



**Special School District**  
**Of St. Louis County**

**SSD 115-26**

**REQUEST FOR PROPOSAL**  
**PROCUREMENT CARD ADMINISTRATION**

Request for Proposal and Guidelines for Submittal  
ISSUED: February 23, 2026

**PROPOSALS DUE ON OR BEFORE:**

**MARCH 19, 2026 @11:00AM**  
**SPECIAL SCHOOL DISTRICT**  
**PURCHASING DEPARTMENT**  
**12110 CLAYTON ROAD**  
**ST. LOUIS MO 63131-2516**

*Special School District*  
[www.ssdmo.org](http://www.ssdmo.org)

Mission: In collaboration with partner districts, we provide technical education and a wide variety of individualized educational and support services designed for each student's successful contribution to our community. Vision: Partners for every student's success.

Values: student success • collaboration • integrity • stewardship • continuous improvement • equity

Request for Proposals for furnishing the equipment and/or services described in Scope of Services will be received by the Special School District’s PURCHASING DEPARTMENT until the date and time specified below.

Due Date: March 19, 2026 Time: 11:00AM

Submittal Location: Purchasing Department, 12110 Clayton Road, St. Louis, Missouri 63131-2516

District Contact Person: Kylie Moreland 314-989-8356 [kjmoreland@ssdmo.org](mailto:kjmoreland@ssdmo.org)

**All proposals are subject to the following:**

- Invitation
- General Instructions
- Scope of Services
- Organization of Proposal
- Conditions
- District Rights

- Attachment #1 Insurance Requirements
- Attachment #2 Proposer Signature Section
- Attachment #3 References
- Attachment #4 Terminated Contracts
- Attachment #5 No Conflict of Interest
- Attachment #6 Federal Work Authorization (E-Verify)

To offer a proposal please complete and return all required sheets of this proposal on or before the opening date and time. Late proposals will not be considered.

In compliance with the above, the undersigned offers and agrees to furnish and deliver to the designated point(s) within the time specified all of the items upon which a price is quoted at the price set opposite each item and will allow the following prompt payment discounts:

Name and Address of Proposer:		
Telephone Number	Fax Number	E-mail Address
Signature of Authorized Person:		
Prompt Payment Terms (if any)	Date of Proposal:	

**INVITATION**

The Special School District of St. Louis County (the “District”) hereby issues Request for Proposal (RFP) #SSD 115-26 Procurement Card Administration to contract with a financial institution (the “Proposer”) that will provide the highest standards in quality and service. The intent of this RFP is to maximize financial benefits based on purchasing volume through enhanced technology, superior customer service, streamlined services, and lower operating costs.

The successful proposal will be submitted for approval to the Board of Education. The recommendation will include an initial three (3) year contract with two (2) one-year options.

Each Proposer shall submit four (4) copies, and an electronic copy on a flash drive. Proposers must submit complete proposals covering all requirements identified in this RFP package to be considered. All proposals must be submitted in a sealed package(s) with the following information clearly marked on the front of the package:

**March 19, 2026 @ 11:00 am**  
**Purchasing Department**  
**12110 Clayton Road**  
**St. Louis, MO 63131-2516**  
**RE: SSD 115-26 PROCUREMENT CARD ADMINISTRATION**

All proposals should be formatted in accordance with the following instructions for ease of comparison and evaluation. Companies must submit all information and data requested herein for their proposal to be evaluated and considered for award. Failure to provide such data may be deemed sufficient cause to disqualify the proposal from award consideration, unless the directive is not applicable.

Special School District is not responsible for late or incorrect proposals. All other communications and questions regarding this RFP must be directed to the Purchasing Agent listed. No other contact with any members of the Special School District Board, any administrators, staff, or employees of the district is permitted before or after completion of the RFP process. Failure to comply with this directive or any attempt to contact or to influence any such person may result in rejection or disqualification of a proposal

A public bid opening will be held at the above-mentioned date and time; late proposals will not be accepted. If the District is unexpectedly closed on the scheduled bid opening date due to unforeseen circumstances, the bid opening will automatically occur on the next regular working day at 11 a.m. All proposals will be reviewed by SSD personnel. All Contract awards will require the approval of the Board of Education of the District.

**Unauthorized contact by the Proposer with District employees regarding the RFP may result in disqualification.**

**FOR ADDITIONAL INFORMATION CONTACT:**

**Kylie Moreland**  
**314-989-8356**  
[kjmoreland@ssdmo.org](mailto:kjmoreland@ssdmo.org)

**BACKGROUND INFORMATION**

Special School District of St. Louis County's unique status as a public school district providing special education services ensures that all students in St. Louis County receive quality and equal special education. SSD staff provide special education services to students in 265 public schools in 22 school districts. The relative wealth of any local school district in St. Louis County does not influence the special education services offered to its students.

Special School District of St. Louis County provides services to more than 22,000 students with disabilities with approximately 97% of the students who receive special education services from Special School District attend a school in their local school district. In addition, the District provides a vocational technical education to about 2,000 students in two high schools.

**PAYMENT TERMS**

Payment under the Contract will be in accordance with the terms of the Contract after receipt and inspection of an invoice from the successful Proposer by the District Accounting Department. Days used to compute monthly prompt payment discounts will be the number of business days, excluding Saturdays and Sundays. All invoices must be sent to the Accounting Department--Accounts Payable, P.O. Box 31429, St. Louis, Missouri 63131-0429.

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### GENERAL INSTRUCTIONS

- Prospective Proposers are urged to read all sections very carefully. Any explanation desired by the proposer regarding meaning, description, or interpretation must be requested in writing in sufficient time for a reply to reach proposer before the submission of their proposals and any resulting delays will not constitute cause for late submittal of proposal.
- All questions must be submitted in writing via e-mail only to Kylie Moreland at [kjmoreland@ssdmo.org](mailto:kjmoreland@ssdmo.org) by the close of business **Monday, March 2, 2026**. All properly submitted substantive questions will be responded to, in writing, in the form of an addendum to the solicitation.
- Questions submitted after the deadline will not be answered. Unauthorized contact by the Proposer with other District employees regarding the RFP may result in disqualification.
- Failure to submit questions or otherwise seek clarification by the deadline for submitting questions shall constitute a waiver of any potential claim by the Proposer.
- Oral communications cannot be relied upon and shall not be the basis for responding to any part of this RFP.
- Misinterpretation of the specifications by the Proposer shall not relieve the Proposer of responsibility to perform.
- Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to allow for easy reference, comparison, and evaluation.
- By submitting a proposal, proposer agrees to be bound by all of the specifications herein. Proposals will not be returned.
- Companies must submit all information and data requested herein for their proposal to be evaluated and considered for award. Failure to provide such data may be deemed sufficient cause to disqualify the proposal from award consideration, unless the directive is not applicable.
- The Proposal shall include a **Letter of Transmittal** that provides an introduction to the Company and includes an expression of the Company's ability and desire to meet the requirements of the RFP. The Letter of Transmittal should be under the signature of a Company officer.
- Supplier's brochures/descriptive literature may be included at the company's discretion but may not be substituted for the information requested herein.
- Enclose a sample copy of the Company's standard service agreement.
- Show proof of ability to provide insurance coverage
  - Complete the Proposer Signature Section (Attachment #2), and No Conflict-of-Interest statement (See Attachment #5)
- Provide proof that the Proposer has at least three years of successful experience and is licensed to provide services in the State of Missouri.
- State whether your company is involved in any mergers or acquisitions and explain the specifics.
- Briefly describe its company history. The description should include the size (number of employees and/or revenues) and areas of specialization. Provide the same information for the office that would handle the District's account if the firm has more than one office.

**GENERAL INSTRUCTIONS**

- Proposers should provide references. (See Attachment #3). Include a minimum of four (4) references. All references must be current; one (1) year or less. The District reserves the right to contact additional references, which are known to the District, but may not have been provided by the Proposer.
- Include job titles and description of personnel who will provide services for this contract, if applicable. This should include account executives, marketing personnel and others who would actively work on SSD's account. Be sure to identify the individual within your firm that will have overall responsibility for SSD's account and the office in which each account team member is located. Provide any additional information about the project team.
- Provide specific fee structure include: maintenance, supplies, delivery, and training.
- Rates and prices must be for a firm fixed rate and not subject to change throughout the contract once negotiated.
- Each proposal shall be submitted on the most favorable terms, from a cost and technical standpoint, which the Proposer can submit to SSD. Proposers may submit an alternate proposal a group of line items on an "all or nothing" basis.
- Proposer should address SSD's out-of-pocket expenses for any additional software or hardware requirements not included by the proposer.
- Provide specific fee structure include maintenance, supplies, training, mileage, service call rates (if different), etc. Provide a copy of an itemized invoice.
- Rates and prices must be for a firm fixed rate and not subject to change throughout the contract once negotiated.
- The Proposer shall provide the terms and conditions of the firm's request for payment.

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**SCOPE OF SERVICES**

The previous experience, financial capability, personnel expertise and other related factors of the Proposer are important in the District's ability to assess the Proposer's potential goals and objectives for successful administration.

Accordingly, prospective Proposer's must conform to the following minimum qualifications in order to be considered for award:

1. Proposer must offer at least one of the following Procurement Card platform(s):
  - a. MasterCard
  - b. VISA (card currently used)
2. Proposer must demonstrate financial stability and strength.
  - An audited annual report or audited annual financial statement for the past two (2) years for which such reports or statements are available (including all notes), or tax returns for the two (2) most recent tax years
  - A current (within 60 days of date of proposal submission) Dun & Bradstreet report, entitled "Proposer Information."
3. Proposer must include, with their proposal, an outline describing an implementation process completed within last 12 months.
4. Proposer must be able to demonstrate the capability of providing the required services by possessing adequate available resources, including personnel, facilities, access, order processing, equipment, systems, organization structure, operation controls, quality control, and other related factors.
5. Proposer must possess all trade, professional, or business licenses as may be required by the work contemplated by this RFP.
6. Proposer must operate within the guidelines of all federal and state labor laws and regulations.
7. Proposer must comply with all Equal Employment Opportunity laws.
8. Proposer must have the ability to obtain the necessary insurance as specified.

In addition to the foregoing information submitted, the evaluation committee shall have the right to consider other verifiable information bearing on financial stability and strength, including, without limitation, information provided by former employees and/or creditors.

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## **SCOPE OF SERVICES**

Each Proposer must address its financial institution's general capabilities related to the following issues and questions.

### **Financial Institution Profile**

1. State whether your financial institution is local, regional, national or international. Include information on any affiliates and/or subsidiaries.
2. Furnish the service standards of your financial institution: include your Procurement Card Level Contract(s) and Mission Statement. Provide your Procurement Card Level "report card" for the past two (2) calendar quarters.
3. How many years have you been offering Procurement Card Services? Has your institution acquired any other portfolios during its Procurement Card history? Briefly discuss those acquisitions.
4. Specify the total number of corporate/business and higher education customers using your company's purchasing card services, including total number of individual purchasing cards in your portfolio and total dollar volume. Provide a high level summary of the types of companies in your portfolio and a general overview of various card programs under your management.
5. Provide the total number of Procurement Card clients (NOT small business or revolving card clients), including the total number of individual Procurement Cards in your portfolio and total dollar volume.

### **Competitive Position and Future Commitment**

1. What differentiates your Procurement Card Service from that of other suppliers?
2. How does your implementation and project management provide lower costs, easier access, and faster service than other providers?
3. What makes your card issuance and replacement services better than your competitors?
4. Why is your customer service and support better than competitors?
5. Provide the location(s) of your customer service call centers and describe the training process.
6. What differentiates your reporting and reconciliation service from your competition?
7. Describe your fraud and insurance protections: what makes them superior to your competitors? Be specific.
8. Describe fraud detection tools including behavioral analytics, real-time alerts, geolocation controls, and false positive mitigation strategies for traveling cardholders.
9. Discuss your data security programs: what makes them better than your competition?
10. What approach do you utilize to develop new services?

## **SCOPE OF SERVICES**

### **Competitive Position and Future Commitment**

11. What new services or features do you plan to offer in the future? Provide estimated time frames if applicable.
12. If enhancements are introduced by you, discuss your commitment to introduction, implementation, and timing.
13. Describe your prioritization process to the District's request for enhancements/modifications to your Procurement Card Services Program (i.e., requirements for our current ERP Lawson/INFOR, the District may elect to change ERPs in the future.)
14. Are enhancements under the direct control or another financial institution?
15. If a third party does supply product enhancements, how does your firm manage the development queue and product priorities?

### **Product Features**

1. What specific card platform(s) do you utilize (i.e., MasterCard or VISA)? Which would you recommend for our program and why?
2. Do any third-party partners perform other functions such as systems support or customer service? If so, explain. If required, provide complete information on third-party processor(s)/servicer(s) capabilities and documentary evidence that any/all third-party (ies) is/are current PCI DSS compliance, including applicable Attestation of Compliance (AOC) and SOC reporting.
3. Describe the card account activation and deactivation process. Detail the level of account support you will provide in managing these processes.
4. Describe your firm's options for ordering new cards during the conversion process (from the existing program), roll-out and implementation period.
5. Describe your flexibility and available options for card renewal (i.e., financial institution assigned or customer-specified month/year, etc.)
6. Describe how your organization handles supplier/merchant analysis, education and ongoing management.
7. Describe your Procurement Card's design features and options for integrating graphics/artwork, logos, and/or departmental designations. Are additional costs associated with these services?
8. What spend reports and/or analysis are available for management?
9. Describe virtual and ghost card capabilities, including use cases such as subscriptions, utilities and online vendors. Describe expiration controls, spend limits, audit trails and integration with accounts payable workflows.

## **SCOPE OF SERVICES**

### **Contactless and Digital Payment Capabilities**

Proposers are required to provide information on how they support contactless (tap-to-pay/NFC) enabled physical cards. If a digital card/wallet option is available, proposers are encouraged to share information related to such. If offered, digital card/wallet must support digital wallet functionality, including Apple Pay and Google Pay. The proposal must describe controls available for digital card/wallet usage, including enable/disable features, spend limits, MCC restrictions, and administrative oversight. Proposers should describe provisioning and de-provisioning processes for digital card/wallets. SSD reserves the right to enable or disable digital wallet functionality by department, cardholder, or card type.

### **Controls**

1. Describe the options to control (decline or authorize) Procurement Card transactions. Controls may include, but are not limited to, the following criteria:
  - MC (Merchant Category) Code
  - SIC (Standard Industry Classification) Code
  - NAICS (North American Industry Classification System) Code
  - NIGP (National Institute of Governmental Purchasing) Code
  - Unique merchant identification number
2. Describe how the controls above would function at the District, department, or individual card account level.
3. Describe the options available for establishing the MC (Merchant Category) groups. Include the maximum number of MC Codes that can be assigned to one group; the maximum number of MC Groups that can be assigned to an individual card account; and whether the naming of the MC Group can be unique to the College. Can specific MC Groups or individual vendors be excluded from purchases?
4. Describe the options available for establishing single transaction limits. Criteria may include, but are not limited to, the following:
  - Unique merchant identification number
  - MC Code
  - MC Group
  - Individual card account
  - Department
  - Financial institution (entity)
5. Describe the options available for establishing cycle limits. Criteria may include, but are not limited to, the following:
  - Time period
  - Declining and re-loadable balance cards
6. Describe the District's ability to assign credit limits by role, department, or card type. The system must allow real-time or same-day temporary limit increases and automated reversion to default limits. Vendor intervention should not be required for routine limit management.
7. Default Limits: Describe how SSD can set default spending limits for all cards (single, daily, cycle/monthly), with exceptions by role/department.

## **SCOPE OF SERVICES**

### **Controls**

8. Temporary Increases: Describe workflow for temporary limit increases (travel), including speed to activate and automatic reversion.
9. Hybrid Model: Describe support for both revolving credit limits and declining-balance/budget-based controls- and how SSD can choose a hybrid approach by card type.
10. Real-time Alerts: Describe real-time alerts for declines, near-limit activity, MCC violations, and suspected fraud- especially for traveling cardholders.
11. Describe the options available for allowing and restricting cash advances.
12. Describe the insurance coverage offered as part of your Procurement Card Services proposal. Make sure to identify the maximum exposure (both per transaction and aggregate) for the following type of occurrences:
  - Lost/stolen cards
  - Counterfeit cards
  - Unauthorized internet transactions
  - Merchant disputes
13. Discuss how the processes work for each of the occurrences above; and detail the District's level of liability/involvement for resolution.
14. How limiting is your fraud process? What potential effects will it have on our traveling card holders? Specifically, under what circumstances will you shut an employee's card off and how does it get turned back on?
15. Describe the process for communicating potential fraud with administrators and cardholders.
16. Describe the process for training administrators.
17. Provide information regarding recommended training for cardholders; include best practices procedures.
18. Provide information about the availability of transaction history, both online via the reconciliation tool and from your firm.
19. Describe your process for the following card management functions:
  - New card issuance (including activation, shipment, delivery options and time frame)
  - Deactivation of cards
  - Lost/stolen cards
  - Replacement cards/account numbers (including emergency situations)
  - Modifying a cardholder's profile
20. Where possible, answer the following for each transaction type and provide any system descriptions/documentation that is available:
  - What card management system(s) is available?
  - Is the system real time?
  - Will the District have access into a card management system that includes cardholder authority history?
  - What security and audit trail is delivered with this system?

## **SCOPE OF SERVICES**

### **Controls**

21. Describe your functionality in the areas of specialty cards such as travel, fleet, ghost, department, project, vendor-specific, relocation, declining balance, A/P, and specific authority.

### **Customer Service/Support**

This section must describe the organizational structure, staffing and representation team, team continuity, quality management and continuous improvement. The narrative must include the names of staff; their background and qualifications; and their role in providing representation to the District.

1. Provide the name(s) and title(s) of the person(s) who will have the overall account management responsibility as specified in this RFP. Provide a brief resume of the account manager's background, training, experience, and length of time with the company. Specifically discuss the individual's experience in managing a program for procurement card services of the size and scope of the program described in this RFP.
2. Provide an organizational chart and describe your company's customer service structure for campus Program Administrators. Will an individual/team be assigned to the District's account? Provide employee roles/responsibilities, location and service hours.
3. Describe the responsibilities of customer service personnel, including the chain of command for problem resolution.
4. How are inquiries requiring research handled by your company?
5. Define the dispute-resolution process, including time frame and responsibilities of the parties involved. Are disputed items credited while under investigation, and for what period of time?
6. Describe your firm's ability to process transactions within the United States that recognize the District's tax-exempt status (501c3).
7. Describe your company's customer service response policy, processes, and time frames. Detail customer service round-the-clock availability, dedicated team structures, telephone response average wait times, and phone systems automated response unit (ARU) capabilities. For telephone response times, include the following information (most recent monthly average):
  - Number of calls received
  - Number of calls handled
  - Number of calls abandoned
  - Number of calls facilitated within 30 seconds of being placed in a hold queue
  - Average wait time
  - Average length of talk time
8. Where are your customer service centers located; are they in the United States? If not, what type of training does your firm to provide to employees to ensure high-quality communication skills of the customer service employees?

### **SCOPE OF SERVICES**

#### **Technical Support**

1. Describe your technical support for your reporting packages, and provide the services hours.
2. Describe your support for re-creating transaction files that may have been corrupted, lost or destroyed.
3. Describe your communication methods for reporting technical problems with Program Administrators.
4. Describe how company handles upgrades to your online reconciliation and reporting system.
5. What are the work locations for the technical support employees?

#### **Merchant Support**

1. Describe your initiative toward signing up merchants that do not currently accept the procurement card, as well as migrating merchants to Level 3 reporting. Do you have a specialized unit that performs this service?
2. Describe the process you would employ to contact/correct instances where a merchant has an incorrect MC Code.

#### **Quality Management and Continuous Improvement Processes-**

1. Describe your company's plan for quality management and process for continuous improvement of the Procurement Card Services program.
2. Does your company monitor performance indicators? If so, what key performance measures are tracked? What is the reporting frequency and period covered for each measure? What were your company's performance measures for the last two (2) calendar quarters?
3. Describe how your firm will solicit customer feedback of your performance. Please provide sample(s) of your company's customer satisfaction surveys.

#### **Reporting Capabilities**

1. Describe your reporting capabilities? What are your most commonly used reports?
2. Do you provide an electronic manual for type of reports and how to run the reports?

At present, staff enters the following information for each transaction on the bank website, which is then submitted to the Accounting Department:

1. Fund
2. Accounting Unit
3. Account
4. Purchase order number
5. Notes – description of expense

## **SCOPE OF SERVICES**

### **Reporting Capabilities**

Required information to be listed on each transaction provided by the bank:

1. Post date
2. Transaction date
3. Account (card number)
4. Cardholder's name
5. Employee ID
6. Merchant name and address
7. Billing amount
8. Purchase order number

### **Mobile Application and Real-Time Transaction**

Proposers must provide a mobile application that allows cardholders to upload receipts at point of purchase, code transactions, add business purpose notes, and submit transactions for approval. The system must maintain a full audit trail including timestamps, user actions and post submission edit restrictions. Does your mobile application allow for an approval workflow. Additionally, does your mobile application feature an auto-match for receipts uploaded to transactions made?

### **Administrator Experience**

Describe the administrative dashboard, bulk actions (limit changes, suspensions, etc.), role-based access controls, and reporting tools available to Purchasing and Accounting staff.

### **Hardware and Software Requirements**

1. What hardware and software requirements for using your card transaction reporting software packages, including minimum RAM and disk space, minimum processor speed, modem specifications, etc. will be required from the District?
2. What operating systems and browsers are supported?
3. What is the system's uptime availability?
4. What are the installation options for the reporting packages (i.e., stand-alone PC, LAN/WAN, Client/Server, internet/intranet)?
5. Describe reporting methods for communicating technical problems with Program Administrators.
6. Does your company have a disaster recovery plan? If so, provide a description of the plan, including the time required to become fully operational after a disaster.
7. Describe your program's online reconciliation system, to include secondary review/approvals.
8. How often is maintenance performed? Will administrators and employees be disrupted as a result of maintenance performed?

## **SCOPE OF SERVICES**

### **Interface with Internal Financial Systems**

1. Describe your experience integrating with modern ERP and financial systems commonly used by public school districts. Describe your flexibility to support system transitions without service disruptions.
2. Does your firm provide software that interfaces with INFOR/Lawson? How much staff time will our IT department need budget for implementation?
3. Describe how your reporting package accomplishes the interface with ERP systems and what ERP programs are you currently interfacing with.
4. Are there any special hardware/software requirements for using the software interfaces?
5. Is customized programming required to accomplish the interface? If so, is there a cost associated with this programming?

### **Data Transmission**

1. Describe the options available for transmission of daily data feeds (i.e., VAN, web-based, flat file, etc.). What fields are available? Are costs associated with the establishment of and/or modification to the file?
2. Describe how your company receives and processes Level 2 and Level 3 data. What specific information can your firm provide to the District?
3. How many level 1, 2 and 3 merchants do you currently have? What is being done to increase levels 1 to 2 and levels 2 to 3?

### **Data Security**

Proposer must address its company's Data Security capabilities related to the following issues and questions.

1. Describe in detail your information security program including oversight, internal and external audit, internal and external testing and protection of personally identifiable information ("PII" as that term is defined by the Gramm Leach Bliley Financial Service Modernization Act of 1999- "GLBA"). Is PII encrypted at all times in your operations platforms and databases?
2. Please share the results of your most recent GLBA audit.
3. Explain the tools, functionality and processes used to safeguard PII when PII is being delivered, by any available medium, to third-party service providers or to authorized/designated individuals or systems at the District.
4. For any third-party service providers contracted to support any portion of your Procurement Card product, explain your process to assure full compliance with the requirements of AOC/SOC 1.2 and/or GLBA as required. Provide copies of any compliance certificates for any/all third-party service providers.
5. Explain your legal and economic liability in the event of an inappropriate disclosure, release or misappropriation of PII within the confines of your and any subcontracting service providers' organizations and operations.
6. Will you agree that if your company becomes subject to new and/or expanded information security obligations during the term of our Procurement Card issuing contract, you will promptly and fully comply with those requirements? Can you confirm that you will be in compliance on or before deadlines established by any changes in law or regulation?.

## **SCOPE OF SERVICES**

### **Data Security**

7. What physical and software security measures does your firm take to protect the confidentiality of District's transaction information?
8. What measure(s) do you have in place to prevent unauthorized access? How are user's passwords protected? What are your password requirements, and what aspects of this are configurable?
9. Describe all user authentication methods.
10. Have you been subject to a security breach? Describe your process for remedy and verification to clients?
11. Please provide your incident response plan.
12. Please provide your data privacy policy.
13. How do you protect your systems from viruses, malware, spyware and other forms of malicious code? Include details about your server patch frequency.

### **Financial Benefits**

The District utilizes incentives generated from the Procurement Card to offset fees for administering the program. While we do not expect any program costs, we provide the ability for bidders to include them.

What is your rebate structure?

Provide a price schedule for all fees, if applicable, for this service, using current AFP/TMA Service Codes. Include all one-time and ongoing fees, including minimums, related to the following:

- Annual per card fee
- Per transaction fee
- Card issuance
- Card replacement
- Program implementation/set-up
- Reporting: standard and customized
- Merchant sign-up and implementation
- Late fees
- Desktop reporting packages
- Licensing fees
- Maintenance fees
- Consulting fees
- Fraud protection
- Customized card design, including logos and second line embossing

## **SCOPE OF SERVICES**

### **Financial Benefits**

1. Fees in this proposal are guaranteed for \_\_\_\_\_ years.
2. How will the District be notified of a price/incentive change?
3. What are your firm's minimum contract term requirements?
4. Will you provide the District a signing bonus for entering into a relationship with your company? How much? What are the conditions?

Proposer must address its billing capabilities related to the following issues and questions:

1. Describe your company's billing and settlement terms, taking into consideration additional incentives for timeliness of payment/actual payment alacrity.
2. How will the District receive billing statements?
3. How are monthly statements distributed? Mail, email?
4. What options are available for the District to make payment (i.e., EFY, ACH, check)?

### **Conversion/Implementation**

Describe training formats available (live, recorded, on-demand), change management support, feature rollout communication processes and user adoption strategies. Also state if your training program captures and attendance/completion log for the various trainings offered.

Proposers must address their conversion and implementation capabilities as they relate to the following issues and questions.

The District intends on a phased implementation plan as follows:

- PHASE I – July/August 2026: conversion of administrative staff (small group of staff may initially pilot the program for a specific period of time prior to complete roll-out)
  - PHASE II – September 2026: conversion of faculty/remaining staff
1. Provide a complete description of your conversion and implementation process and activities, including a sample timeline and description of various conversion and implementation tasks for both the Bidder and the College.
  2. What initial and ongoing training do you provide for program administrators and cardholders?
  3. Describe the support provided by your firm during conversion and implementation, including technical assistance, user manuals, instructional and/or educational materials, on-site visits, and other assistance.
  4. Describe your design for program implementation as it relates to:
    - Pilot: minimum length and number of cards
    - Full implementation: project plan and timing
  5. Provide a sample cardholder application

## **SCOPE OF SERVICES**

### **Conversion/Implementation**

6. Do you provide sample policies and procedures as a part of the implementation process?
7. Are costs associated with any of the activities performed by your firm during implementation?
8. Based on your experience, list the critical success factors for a Procurement Card Services program, including the elements that have caused programs to fail or perform less than expected.
9. What information, other than provided in this RFP, will you need for implementation?
10. The District currently utilizes a one-card solution for its Procurement Card Program (for purchases as well as travel). Discuss the pros and cons of having a one-card program, versus having a separate Purchase Card and Travel Card program.

## **ORGANIZATION OF PROPOSAL**

### **A) Submit your proposal as follows:**

#### **I) Transmittal Letter**

- (1) A transmittal letter prepared on the Proposer's business stationary must accompany the proposal. The purpose of this letter is to formally submit the proposal and it should be brief.
- (2) Include statements signed by authorized individual representing your institution indicating respondent has read and agrees to terms and conditions set forth in the RFP. The letter must be signed by an individual who is authorized to bind the Proposer's institution to all items in the proposal including products, services, prices, etc. contained in the proposal.

#### **II) Institution Information**

The Proposer shall:

- (1) Complete the Proposer Signature Section, Attachment #2.
- (2) Provide proof that the Proposer has at least five (5) years of successful experience and is licensed to provide services in the State of Missouri.
- (3) Include a sample Contract and terms.
- (4) Include job titles and description of personnel who will provide services for this contract, if applicable. This should include account executives, marketing personnel and others who would actively work on the District's account. Be sure to identify the individual within your institution that will have overall responsibility for the District's account and the office in which each account team member is located.

## **ORGANIZATION OF PROPOSAL**

### **III) References -- See Attachment #3**

- (1) Include a minimum of four (4) Missouri public school district or government agency references. References must include the following: the contact person's name, telephone number and e-mail address.
- (2) All references must be current – one (1) year or less.
- (3) The District reserves the right to contact additional references, which are known to the District but may not have been provided by the Proposer.

### **IV) Other Costs/Services**

- (1) For those items not covered in Scope of Services or addressed in Organization of Proposal, services your institution provides, please address in your submittal.

### **B) Evidence of Responsibility**

- I) Prior to the award of a contract pursuant to this RFP, the District may require a Proposer to submit such additional information bearing upon the Proposer's ability to fulfill terms of contract. The District may also consider any information otherwise available concerning the financial, technical and other qualifications of the Proposer.
- II) A copy of the Proposer's financial audit for most recent fiscal year must be enclosed or an electronic link provided with each proposal.

### **C) Closing Date and Delivery of Proposals**

- I) The Proposer has the sole responsibility to have the proposal delivered to the specified location by the deadline for proposal submission.
- II) All expenses for submitting an offer in response to the RFP shall be borne by the Proposer.
- III) The Proposal Submission Form must be completed and signed by an agent of the Proposing Institution who is fully authorized to bind the Proposer to terms, conditions and specifications contained herein.
- IV) Failure to use the Proposal Submission Form or to fully complete it may result in a declaration that the subject proposal is non-responsive and ineligible for further consideration.
- V) Late proposals will not be considered. Offers submitted after the proposal submission deadline will be returned to the Proposer unopened, provided the mandatory proposal identification information is shown on the outside of the proposal envelope. The Proposer will be contacted to arrange for either return (unopened, at submitter's expense) or disposal.

## **CONDITIONS**

### **GENERAL**

The following general information is provided and shall be carefully followed by all Proposers to insure that the proposals are properly prepared.

1. Each Proposer must furnish all information required by the RFP. The person signing the proposal must initial erasures or other changes. Proposals signed by an agent of the corporation must be accompanied by evidence of his or her authority.
2. The District reserves the right to conduct discussions with qualified Proposers in any manner necessary to serve the best interest of the District.
3. **UNDUE INFLUENCE.** The Proposer shall not, under penalty of law and immediate disqualification of the proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, Board of Education member, Governing Council member or Parent Advisory Council member of the District for the purpose of influencing favorable disposition toward a submitted proposal or for any reason while a proposal is pending or during the bidding process.
4. **COMPETITION.** No Proposer shall engage in any activity or practice, by itself or with other companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Proposer's proposal.
5. **DISCLOSED DATA** All materials submitted become the property of the Special School District of St. Louis County, Missouri. SSD understands that proposals may contain data that the Proposer does not want used or disclosed for any purpose other than evaluation of the proposal. However, any and all information submitted to a Missouri public school district is subject to the Missouri Sunshine Law and subject to disclosure upon request. SSD will attempt to provide you notice of any Missouri Sunshine Law requests seeking disclosure of the information you submitted prior to disclosure. However, given that SSD is obligated to make open records available to the public within three (3) business days, you herein agree and acknowledge that SSD bears no responsibility not to disclose such documents upon request. Finally, SSD retains no responsibility on behalf of you or your organization not to disclose the information. Rather, should you choose to do so, it is your sole responsibility to work to enjoin the disclosure of the records you submit without the involvement of SSD, its board, administration, agents, assigns, stakeholders, students, student's families', and/or employees.
6. **ELECTRONIC OFFERS** Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
7. **WITHDRAWAL.** Proposals may be modified or withdrawn by written notice or in person by a Proposer or its authorized representative, provided its identity is disclosed on the envelope containing the proposal and such person signs a receipt for the proposal, but only if the withdrawal is made prior to the Deadline.

## **CONDITIONS**

### **8. EQUAL EMPLOYMENT OPPORTUNITY**

The Special School District hereby notifies all Proposers that in regard to any Contract entered into pursuant to this RFP, advertisement or solicitation, disadvantaged/female business enterprises will be afforded a full opportunity to submit proposals, and will not be subject to discrimination on the basis of race, color, sex, physical or mental disability, national origin, religion, disabled veteran status or Vietnam era veteran status in consideration for an award.

- b. In connection with carrying out of this project, the Successful proposer shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, physical disability or national origin, disabled veteran status of Vietnam era veteran status. The Successful proposer will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, physical disability or national origin, disabled veteran status or Vietnam era veteran status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Successful proposer shall be an equal opportunity employer.
- c. Successful proposer certifies the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than \$100,000, or to contractors with fewer than 10 employees. Reference Section A, Chapter 34, RSMo, Section 34.600
- d. In the event of the Successful proposer's noncompliance with any of the above provisions, said non-compliance may be deemed a total breach of the Contract for this project and said Contract may be canceled and Successful Proposer may be (1) declared ineligible for further District Contracts for up to one year, and (2) subject to the imposition of other sanctions or remedies as provided by relevant statutes and regulations.

**INSURANCE REQUIREMENTS.** Proposer must sign and return a copy of Attachment #1 indicating ability to meet insurance requirement levels. Details included in Attachment #1, Insurance Requirements

**BARRED LIST.** By submitting a proposal, the Proposer certifies that it is not currently barred or otherwise prohibited from submitting proposals for contracts to any political subdivision or agency of the State of Missouri and it is not an agent of a person or entity that is currently barred or otherwise prohibited from submitting proposals for contracts by any political subdivision or agency of the State of Missouri.

**CONFLICT.** In the event of a conflict between the proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP and provide written notice of it to the Proposer. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the Contract, the RFP and the proposal. The Proposer agrees to abide by the decisions of the District.

## **TERMINATION**

1. **TERMINATION FOR CAUSE.** The District, in its discretion, may terminate the Contract in whole or in part at any time, whenever it is determined that the successful Proposer has failed to comply with or breached one or more of the terms and conditions of the Contract or specifications incorporated therein and the successful Proposer has failed to correct such failure or breach to the District's satisfaction within a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Contract, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Contract for materials and services, which have been accepted by the District.

**CONDITIONS**

2. **TERMINATION FOR CONVENIENCE.** The District may terminate the Contract without cause by notifying the successful Proposer in writing 30 days prior to the effective date of termination. The successful Proposer shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
3. **TERMINATION FOR NON-APPROPRIATION.** In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Contract, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Contract by providing written notice to the successful Proposer and the District will thereby be relieved from all further obligations under the Contract.
4. **CONFLICT OF INTEREST.** The successful Proposer must agree that under no circumstances shall a member, officer or employee of the District, the Board of Education, or the Governing Council during his/her tenure and for one year thereafter be permitted to participate in the Contract, or any part thereof, or to derive any benefits therefrom.
5. **INSPECTION OF RECORDS.** During the term of the Contract and for a period of 36 months after the termination of the Contract, the successful Proposer shall make available for the inspection, examination and audit by the District or its agents, the records of all costs of and disbursements for providing services pursuant to the Contract, and all books, accounts, memoranda and any and all other documents of the successful Proposer or any affiliated organization, indicating and substantiating the cost of any and all expenditures related to the performance of the Contract, to assure compliance with this requirement. The successful Proposer shall grant the District access to such records upon 72 hours written notice from the District.
6. **INDEPENDENT CONTRACTOR.** It is understood that the successful Proposer is an independent contractor supplying services to the District. Neither the successful Proposer nor its employees shall represent themselves to be employees, agents, representatives, partners or joint ventures of the District for any purposes whatsoever.
  - a. The successful Proposer shall comply with all federal, state and local laws, regulations and ordinances, including but not limited to, the compliance with all employment tax requirements for withholding and all applicable state and federal employment and workers' compensation laws. The District shall not withhold taxes from the successful Proposer's compensation. The District shall not be construed to be the successful Proposer's employer, nor be held liable for any obligation as an employer.
  - b. The successful Proposer will be required to assume full responsibility for the faithful execution of all the services outlined in their proposal. Special School District of St. Louis County will consider the successful Proposer to be the prime contractor and the sole point of contact with regard to contractual matters, including payment of any and all charges relating to this contract.
7. **ASSIGNMENT.** The Proposer's obligations under the proposal or the Contract shall not be assignable or transferable without the written consent of the District.
8. **TAX EXEMPTION.** The District is exempt from the payment of City, State and Federal Taxes. Such taxes must not be included in the Proposal price.
9. **VENDOR SELECTION**
  - a. Supplier Selection shall be determined by an evaluation of the total content of the proposal submitted including satisfying the objectives and requirements detailed in the specifications.
  - b. SSD reserves the right to require Proposers to demonstrate any software in their proposal.
  - c. SSD shall not be obligated to explain the results of the evaluation process to any proposer.

## **CONDITIONS**

- d. After considering the factors set forth in this RFP, the District with the assistance of its Consultant will make recommendations for the award of the contract to the responsive and responsible Proposer whose proposal is determined to be the most advantageous to SSD.
- e. The District reserves the right by splitting this service among multiple bidders, or by consolidation of a group of services when such action is most advantageous to the District; unless specified by bidder as "All or Nothing".

## **DISTRICT RIGHTS**

### 1. **REJECTION OF PROPOSALS**

- a. The District reserves the right, at its sole discretion, to reject all proposals that it receives because of this RFP. The District also reserves the right to waive informalities and minor irregularities in those proposals received, and retains the right to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the District. The District will, at its discretion, award the contract to responsible vendor(s) submitting the best proposal that complies with the RFP.

### 2. **LIABILITY AND RESERVED RIGHTS**

- a. The District is not liable for any costs incurred by the vendor prior to the issuance of any agreements, contracts or purchase orders, and will not pay for information solicited or obtained in response to the RFP. The information obtained will be utilized solely to determine the suitability of the services offered. Subsequent procurement, if any, will be in accordance with appropriate rules and regulations.
- b. This RFP does not commit the District to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services. The District reserves the right to amend this RFP by an addendum issued up to five (5) business days prior to the date set for receipt of proposals. Addenda or amendments will be mailed or faxed to all vendors who have procured copies of the RFP. If revisions are of such a magnitude to warrant, in the District's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

3. **AWARD TIME.** The District contemplates awarding the Contract within 90 calendar days from the Deadline for Proposals. Should the award of the Contract be delayed in whole or in part beyond the period 90 calendar days, such award shall be conditioned upon the Proposer's acceptance.

4. **CONTRACT AWARD.** The Contract will be awarded to that Proposer whose proposal will be most advantageous to the District based on conformity to the RFP, reputation of the Proposer, cost and other factors. The award will be subject to approval by the Board of Education.

5. **INTERVIEWS.** After reviewing all submitted proposals, the District may conduct interviews with any, all or none of the Proposers. Those Proposers who are interviewed will then have the opportunity to submit best and final proposals to the District. The District may, at any time, and in its sole discretion, interview any of the Proposers.

6. **NEGOTIATION.** The District reserves the right to negotiate Contract terms with any, all or none of the Proposers. After reviewing all submitted proposals, interviewing Proposers and receiving best and final proposals from selected Proposers, the District shall begin negotiation of the final Contract terms with the Proposer whose proposal is deemed most advantageous by the District. If negotiation does not result in mutual agreement of terms, the District may commence negotiations with a second Proposer, and so on.
  - a. The District reserves the right to recommence negotiations with any Proposer, regardless of whether negotiations have ceased or the District has commenced negotiations with a second Proposer.
  - b. The District reserves the right to enter into arrangements to acquire the same or competing services from other sources.

**DISTRICT RIGHTS**

- c. The District reserves the right to negotiate final Contract terms with any Proposer, regardless of whether such Proposer was interviewed or submitted a best and final proposal.
  - d. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any proposal.
  - e. The District may accept any proposal as submitted whether or not negotiations have been conducted between the parties
  - f. Neither the commencement nor cessation of negotiations shall constitute rejection of the proposal or a counteroffer on the part of the District.
  - g. Initial proposals may not be withdrawn for 90 calendar days from the Deadline for Proposals except with the express written consent of the District. If a proposal is accepted as submitted, the negotiated final Contract shall consist of the Contract, this RFP, plus any addenda thereto, and the Proposer's proposal.
  - h. In the event the Contract initially awarded by the District is terminated for any reason within 120 days of the Deadline for Proposals, the District reserves the right to negotiate and accept any other submitted proposal.
7. ALTERNATE OFFER. The District reserves the right to accept other than the lowest cost proposal if an alternate proposal is considered to be more advantageous to the District based on factors other than cost, at the sole discretion of the District.
8. REJECTION/WAIVER. The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
9. SPECIFIC LIMITATIONS. The District may accept one part, aspect or phase, or any combination thereof, of any proposal unless the Proposer specifically qualifies its offer by stating that the proposal must be taken as a whole.
10. REMOVAL FROM MAILING LISTS. The District reserves the right, in its sole discretion, to remove from mailing lists for future RFP's for an indeterminate period, the name of any Proposer for any reason.
11. REDUCTION IN SCOPE OF WORK. In the event the District decides to make a minor reduction in the scope of the work of the Contract due to a change of conditions, the District shall notify the successful proposer of such decision in writing at least 30 days in advance and the Contract amount shall be equitably adjusted.
12. PRE-CONTRACT EXPENSES. The District shall not be responsible for any pre-Contract expenses of any Proposer, including the successful Proposer, incurred prior to the commencement of the Contract.
13. REVIEW SERVICES. The District reserves the right to periodically review and inspect the services performed by the successful Proposer.

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**Attachment #1**      **INSURANCE REQUIREMENTS**

COMPANY shall, unless otherwise approved in writing by DISTRICT, obtain and maintain throughout the duration of this Agreement (or as otherwise specified) insurance written through a company duly authorized to conduct business in the State of Missouri and with a A.M. Best Rating of A, financial size VI or higher and of the types and in the amounts described below.

1. Commercial General Liability Insurance. Commercial general liability ("CGL") in the amount of \$1,000,000 each occurrence/ \$2,000,000 general aggregate and \$1,000,000 products-completed operations aggregate.
  - a. CGL insurance shall cover liability arising from but not limited to premises, operations, independent contractor, products-completed operations and personal injury and advertising liability and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
  - b. DISTRICT shall be included as an insured under the CGL, using an ISO Additional Insured Endorsement or other form as approved in advance by the DISTRICT. This insurance shall apply as primary and non-contributory with respect to any other insurance or self-insurance programs afforded to, or maintained by, DISTRICT.
2. Business Auto Liability Insurance. Business auto liability and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, leased/rented and non-owned autos).
3. Workers Compensation Insurance. Workers' compensation and employer's liability insurance.
  - a. The employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident and each employee for bodily injury by disease.
  - b. Worker's compensation limits shall not be less than the statutory limits.
4. Errors and Omissions Insurance. (Professional Liability – where required) Errors and omissions insurance with a limit of not less than \$2,000,000 per claim/\$2,000,000 aggregate. If such insurance is maintained on a claims-made basis, COMPANY shall maintain the coverage or provide evidence of an extended reporting period endorsement covering a minimum of five years after expiration of the contract. Such insurance shall cover all services provided by the COMPANY hereunder.
5. Excess Umbrella Insurance. Excess umbrella liability insurance with a limit of not less than \$1,000,000 in excess of the above GL, Business Auto and Employers' Liability coverages.
6. CGL, Business Auto and Workers; Compensation policies shall be endorsed to provide a waiver of subrogation to the benefit of the District.
7. By requiring the insurance as set out herein, DISTRICT does not represent that coverage and limits will necessarily be adequate to protect COMPANY, and such coverage and limits shall not be deemed as a limitation on COMPANY'S liability under the indemnities provided to DISTRICT in this Agreement, or any other provision of the Contract Documents.
8. Prior to commencing the work, COMPANY shall furnish DISTRICT with a certificate(s) of evidence of insurance (ACORD Form 25 or equivalent), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
  - a. Failure of DISTRICT to demand such certificate or other evidence of full compliance with these insurance requirements or failure of DISTRICT to identify a deficiency from evidence that is provided shall not be construed as a waiver of COMPANY'S obligation to maintain such insurance.
  - b. Certificates of insurance shall clearly show evidence of coverage in compliance with the additional insured, waiver of subrogation, and primary and non-contributory requirements above.
9. DISTRICT shall have the right, but not the obligation, to prohibit the COMPANY from beginning work until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by DISTRICT.

**Attachment #1 INSURANCE REQUIREMENTS**

- 10. Failure to maintain the insurance required in this Section may result in termination of this Agreement at DISTRICT'S option. DISTRICT may, but is not obligated to, obtain any insurance required hereunder and not maintained by the COMPANY and charge the cost thereof to COMPANY.
- 11. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to DISTRICT when requested.
- 12. COMPANY shall provide certified copies of all insurance policies required above within ten (10) days of DISTRICT'S written request for said copies.
- 13. COMPANY shall include the above requirements for types of insurance requirements in all of its subcontracts, if any. Limit amounts for subcontractors may be less than those set forth above, upon written agreement of DISTRICT. COMPANY shall be responsible for collecting certificates of insurance and monitoring insurance coverage of its subcontractors to verify that the required coverage is maintained as required. All Subcontractors providing professional services shall be required to provide professional liability insurance. In addition, all subcontracts shall include a similar indemnification of DISTRICT as provided in this Agreement.
- 14. DISTRICT reserves the right to request COMPANY to obtain additional insurance and limits on individual Projects authorized hereunder. COMPANY shall endeavor to obtain such insurance as soon as possible after such request and advise DISTRICT if the COMPANY will be required to pay any additional premium. If so, the DISTRICT shall pay such additional premium in excess of the premium for the above insurance. If COMPANY cannot obtain such additional insurance, DISTRICT may terminate this Agreement in full or in part upon notice to COMPANY.

\*\*\*\*\*  
 In order for the District to ensure that the minimum insurance requirements can be met by your firm, please check one of the following:

**Minimum insurance requirements can be met--a copy of insurance certificate is attached.**

**OR**

**Do not currently have minimum insurance levels--attached is a copy of a letter from insurance carrier stating that if awarded the Contract, levels of coverage will be met.**

---

Company Name

---

Signature Date

\*\*\*\*\*

**Attachment #2 PROPOSER SIGNATURE SECTION**

- 1) Designate one individual as the Proposer's representative to the District during the Contract period. The representative will be contacted to solve any and all problems that may arise concerning the Contract or proposal. The undersigned Proposer hereby agrees to be bound by the terms of the RFP and that the enclosed proposal is submitted in accordance therewith. Once completed and returned, this proposal becomes the primary basis for evaluation and selection of the Proposer to provide the services required by SSD for the specified Contract period. By signing this proposal, the Proposer certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Proposer and SSD or any of its employees, Board of Education members or Governing Council members.

---

Legal name (Prime Contractor)

---

Representative's Name Title

---

Address Telephone Number

---

City, State & Zip Fax Number

Size of firm, extent of market, business strength, business stability

---

Years in Operation Years under current structure and/or under Previous structure

The undersigned Proposer hereby agrees to be bound by the terms of the RFP and that the enclosed proposal is submitted in accordance therewith.

---

Company Name Authorized Signature/Title

---

Address Telephone Number

---

City, State & Zip Fax Number

**Attachment #2 PROPOSER SIGNATURE SECTION**

1. Name of Proposer's Officers:

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2. The undersigned hereby acknowledges the receipt of the following addenda:

Addendum Number	Date Issued	Acknowledged Signature
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3. Number of Employees:

FULL TIME \_\_\_\_\_

PART TIME \_\_\_\_\_

TOTAL \_\_\_\_\_

**Attachment #3      REFERENCES**

Each Company must submit a minimum of four (4) current references and two (2) terminated client references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners.

List as primary references any current services currently in force with **public school districts**. Include contacts and telephone numbers for each reference. Use additional pages for additional contacts.

1) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

2) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

3) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

**Attachment #3 REFERENCES**

4) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

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**Attachment #4      TERMINATED CONTRACTS**

All Contracts terminated for default within the last five (5) years should be noted below. Termination for default is defined as notice to stop performance due to Company's nonperformance or poor performance. Submit full details of all terminations for default experienced. The District will evaluate the facts and may at its sole discretion reject the Company's proposal if the facts discovered indicate that the completion of a Contract resulting from this RFP may be jeopardized by selection of the Company. If the Company has experienced no such terminations for default in the past five (5) years, so indicate.

**TERMINATED CONTRACTS WITHIN THE LAST FIVE (5) YEARS**

Company Name: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Contract Length: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Contract Length: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Contract Length: \_\_\_\_\_

**Attachment #5**                      **NO CONFLICT OF INTEREST**

Special School District of St. Louis County

Once completed and returned this proposal becomes the primary basis for evaluation and selection of the Proposer to provide the services required by the District for the specified Contract period.

By signing this proposal the Proposer certifies that there are no "PARTIES OF INTEREST" or "CONFLICT OF INTEREST", as defined by state and/or federal regulations, existing between the Proposer and the District or any of its employees, Board of Education members or Governing Council members.

**NAME OF PROPOSER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

I certify that the above information is true, correct and complete.

\_\_\_\_\_  
Date of Proposal Submittal

\_\_\_\_\_  
Signature of Proposer's Representative                      Title

\_\_\_\_\_  
Signature of Proposer's Representative                      Title

**Attachment #6 FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Attachment #6 and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;

f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and

g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)

**Attachment #6 FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT**

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For: \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: