e.g., engineers or analysts) to assist with integrations across systems such as Infinite Campus, SHBP, Campus Benefits, and P-Card platforms?
A7. CSD will connect the selected provider with internal product owners and, where necessary, the technical staff of the vendor systems.

Q8. Can the district provide access to existing API documentation, data schemas, or technical contacts for the systems requiring integration?
A8.Where available, CSD will provide access and documentation to the selected vendor.

Q9. DCG is well-versed in vendor coordination and managing integration access for third-party systems. Would the district prefer us to lead that coordination, or should those responsibilities remain with internal CSD staff?
A9. We prefer that the selected vendor schedule and lead integration work in close collaboration with relevant CSD product owners and technical staff.

Q10. Are there any integrations that CSD considers non-critical for initial go-live and would prefer to phase in post-launch without disrupting core operations?
A10. No.

Cloud Hosting & Infrastructure

Q11. DCG regularly deploys ERP solutions using secure, Azure-based cloud environments aligned with modern SaaS best practices. Should we proceed with designing infrastructure on Microsoft Azure to meet your hosting and scalability needs?

A11. We are agnostic regarding the solution's hosting environment, provided that the architecture fully supports the specified performance and integrations. Note that CSD has minimal Microsoft presence in the organization, either cloud-hosted or on-premises, and as noted in the RFP, uses Google Workspace as an IDP. Ensure the response to Section F articulates how the vendor's specific Azure (or Google Cloud or AWS, etc.) environment is configured and maintained to meet or exceed industry standards around security.

A12. Does the district anticipate needing to maintain integrations with any legacy or on-premise systems during the transition, or is a fully cloud-native deployment preferred?
A12. We expect a fully functional cloud-native deployment that permits us to retire legacy systems (e.g., SmartFusion, Frontline) and on-premises systems (e.g., SoftDocs). We understand some legacy systems may remain active as implementation phases proceed, but the end state is for a cohesive, single solution.

Data Migration & Conversion

Q13. Has the district already begun data cleansing or standardization efforts in preparation for migration from SmartFusion, Excel, and other systems?
A13. We expect a fully functional cloud-native deployment that permits us to retire legacy systems (e.g., SmartFusion, Frontline) and on-premises systems (e.g., SoftDocs). We understand some legacy systems may remain active as implementation phases proceed, but the end state is for a cohesive, single solution.

Q14. Can you share estimates for the volume and file formats of historical data to be migrated (e.g., payroll records, contracts, vendor data)?
A14. Not at this time.

Q15. Our standard data migration approach includes active record conversion and archiving of legacy data based on client preference. Would the district like historical records fully migrated into the live ERP environment, or retained separately in an accessible archive for compliance and audit purposes?
A15. CSD would prefer that the records be fully migrated into the live ERP environment.

Security, Compliance & Data Ownership

Q16. Beyond WCAG compliance, are there additional security or data protection standards CSD requires (e.g., FERPA, SOC 2, NIST frameworks)?
A16. FERPA is an expectation. Where the vendor's solution fulfills other industry standards around security (e.g. SOC 2 environment, NIST or CIS Controls frameworks), please convey those in the RFP response to Section F.

Q17. Will the selected vendor be subject to a security review or penetration testing as part of the evaluation or go-live process?
A17. Please convey in response to Section F the provided solution's compliance with industry best practices and third-party validation (e.g. SOC 2 audit).

Q18. What are CSD's data retention and archival requirements, especially for records such as payroll, benefits, and employee history?
A18. See Attachment A, Georgia Archives Local Government Records Retention

1. Annual Payroll Earnings Retention - 50 years,
2. Contractor Payroll Earnings - 5 years
3. Benefits - see Attachment A
4. Employee History - see Attachment A

Project Timeline, Deployment & Go-Live

Q19. Are there any district-wide blackout periods or time-sensitive events (e.g., back-to-school, fiscal year-end, payroll cutoff) that should be factored into project planning?
A19. See Attachment B of Addendum No. 2, Academic Schedule

Q20. Is there a targeted go-live date for specific modules, such as payroll or finance, that DCG should work toward?
A20. CSD has no targeted dates but wants the vendors to propose a schedule with phased go-live dates for all functionality that will be successful based on their experience.

Q21. Would the district prefer a phased module rollout, a pilot site implementation, or a full-system go-live approach?
A21. Per page 12 of the RFP, "The CSD deployment approach preference is a phased rollout approach, should implementation risk assurance be obtained for critical processes like payroll."

Training, Support & Change Management

Q22. We include full-service training and knowledge transfer in all engagements. Are there preferred delivery formats CSD would like us to follow (e.g., in-person, virtual, train-the-trainer)?
A22. No

Q23. Following go-live, would the district prefer to provide ongoing Tier 1/Tier two support, or will daily support responsibilities transition to internal staff?
A23. As part of the implementation, we would expect sufficient training for technology, Finance, and HR staff to manage Tier 1 support needs, with the selected vendor staged to promptly address escalations. Vendors should include in their response the Service Level Agreement they offer for emergency and non-emergency support needs and the channels available for authorized staff to initiate such support calls.

All other terms and conditions remain the same.

ATTACHMENT A

Georgia Archives

University System of Georgia

Local Government Records Retention Schedules

CATEGORY: **FINANCIAL (08)** [Total entries: 17]

LG-08-001 | Accounting Records

Description: Records include: accounts payable files; accounts receivable files; bank statements; cancelled checks, vouchers, and EFTS; cash balances and reconciliations; Bank Loans; Credit card records; Collection Records; cost accounting records; deposit slips and reconciliations; invoices; journal entries (journal vouchers); outstanding obligations; payment schedules; purchase orders; receipts; returned checks; reconciliations; refund/disbursement requests; moving expenses; agency-paid individual memberships and activities in professional organizations; registration fees; and travel authorization and reimbursement records.

Retention: 5 years

Updated: October 20, 2016

LG-08-002 | Audit Reports/Annual Financial Statements

Description: Reports prepared by external auditors examining and verifying the agency's financial activities for a defined period of time.

Retention: Permanent

Updated: October 20, 2016

LG-08-005A and LG-08-005B | Bids and Competitive Selection Records

Description: Records documenting quotes by vendors to supply products or services to an agency.

Retention: (LG-08-005A) Capital Improvement Projects: 11 years; (LG-08-005B) All Other Records: 7 years

Updated: October 20, 2016

LG-08-006 | Budget Maintenance Records and Reports

Description: Records documenting changes made in the agency's initial budget including change requests, request authorizations, funds transfers, and other records.

Retention: 6 years

Updated: October 20, 2016

LG-08-007 | Budget Request Records

Description: Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance.

Retention: 5 years after the end of the fiscal year

Updated: October 20, 2016

LG-08-004 | Capital Improvement Bonds, Retired

Description: Document the repayment of funds raised through bond issues.

Retention: 5 years

Updated: October 20, 2016

LG-08-010A and LG-08-010B | Contracts and Agreements

Description: Records documenting services and products provided to an agency for a specified cost and period of time.

Retention: (LG-08-010A) Capital Improvement Projects: 10 years after expiration; (LG-08-010B) Other Contracts: 7 years after expiration

Updated: October 20, 2016

LG-08-008 | Cooperative Federal Programs Budget Preparation, Project, and Allocation Records

Description: Records used to develop, estimate, propose, and plan preliminary budget requests for cooperative state/federal programs and reflects the process by which annual budget allotments are distributed.

Retention: 5 years after the end of the fiscal year

Updated: October 20, 2016

LG-08-011 | Depreciation Schedules

Description: Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes.

Retention: 4 years

Updated: October 20, 2016

LG-08-012 | Federal and State Grant Project Files - Education Agencies and Non Education Agencies

Description: Records documenting grants from federal and state agencies.

Retention: 3 years after submission of final report or denial of application

Updated: October 20, 2016

LG-08-013 | Federal Revenue Sharing Records

Description: Records documenting federal, state, county, and municipal revenue-sharing; includes summaries, expenditures, and investments.

Retention: 5 years after submission of final report

Updated: October 20, 2016

LG-08-009 | Final Budgets

Description: Includes the final approved budget for an agency.

Retention: Permanent

Updated: October 20, 2016

LG-08-014 | Franchise Records

Description: Records documenting franchises granted to utility companies or other organizations allowing them to provide services to local residents.

Retention: 7 years after superseded

Updated: October 20, 2016

LG-08-015 | General Ledger and Trial Balances

Description: Record of final entry for all financial transactions

Retention: 7 years

Updated: October 20, 2016

LG-08-016 | Insurance Claims Documentation

Description: Insurance claims records documenting accidents, property damage, or other incidents involving government owned vehicles or contractors.

Retention: 5 years after settlement

Updated: October 20, 2016

LG-08-003 | Internal Auditing Records

Description: Records documenting the conduct of an internal review of agency financial accounts and processes.

Retention: 5 years or two successive audits, whichever is longer

Updated: October 20, 2016

LG-08-017 | Signature Authorizations

Description: Records documenting the certification of employees who are authorized to sign fiscal and contractual documents.

Retention: 7 years after authorization expires

Updated: October 20, 2016

Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260
www.georgiaarchives.org

Georgia Archives

University System of Georgia

Local Government Records Retention Schedules

CATEGORY: **PAYROLL (14)** [Total entries: 15]

LG-14-001 | Annual Payroll Earnings Reports

Description: Summary of employees' payroll earnings for a fiscal year, including deductions.

Retention: 50 years after the tax year in which the records were created.

Updated: October 20, 2016

LG-14-002 | Contractor Payroll Records

Description: Records submitted by contractors that reflect the time and/or work their employees did for the Local Government.

Retention: 5 years after project completion

LG-14-003 | Deduction Authorizations

Description: Records documenting an individual employee's authorization to withhold taxes, to allow direct deposits, and other deductions from the employee's pay.

Retention: 4 years after the end of the fiscal year

Updated: October 20, 2016

LG-14-004 | Direct Deposit Records

Description: Including blank checks used to establish direct deposit of employee's paycheck.

Retention: 1 year

Updated: October 20, 2016

LG-14-005 | Employee Retirement Contribution Reports

Description: Documents relating to participation in an agency-supported retirement program.

Retention: 6 years

Updated: October 20, 2016

LG-14-007 | Family Medical Leave Act (FMLA) Compliance Records

Description: All records pertaining to FMLA's leave requirements, including dates and hours of FMLA leave; copies of employer notices; documents describing premium payments; employee benefits; and records of disputes over FMLA benefits.

Retention: 3 years

Updated: October 20, 2016

LG-14-008 | Garnishments

Description: Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency.

Retention: 4 years after release from garnishment

Updated: October 20, 2016

LG-14-009 | HIPAA/HITECH Records

Description: These records include the policies and procedures implemented by agencies to comply with HIPAA/HITECH regulations.

Retention: 6 years after superseded

Updated: October 20, 2016

LG-14-010 | Periodic Tax Reports

Description: Records documenting taxable and non-taxable income of an agency.

Retention: 4 years

Updated: October 20, 2016

LG-14-011 | Salary and Wage Records

Description: Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms

Retention: 4 years after the end of the fiscal year

Updated: October 20, 2016

LG-14-012 | Unclaimed Pay Checks

Description: Checks that remain unclaimed by employees.

Retention: 1 year

Updated: October 20, 2016

LG-14-013 | Wage and Rate Tables

Description: Records utilized to calculate straight time and overtime work schedules.

Retention: 2 years

Updated: October 20, 2016

LG-14-014 | Wage and Tax Statements

Description: An information return used to report wages paid to employees and the taxes withheld from them. Includes W-2s.

Retention: 4 years

Updated: October 20, 2016

LG-14-015 | Withholding Allowance Certificates (W-4 Forms)

Description: Federal forms completed by an individual employee to establish the amount of taxes withheld from wages.

Retention: 4 years

Updated: October 20, 2016

LG-14-016 | Work-Time Schedules

Description: Records documenting employee's daily and weekly work schedules.

Retention: 4 years and settlement of all claims due

Updated: October 20, 2016

Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260
www.georgiaarchives.org

ATTACHMENT B

CITY SCHOOLS OF DECATUR
2026-2027 ACADEMIC CALENDAR

July 2026

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 2026

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027

M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2027

M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2027

M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2027

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Important Student Dates

1st Day of School - Aug 3

Labor Day - Sept 7

Fall Break - Sept 21-25

Indigenous Peoples' Day - Oct 12

Election Day - Nov 3

Thanksgiving Break - Nov 23-27

Semester Break - Dec 21 - Jan 4

MLK Day - Jan 18

Winter Break - Feb 15-19

Spring Break - April 5-9

Last Day of School - May 27

City Schools Of Decatur

Early Release Day

Entire System Closed

Students & Teachers Out

Students Out

First/Last Day of School/Semester

Digital Learning Day

Important Staff Dates

Pre-Planning - July 23-31

Teacher Work Day - Oct 12

Teacher Work Day - Jan 4

Post-Planning - May 28

City Schools
Of Decatur