



Vision

We strive to cultivate an educational foundation that empowers students to realize their full potential, thrive as productive global citizens, ignite positive change, and create a more just and equitable world.

ADDENDUM NO.1

DATE: January 28, 2026

TO: All Bidders

FROM: Lonita Broome, PhD. *LB*
Chief Financial Officer

RE: RFP 26-001 - Enterprise Resource Planning (ERP) Application Acquisition and Implementation

Addendum No. 1 for the above-referenced solicitation.

A. Revised Closing Date

RFP 26-001 ERP submission date and time has been extended to 1:30 PM EST, Friday, February 13, 2026.

All other questions will be posted by Friday, January 30, 2026.

All other terms and conditions remain the same.

Dr. Carmen Sulton
Chair

Hans Utz
Vice Chair

Tracey Anderson
Board Member

James Herndon
Board Member

Lorraine Irier
Board Member

Sophia D'Elena
Student Representative



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TO: All Offerors
FROM: Lonita S. Broome, PhD, Chief Financial Officer
DATE: **January 28, 2026**
SUBJECT: **REVISED Request for Proposals (RFP) No. 26-001 Enterprise Resource Planning (ERP) Application Acquisition and Implementation**

City Schools of Decatur ("CSD") invites you to submit a submittal for an integrated Enterprise Resource Planning ("ERP") system and associated implementation services. These services should include providing an ERP solution that meets the requirements identified in this RFP, and it should be noted that any proposal for an ERP must also include the professional services necessary to fully implement the system. **CSD is comfortable with the implementation of Tier 1 and Tier 2 application systems and understands potential budget requirements.**

Proposals are to be sealed, marked with the offeror's name and address and labeled: **RFP # 26-001 ERP Application Acquisition and Implementation** and delivered to:

City Schools of Decatur
Elizabeth Wilson School Support Center
Attention: Kattina Abram
125 Electric Avenue
Decatur, Georgia 30030

no later than 1:30pm EDT, **Friday, February 13, 2026**. Submissions received after this date and time will not be considered. Having the wrapper or envelope postmarked by **February 13, 2026**, does not meet these RFP requirements. Delivering the document to a commercial delivery service is also insufficient until the offer is received at the designated location listed above.

The written requirements contained in this RFP shall not be changed or superseded except by a written addendum from the City Schools of Decatur. CSD reserves the right to reject any and all proposals deemed to be non-responsive and also reserves the right to reject any and all proposals, to waive any technicalities, informalities, or irregularities, and to ultimately award a contract to the firm that is deemed to have presented the best and most advantageous proposals for the School District, resulting from an evaluation process using criteria outlined in Section III of this RFP.

An **Optional Pre-Proposal Conference** will be held virtually on Thursday, January 8, 2026, at 10:30am EDT hosted by the City Schools of Decatur via Google Meet:

RFP 26-001 ERP RFP Pre-Proposal Conference
Thursday, January 8, 2026 · 10:30am – 12:00pm
Time zone: America/New_York
Google Meet joining info
Video call link: <https://meet.google.com/ucz-rdje-hcn>
Or dial: (US) +1 762-441-1128 PIN: 818 804 510#
More phone numbers: <https://tel.meet/ucz-rdje-hcn?pin=7548671494325>

Any questions regarding this RFP shall be submitted in writing no later than, Wednesday January 21, 2026, at 12pm noon, to Kattina Abram via email: purchasing@csdecatur.net. Questions received after noon on Wednesday, January 21, 2026, will not receive a response.

PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE AND MARKED "REQUEST FOR PROPOSAL NO. 26-001" ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS THE DATE OF THE PROPOSAL OPENING. FOR IDENTIFICATION PURPOSES, THE OFFEROR'S NAME AND COMPLETE ADDRESS SHALL BE PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE.

VISIT OUR WEBSITE AT www.csdecatur.net

CSD is a governmental entity subject to the Georgia Open Records Act ("ORA"). After the contract award, documents submitted to CSD in the bidding process are presumed to be subject to the ORA; however, documents that an offeror contends contain specific trade secrets may be marked as trade secrets. An offeror must submit and attach to the particular trade secret record an affidavit affirmatively declaring the exact information in the records that constitutes a trade secret, as defined by Georgia law. If the offeror attaches such an affidavit and if inspection or copies are requested under the ORA, CSD will contact the offeror to advise the offeror that said documents have been requested and will be produced if CSD determines they do not constitute trade secrets. The offeror shall have the time stated in the notice to seek legal remedy preventing the disclosure of the documents. If CSD has not received a valid judicial order or decree avoiding the disclosure of the documents, they will be disclosed in accordance with the time requirements contained in the ORA.

A. RFP Timetable

The anticipated schedule for the RFP and contract approval is as follows (all times EST):

RFP Released to Vendor Community	Tuesday, December 9, 2025
Vendor Virtual Pre-Proposal Meeting	Thursday, January 8, 2026, 10:30am
Vendor Submitted Questions Deadline	Wednesday, January 21, 2026, 12:00pm
Question Responses Posted by CSD	Wednesday, January 28, 2026
REVISED RFP Submission Deadline	Friday, February 13, 2026, 1:30pm
Initial RFP Administrative Review Completed	Thursday, February 19, 2026
Final RFP Written Proposal Review Completed	Friday, March 13, 2026
Demo Invitations / Scripts to Vendors	Wednesday, March 18, 2026
On-site Vendor Scripted Demos Begin	Thurs-Fri., April 16-17, 2026, 8:30am
K-12 District / Client References Completed	Friday, April 24, 2026
Site Visits to Reference Sites Begin (Optional)	TBD
Award Recommendation to CSD School Board	Tuesday, May 12, 2026
Anticipated Contract Award	Wednesday, May 13, 2026

Please note that CSD staff will not be available on the following off-contract days:

- December 22, 2025 to January 2, 2026
- January 19, 2026
- February 16 and 17, 2026
- April 6 to 10, 2026

B. Proposal Submission

One original and four printed copies, and one copy in electronic copy submitted via Bonfire <http://csdpurchasing.bonfirehub.com/portal/?tab=openOpportunities>, of the complete signed proposal package must be received **by Friday, February 13, 2026**, at 1:30pm EST. Proposals must be submitted in a sealed envelope or container with the offeror's name, address, telephone number, the RFP number, and title:

CITY SCHOOLS OF DECATUR
Elizabeth Wilson School Support Center
ATTN: Kattina Abram – Purchasing Department
RFP 26-001 – ERP Application Acquisition and Implementation
125 ELECTRIC AVENUE
DECATUR, GEORGIA 30030

Hand-delivered copies may be delivered to the above address only between 8:00am and 4:00pm EST, Monday through Friday. If used, offerors are responsible for informing any commercial delivery service of all delivery requirements and ensuring the required

address information appears on the outer wrapper or envelope used by such a service. Submissions received after the said date and time will not be considered. Having the wrapper or envelope postmarked by **Friday, February 13, 2026**, does not meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also insufficient until the proposals are received at the designated location.

C. RFP Questions and Requests For Information

Any inquiries regarding this RFP must be submitted in writing no later than 12:00 p.m. (noon) EDT on **Wednesday, January 21, 2026**, to Kattina Abram, City Schools of Decatur, 125 Electric Avenue, Decatur, GA 30030, or via email: purchasing@csdecatur.net. Questions will be answered in writing by addendum. Questions received after this time will not receive a response.

D. Additional Information / Addenda

CSD will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued before the proposal's due date. Offerors should not rely on any representations, statements, or explanations other than those made in this RFP, including the Appendix, or in any addendum to this RFP. The last addendum will prevail when there appears to be a conflict between the RFP and any addenda issued.

E. Late Proposals, Late Modifications, and Late Withdrawals

Proposals and modifications received after the proposal's due date and time will not be considered. The City Schools of Decatur shall not be responsible for the premature opening of a proposal package that has not been properly addressed, identified, and/or delivered to the proper designation.

F. Rejection of Proposal

CSD may reject any and all proposal packages submitted and reserves the right to waive any irregularities or informalities in any proposal packages submitted or in the proposal procedure. Proposals received after the said time or at any place other than the time and place stated in the notice will not be considered.

G. Scripted Demonstrations

During the evaluation process CSD may, at its discretion, request scripted, oral demonstrations of the software application proposed from any one, few, or all offeror(s) for the purpose of clarification or amplifying the materials presented; however, offerors are cautioned CSD is not required to request clarification. Therefore, all proposals should be complete and reflect the most favorable terms available from the offeror. CSD anticipates these scripted demonstrations being held on or about **April 16-17, 2026**.

An agenda and detailed demonstration script will be provided prior to these demonstrations to provide the sequence and time frames allocated for each functional area (e.g., Finance, Human Resources, Supply Chain). Offerors would be provided sufficient time to cover the required scripts in these functional areas. There will be an opportunity to ask questions in preparation for an effective demonstration after the demonstration has been scheduled and scripts provided. The decision to interview and the number of offerors to include will be at the sole discretion of the Evaluation Team. All costs associated with onsite scripted demonstrations and interviews will be the expense of the