

**OAK PARK AND RIVER FOREST HIGH
SCHOOL DISTRICT 200**



“THOSE THINGS THAT ARE BEST”

Student Information System Request for

Proposal (RFP)

March 2026

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GENERAL TERMS AND CONDITIONS

1 GENERAL REQUIREMENTS

1.1 OVERVIEW

Oak Park River Forest 200 is a 1 high school district in Oak Park, IL that services approximately 3,300 students from Oak Park and River Forest.

The mission of Oak Park and River Forest High School provides a dynamic, supportive learning environment that cultivates knowledge, skills, and character and strives for equity and excellence for all students.

The vision of Oak Park and River Forest High School will become an ever-improving model of equity and excellence that will enable all students to achieve their full potential.

Our Values:

1. We believe all students are capable of high levels of academic and social success.
2. We embrace our diversity and believe race, income, gender, and learning differences should not predict success.
3. We believe trusting, collaborative relationships and strong communication establish a safe and respectful school community.
4. We believe an excellent educational environment cultivates curiosity, imagination, character, leadership, critical thinking, and communication skills.
5. We believe in allocating resources in equitable, transparent, and purposeful ways.
6. We believe in adult learning and leadership that supports equity and excellence for all students.
7. We believe in providing academic and social supports for all students.

Oak Park River Forest 200 (here after referred to as “the District” or “OPRF”) is seeking to replace its current student information system (SIS). The District is currently using Skywards Skyward SMS 2.0

OPRF aims to collaborate with SIS providers that have proven success working with districts serving over 3,500 students and with a forward eye to data reporting and teacher functionality. The Student Information System must support all stakeholders, including students, parents, teachers, building-level administrators, and District-level staff.

1.2 INTENT

It is the intent of Oak Park River Forest 200 to solicit proposals from qualified vendors for a student information system. Bidders must provide a complete turnkey solution.

1.3 SCHEDULE OF EVENTS

EVENT	DATE
RFP released	March 27, 2026

Deadline for submittals of questions related to this RFP	April 7, 2026
Deadline for proposals & public proposal opening	April 21, 2026 at 2:00 PM CT
Vendor preliminary selection (shortlist)	April 22, 2026
On-site demonstrations (The District requests recorded demonstrations for employees unable to attend)	April 23, 2026 through May 1, 2026
Selection of finalist	Week of May 11, 2026
Finalist Discussion with Board of Education	May 21, 2026
Anticipated award date	May 28, 2026
Implementation schedule	June 2026 – July 2027

The District would like to explore a 13 month implementation timeline. Vendors should indicate their ability to meet the requested timeline, as well as any recommended alternatives, in their proposal response.

1.4 PUBLIC NOTICE AND PROPOSALS SUBMISSION

Proposal Submission and Public Notice

The following public notice will be made in the Chicago Tribune on March 20, 2026, and posted on the District's public notice website as required by the State of Illinois, Illinois Compiled Statutes (ILCS), Notice By Publication Act, 715 ILCS 5/2, Ch. 100, par.2, Sec. 2.:

PUBLIC NOTICE OF REQUEST FOR PROPOSAL (RFP)

Student Information System for Oak Park River Forest 200.

Notice is hereby given that the Board of Education, Oak Park River Forest 200 "the District" is requesting proposals to provide Oak Park River Forest 200 with a Student Information System.

Proposal packet and information are available at www.oprfhs.org/about/business-office

Proposals must be submitted to Oak Park River Forest High School District 200, ATTN: Tony Arbogast, 201 N. Scoville, Oak Park, IL 60302 by April 21, 2026, at 2:00 pm (Central). Proposals must be submitted using all forms and spreadsheets provided in the proposal packet. Appropriate Certificates of Insurance, as described in the RFP, will be required of the successful bidder. All vendors must comply with applicable Illinois law requiring payment of prevailing wages by contractors working on publicly funded projects, and with Illinois statutory requirements regarding labor, including Equal Employment Opportunity Laws.

BOARD OF EDUCATION, OAK PARK RIVER FOREST 200

Late proposals will not be accepted. Proposal forms must be submitted on forms identical to those provided. The wording of the proposal form shall not be changed or altered.. Proposals are due at or before 2:00 PM CT on April 21, 2026, and will be opened at 2:00 PM (Central). Proposals will not be accepted after the due date and time. Proposals are to be submitted to:

Oak Park and River Forest High School District 200

Attn. Tony Arbogast

SIS Proposal

201 North Scoville Avenue

Oak Park, Illinois 60302

Failure to comply with these requirements may lead to the disqualification of your Proposal.

PUBLIC PROPOSAL OPENING

Public Proposal Opening

April 21, 2026 at 2:00 PM CT

Location

Oak Park River Forest High School
201 North Scoville Avenue
Oak Park, Illinois 60302

1.5 VENDOR COMMUNICATION

Please note that during the bidding process vendors must only reach out to the contacts identified in section 1.7 below via writing. Once bids are received, they are considered under evaluation and consideration and vendors may not reach out to any district contact, No bid evaluation will be made available.

1.6 RFP CLARIFICATIONS & ADDENDA

OPRF intend to communicate with proposers via email, including with respect to RFP clarifications and addenda. Those proposers who fail to properly provide an intent to respond are not precluded from bidding; however, they will be solely responsible for obtaining any such information in an alternative manner.

Requests for clarification shall be submitted in writing by email only to the following individuals:

Anthony Arbogast | Oak Park River Forest 200 aarbogast@oprfs.org

Eric Hackl | Oak Park River Forest 200 ehackl@oprfs.org

When making requests for clarification, please identify the relevant section number (e.g., section 2.3.1). Any answers furnished that change or substantially clarify the bid will be confirmed in writing to all other known bidding parties.

1.7 PROPOSAL FORMAT

To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

1.7.1 *Executive Summary*

The executive summary should at a minimum include the following:

- A. Executive letter highlighting how the proposed solution achieves the objectives of the District. This letter is to be signed by an officer of the organization submitting the proposal.
- B. Organizational overview: Company background and local branch organization support
- C. Description of application software, including points of integration between modules

1.7.2 *Implementation Plan*

- A. Implementation plan/approach
- B. Timeline (including anticipated hours)
- C. Staffing plan
- D. Data conversion plan/approach
- E. Training plan (please include the number of included hours provided as well as cost of additional hours)
- F. Testing plan

1.7.3 *Hardware/Technical Overview*

- A. Hosting & cybersecurity environment
- B. Current architecture diagram
- C. Technical requirements including listing browsers supported, plug-ins and version numbers, and any client software required
- D. Description of computers and other equipment, including network topology and components (where applicable)
- E. System performance
- F. List of all interfaces between proposed system and other k12 administrative systems in use at the district
- G. Ongoing support & maintenance
- H. Copy of standard support Service Level Agreement (SLA)

1.7.4 *Roadmaps*

- A. Application development roadmap
- B. Technical architecture roadmap

1.7.5 *Full Illinois Client List for Proposed Solution*

1.7.6 *Vendor Response Forms*

- A. Vendor response forms (**Appendix A**). In addition to requesting information on your

company, you must clearly indicate whether you either comply or take exception to any of the sections in this RFP. All vendors **MUST** submit the **Comply/Exception Form located in Appendix A.**

- B. Completed Pricing Forms (**Appendix A**) must be provided.
- C. The following additional required forms must be completed and provided as part of the vendor response:
 - Certificate of Bidder Eligibility
 - Certificate of Compliance With Illinois Drug-Free Workplace Act
 - Certificate Regarding Sexual Harassment Policy
 - Certificate Regarding Equal Employment Opportunity
 - Non-Collusion Affidavit
 - Authorization for Criminal Background Investigations
 - Vendor Application Form
 - W-9 Form
- D. Responses to all Application Software Requirements must be provided. Specific statements concerning those areas where the proposal differs from the specifications should be presented. Software modification costs required should be estimated in the Bidder Response Forms in the appendices.

1.7.7 *Project Plan*

The vendor will include in their response an overview of their project plan, including anticipated hours for the project, significant milestones, a communication plan and change management process (including charges for hours above and beyond those outlined in the original plan).

1.7.8 *Product Information*

The vendor must include hard copies of the technical specifications/data sheets for each of the products being proposed.

1.7.9 *Additional Information*

Additional information may be provided at the vendor's discretion.

1.8 **BID BOND**

Every bid shall be accompanied by either a cashier's check on a solvent bank or by a bond executed by a surety company authorized to do business in the State of Illinois. A 5% Bid Bond or cashier's check shall be required (5% of first year cost). Such check or bond shall name District as recipient. The amount of such bid bond or Cashier's Check shall be forfeited as liquidated damages, costs and expenses incurred by the District if the vendor, after given an award as successful vendor, shall fail within sixty (60) days after the notice of such award to enter into appropriate contract with the District.

1.9 **PERFORMANCE BOND**

OPRF may require the selected vendor to provide a performance bond upon award of the contract. This

bond shall be equal in amount to the Total Price to OPRF of purchased hardware, software, and services or the first year costs for a SaaS solution. The Surety of the bond shall remain in effect until all acceptances of purchased hardware, software, and services have been executed by OPRF. In the event that the vendor(s) fails to perform its obligations under any contract between the vendor(s) and OPRF, the bond shall be paid to OPRF. The vendor(s) further agrees to save and hold harmless OPRF and agents from all liability and damages of every description in connection with any subsequent contracts.

1.10 MODIFICATION OF RFP

Vendors may not modify the RFP text to affect the terms, conditions, or specifications found in this document; this is forbidden and will subject the bid response to rejection. In the event any text is modified, the original text as issued will apply. This clause does not apply to the vendor response areas of the RFP where it is expected that vendors will enter their text.

1.11 CONFIDENTIAL INFORMATION

As a public entity, the District is subject to the Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

1.12 RIGHT TO REQUEST ADDITIONAL INFORMATION

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.13 RIGHT OF REFUSAL

The District reserves the right to reject any or all proposals in their entirety, evaluate suggestions or exceptions, to waive irregularities, or to select certain equipment from various vendor proposals, based on the best interests of the District.

1.14 PROPOSAL PREPARATION COSTS

The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this request for proposal.

1.15 SYSTEM DESIGN COSTS

The successful vendor shall be responsible for all design, information gathering, and required services to achieve a successful implementation. This cost must be included in the base bid.

1.16 PRICING ELIGIBILITY PERIOD

All vendor proposal bids are required to be offered for a term not less than **180** calendar days in duration. A claim of mistake in computation of a proposal shall not void the proposals after they are opened and accepted.

1.17 CONTRACT PERIOD

The contract award resulting from this request for proposal shall be five years. The District reserves the right to modify the contract term based on the final solution. Contracts should include five additional 1 year options for the district.

1.18 ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will all costs associated with a turnkey solution including, but not limited to: professional services including project management, consulting and training; hosting; expenses, documentation, licensing, insurance, shipping, etc.

1.19 TURNKEY SOLUTION

All prices quoted must include all the software, services, related hardware, etc. that will be necessary to make the system specified fully operational for the intent, function and purposes stated herein.

1.20 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

Oak Park River Forest 200 is tax-exempt entity for all purposes except if the project makes enhancements, and/or additions to real property.

1.21 CONTRACT REQUIREMENTS

The District considers this RFP legally binding and will require that this request for proposal and the resulting vendor proposal be included as addenda to any subsequent contracts between the vendor(s) and the District. It should be understood by the vendor(s) that this means that the District expects the vendor(s) to satisfy substantially all requirements and reports listed herein. Exceptions should be explicitly noted in the vendor proposals. Lack of exceptions explicitly noted in the vendor proposals will be considered acceptance of all of the specifications as presented in this RFP.

Minimally, the contract must contain the following language and respective components:

- A. Identification of Parties to the Agreement Clause - Both the Vendor and District shall be clearly identified by name. Neither of the identified parties to the Agreement shall assign or encumber any of its rights, or delegate or subcontract any of its duties defined in the Agreement, in whole or in part, to other third parties unless the other party to the Agreement gives prior written consent. Subject to the foregoing covenant against assignment and delegation, the rights created by the Agreement shall pass to the benefit of the identified party and the duties and obligations resulting from the Agreement shall bind the identified party and their respective successors and assignees.
- B. Entire Agreement Clause - This Agreement, including appendices and referenced attachments, constitutes the entire Agreement between the District and Vendor and supersedes all proposals, presentations, representations, and communications, whether oral or in writing, between the parties on

this subject.

- C. Agreement Extension and Modification Clause - The Agreement may be modified or extended in accordance with the following procedures. In the event that all parties to the Agreement agree that such changes would be of a minor and non-material nature, such changes may be effected by a written statement which describes the situation and is signed, prior to the effectiveness, by all parties. In the event that the changes are determined by either or all parties to the Agreement to be of a major or complex nature, then the change shall be by formal amendment of the Agreement signed by the parties and made a permanent part of the Agreement.
- D. Term of the Agreement Clause - The term of all licenses and support agreements shall be clearly identified in the contract, but shall not be for less than one (1) year from the effective date.
- E. Applicable and Governing Law Clause - The Agreement shall be subject to all laws of the Federal Government of the United States of America and to the laws of the State of Illinois. All duties of either party shall be legally performable in Illinois. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Illinois, and the form and venue for such disputes shall be of the appropriate district, county or justice court.
- F. Notices Clause - All notices or communications required or permitted as a part of the Agreement shall be in writing (unless another verifiable medium is expressly authorized) and shall be deemed delivered when:
 - 1) Actually received, or
 - 2) Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or
 - 3) If not actually received, 10 days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set out in the section of the Agreement titled "Identification of the Parties to the Agreement" or such other address as the party may have designated by notice or Agreement amendment to the other party, or
 - 4) Upon delivery by the District of the notice to an authorized Vendor representative while at the District site.

Consequences to be borne due to failure to receive a notice due to improper notification by the intended receiving party of a new address will be borne by the intended receiving party.

1.22 SURVIVAL CLAUSE

All duties and responsibilities of any party that, either expressly or by their nature, extend into the future, shall extend beyond and survive the end of the contract term or cancellation of this Agreement.

1.23 FORCE MAJEURE CLAUSE

Timely performance is essential to the successful initial implementation and ongoing operation of the system described herein. However, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by force majeure.

1.23.1 *Force Majeure Requisites*

Force majeure shall not be allowed unless:

- A. Within three (3) calendar days of the occurrence of force majeure, the party whose performance is delayed thereby shall provide the other party or parties with written notice explaining the cause and extent thereof, as well as a request for a time extension equal to the estimated duration of the force majeure events.
- B. Within seven (7) calendar days after the cessation of the force majeure event, the party whose performance was delayed shall provide the other party written notice of the time at which force majeure ceased and a complete explanation of all pertinent events pertaining to the entire force majeure situation.

1.23.2 *120-Day Maximum*

Under no circumstances shall delays caused by a force majeure extend beyond one hundred- twenty (120) days from the scheduled delivery or completion date of a task, unless by prior [to the one hundred- twenty (120) days] written notice of permission of the other party. Failure to secure this written prior permission, even in the case of force majeure, shall constitute default by the party failing to meet the requirement.

1.23.3 *Right of Cancellation*

Either party shall have the right to cancel the contract Agreement if Force Majeure suspends performance of scheduled tasks by one or more parties for a period of one hundred-twenty (120) or more days from the scheduled date of the task. If a cancellation due to a Force Majeure occurs before title passes to the District, the Vendor may keep any parts of the system as it can salvage, but must remove same at its own expense. If cancellation occurs due to a Force Majeure after title passes to the District, the system shall remain with the District and the Vendor shall be entitled to any such payments as have accrued according to the payment schedule.

1.24 INCORPORATION BY REFERENCE

The Vendor shall supply software, equipment, training, and other related services adequate to accomplish the requirements as set forth in the Request for Proposals and the Vendor response to the Request for Proposals. Parties agree that where there is a conflict between terms of this Agreement and the information presented in the referenced documents, this Agreement shall take precedence. The parties also agree that where there is not a conflict between this Agreement and the information presented in the referenced documents, that all terms, conditions and offers presented in the Vendor's proposal shall herein be referenced to the Agreement and shall be binding upon all parties to the Agreement.

1.25 NON-WAIVER OF AGREEMENT RIGHTS

It is the option of any party to the Agreement to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the Agreement. Under no circumstances, however, shall any parties to the Agreement forfeit or cancel any right presented in the Agreement by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the Agreement waives a right, this does not indicate a waiver of the ability of the party to, at a subsequent time, enforce the right. The payment of funds to the Vendor by the District should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

1.26 GENERAL INDEMNIFICATION

The Vendor agrees to indemnify, hold harmless and defend the District, its Board and its Board members, in their official and individual capacities, its successors, assignees, employees, contractors and agents from and against any and all claims, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of the negligent act or willful misconduct of the Vendor, its officers, directors, employees and agents, (ii) any breach of the terms of this Agreement by the Vendor or (iii) any breach of any representation or warranty by the Vendor under this Agreement. The District agrees to notify Vendor by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under this Agreement. Vendor shall have the sole right, but not the obligation, to control the defense of any such claim. The District agrees to provide reasonable assistance to Vendor, at Vendor's expense, in defense of same.

1.27 PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS

The Vendor, at its own expense, shall completely and entirely defend the District from any claim or suit brought against the District arising from claims of violation of United States patents or copyrights resulting from the Vendor or the District use of any software, equipment, documentation, and/or data developed in connection with the services and products described in this Agreement. The District will provide the Vendor with a written notice of any such claim or suit. The District will also assist the Vendor, in all reasonable ways, in the preparation of information helpful to the Vendor in defending the District against this suit.

In the event that the District is required to pay monies, in defending such claims, resulting from the Vendor being uncooperative or unsuccessful in representing the District's interest, or in the event that the District is ordered to pay damages as a result of a judgment arising out of an infringement of patents and/or copyrights, Vendor agrees to fully reimburse for all monies expended in connection with these matters. The District retains the right to offset against any amounts owed Vendor any such monies expended by the District in defending itself against such claims.

Should a court order be issued against the District restricting the District's use of any product of a claim, and should the Vendor determine not to further appeal the claim issue, at the District's sole option the

Vendor shall provide, at the Vendor's sole expense, the following:

- A. Purchase for the District the rights to continue suing the contested product(s), or
- B. Provide substitute products to the District which are, in the District's sole opinion, of equal or greater quality, or
- C. Refund all monies paid to the Vendor for the product(s) subject to the court action. The Vendor shall also pay to the District all reasonable related losses related to the product(s) and for all reasonable expenses related to the installation and conversion to the new product(s).

1.28 NONDISCRIMINATION BY VENDORS OR AGENTS OF VENDOR

Neither the Vendor nor anyone with whom the Vendor shall contract shall discriminate against any person employed or applying for employment concerning the performance of the Vendor responsibilities under this Agreement. This discrimination prohibition shall apply to all matters of initial employment, tenure and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, sex, religion, age, national origin, or ancestry. A breach of this covenant may be regarded as a default by the Vendor of this Agreement

1.29 SUBCONTRACTORS

Vendors may use subcontractors in connection with the work performed under this Agreement. When using subcontractors, however, the Vendor must obtain written prior approval from the District for activities or duties to take place at the District site. In using subcontractors, the Vendor agrees to be responsible for all their acts and omissions to the same extent as if the subcontractors were employees of the Vendor.

1.30 EFFECT OF REGULATION

Should any local, state, or national regulatory authority having jurisdiction over the District enter a valid and enforceable order upon the District which has the effect of changing or superseding any term or condition of this Agreement, such order shall be complied with, but only so long as such order remains in effect and only to the extent actually necessary under the law. In such event, this Agreement shall remain in effect, unless the effect of the order is to deprive the District of a material part of its Agreement with the Vendor. In the event this order results in depriving the District of materials or raising their costs beyond that defined in this Agreement, the District shall have the right to rescind all or part of this Agreement (if such a rescission is practical) or to end the Agreement term upon thirty (30) days written prior notice to the Vendor. Should the Agreement be terminated under such circumstances, the District shall be absolved of all penalties and financial assessments related to cancellation of the Agreement.

1.31 PROJECT MANAGEMENT STAFF DESIGNATION

The Vendor understands that the successful installation, testing, and operation of the system that is

the subject of this document shall be accomplished by a cooperative effort. To most effectively manage this process, the Vendor shall designate a single representative to act as project manager, who shall have the authority to act on behalf of the Vendor on all matters pertaining to this Agreement.

In the event that an employee of the Vendor is, in the opinion of the District, uncooperative, inept, incompetent, or otherwise unacceptable, the Vendor agrees to remove such person from responsibility in the project. In the event of such a removal, the Vendor shall, within fifteen (15) days, fill this representative vacancy as described above. Regardless of whom the Vendor has designated as the representative, the Vendor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in this Agreement.

1.32 ASSIGNMENTS

The District and the Vendor each binds themselves, their partners, successors, and other legal representatives to all covenants, agreements, and obligations contained in this Agreement.

1.33 VENDOR AS INDEPENDENT CONTRACTOR

It is expressly agreed that the Vendor is not an agent of District but an independent contractor. The Vendor shall not pledge or attempt to pledge the credit of District or in any other way attempt to bind the District.

1.34 INSURANCE

Workers' Compensation Coverage: The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Illinois.

Commercial General Liability Insurance: The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than one million dollars (\$1,000,000) per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following features: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

Motor Vehicle Liability: The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable No-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles and all hired vehicles.

Cyber Liability: The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the life of this contract Cyber Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving

infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide first-party and third-party coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

Additional Insured: The following shall be named Additional Insureds: Oak Park River Forest 200, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insured, whether other available coverage be primary, contributing or excess.

Notice of Cancellation or Change: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that (60) days advance written notice of cancellation or non-renewal shall be sent to the District's named representative at the time of contracting.

Proof of Insurance Coverage: The Vendor shall provide the District at the time the contracts are returned for execution, Certificates of Insurance and/or policies, acceptable to the District, as listed below:

- a. Two (2) copies of Certificate of Insurance for Worker's Compensation Insurance;
- b. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- c. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
- d. Two (2) copies of Certificate of Insurance for Cyber Liability Insurance;
- e. Original Policy, or binder pending issuance of policy, for Owners Contractors Protective Liability Insurance;
- f. If so requested, certified copies of all policies shall be furnished.

Continuation of Coverage: If any of the above coverage expires during the term of this contract, the Vendor shall deliver renewal certificates and/or policies to Oak Park River Forest 200 at least ten (10) days prior to the expiration date.

Failure to comply: Failure to comply with the insurance requirements contained in this contract shall constitute a material violation and breach of the contract and may result in termination of the contract.

1.35 WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

The District has presented detailed technical specifications of the particular purpose for which the software and equipment is intended. The District has provided detailed descriptions and criteria of how the system can be defined to accomplish particular purpose. The District has also defined the exact procedures and techniques to be employed in testing whether the system has achieved the defined performance of this particular purpose. Given this advanced preparation concerning, and

documentation about the District's particular purpose, the Vendor at the time this Agreement is in force has (1) reason and opportunity to know the particular purpose for which products are required, and (2) that the District is relying on the Vendor's experience and knowledge of these products to provide those which are most suitable and appropriate. Therefore, the Vendor warrants that the system is fit for the purposes for which it is intended as described in this document.

1.36 WARRANTY

The Vendor warrants that any and all hardware components provided under this Agreement,, whether installed initially or under subsequent purchase orders, shall be: newly manufactured equipment or assembled from newly manufactured parts; approved by Underwriter's Laboratories; and, will be free from defects in workmanship or material for a period of 12 months (365 calendar days) from the date of final system acceptance. During this 12 month warranty period, the Vendor shall furnish all replacement new parts, shipping costs, repaired parts, service labor, travel costs, and other repair costs at no cost to the District. At the conclusion of the warranty period, the District will consider Vendor support under a separate maintenance agreement.

1.37 FINAL ACCEPTANCE OF THE SYSTEM

The system proposed shall be defined to be finally accepted by the District after the installation of the software, equipment, training, and successful completion of the following performance examinations: system hardware examination, performance examination, system functional competence examination, system capacity examination, full-load processing capacity examination, system availability examination, training, and system documentation. The District and its consultants shall be the sole judge of whether all conditions for final acceptance criteria have been met.

1.38 STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor(s) proposes to include, as part of any agreement resulting from this bid between the vendor(s) and the District must be submitted as part of the proposal. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

The Vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement. The Vendor certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

1.39 NON-COLLUSION COVENANT

The Vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement. The Vendor certifies

that their Proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a Proposal for the same services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

1.40 ADVERTISEMENT

The laws of the State of Illinois, District purchasing policies and the legal advertisement for contractors and purchases, are made a part of any agreement entered into the same respect as if specifically set forth in that agreement.

1.41 SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

1.42 REJECTION OR AWARD OF CONTRACT

The District reserves the right to reject any or all proposals or any part thereof, to waive informalities, and to accept the proposal deemed most favorable to the District. The District reserves the right to reject all proposals and terminate the RFP process at any time.

The District expects to enter into negotiations with one or more responsible Vendors whose proposals are determined to be the most advantageous to the District, taking into consideration price, the evaluation criteria set forth in this RFP and any other factors the District deems relevant.

No proposal or acceptance or negotiation of a proposal shall be binding upon the District unless and until the District and the vendor have entered into a definitive contract signed by a duly authorized officer of the District. Any contract entered into between Oak Park River Forest 200 and the vendor shall contain such representations, warranties, covenants, performance guarantees, indemnities, remedies, conformity with Illinois law and such other items as are customary in similar transactions and that are consistent with this RFP and the vendor's proposal.

1.43 CRIMINAL BACKGROUND SCREENING

It is the District's policy not to have individuals with a criminal history working on the District's projects. The District reserves the right to require a criminal background check or drug screening for any contractors at the vendor's expense. If background checks or drug testing has already been performed by the Vendor, that existing documentation will be sufficient as long as it complies with State of Illinois requirements. Selected vendor must have background checks performed and results sent directly to the District.

1.44 CYBER LIABILITY

The Vendor, at the Vendor's sole cost and expense, shall procure and maintain during the life of this contract Cyber Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in

this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide first-party and third-party coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Please provide two (2) copies of Certificate of Insurance for Cyber Liability.

1.45 PRICING AND PAYMENT TERMS

It is the intent of the District to negotiate a milestone-based payment schedule. Payment shall not be rendered for services until they have been completed and accepted by the District. Vendors must clearly identify when license and subscription fees begin (e.g., subscription fees begin on go-live date or subscription fees begin on day 1 of implementation). Finalist vendors may be asked to submit a best and final offer (BAFO) prior to award.

PROJECT REQUIREMENTS & SPECIFICATIONS

2 GENERAL REQUIREMENTS

2.1 INTENT

Oak Park River Forest High School is currently using Skyward, version 24.8.1.0. The District's current student information system is cloud-hosted. OPRF 200 intends to move forward with a student information system solution that will meet all of their current needs and be agile enough to grow with their future needs. OPRF 200 is seeking proposals for SaaS, hosted student information system solutions.

2.2 SCOPE

OPRF 200 requires that responding vendors propose a complete solution, including software, hosting, project management, and other technology services for the scope of the project that vendor is bidding (e.g., if vendor is bidding on all except reporting, the remaining modules must be turnkey).

An outline of the required software system solution has been provided as follows:

- Modules:
 - Reporting & analytics
 - State reporting
 - Student & parent portals
 - Student records & demographics
 - Enrollment
 - Academic planning
 - Scheduling & course planning
 - Special education
 - Behavior & discipline
 - Caseloads & interventions
 - Improvement plans
 - Gradebook
 - Assessments
 - Transcripts & grade reporting
 - Attendance
 - Health services
 - Fee and payment management
 - Food Service
 - Transportation (if available)
- Services:
 - Project management
 - Software installation and configuration
 - Hardware installation and configuration
 - Data conversion
 - Report/form development

-
- Integration/interface development
 - Software modifications, if any
 - Implementation services
 - Training services, including development of training materials
 - Testing services
 - Change management
 - Knowledge transfer to staff
 - System documentation development
 - Ongoing support and maintenance services
 - Ongoing hosting services (for SaaS/hosted models)

The Key Volumes Tab of Appendix A contains information regarding key data volumes that may affect software licensing.

2.3 MINIMUM REQUIREMENTS

The proposed system must meet the following minimum requirements. If your system does not comply, please do not submit a proposal:

Installed Base. The proposed system must have an installed base in K-12 school districts in Illinois.

Current Version. The proposed solution must currently be operational at other clients. Do not respond based on a future release. By implication, you must be able to demo a live (albeit anonymous) database.

Premise or Hosted Solution. If hosted, the system must be hosted by the proposing vendor, or a third party contracted by the vendor.

Web-based. The system must be accessible via a variety of web browsers. There is a preference for the system to be developed using web technologies.

Integration. The proposed solution must integrate seamlessly. The proposed solution must also have the ability to integrate with ancillary systems.

Report Writer. The system must have a flexible, intuitive report writer tool, accessible to end users, which can access data from all modules, as well as external data, and has the ability to select, filter, sort, correlate, and summarize.

Data Security and Privacy. The system must be secured and protect the privacy of student and staff records / information.

2.4 IMPLEMENTATION SCHEDULE

Oak Park River Forest 200 intends to implement a student information system(s) with a go-live date as stated in section 1.3. The vendor should completely explain within the body of the proposal how the vendor intends to address this schedule.

2.5 PRICING MODEL

Vendors are to provide pricing for a SaaS model for Oak Park River Forest 200.

-
1. SaaS Model: The system is installed and hosted by the vendor or at a third party site arranged by the successful vendor. We define SaaS as a solution in which the vendor hosts the software and provides all hardware, disaster recovery, support, database administration, redundancy and connectivity to the cloud. The solution must be web-based and require NO client-side software other than standard browsers.

The successful vendor is responsible for the installation and configuration of all software and utilities necessary for a fully operational system. The successful vendor will be responsible for all installation, training and conversion services. The successful vendor will be responsible for all hardware purchases and maintenance in this model.

The licensing must be subscription-based in this model

The above model assume that the successful vendor shall be responsible for the full project management/installation/conversion/training services.

Please note the following when preparing your proposal:

- Vendors shall provide firm and fixed pricing for the licensing based on the functionality described. For each item, indicate if the cost is one-time, annual, or other. Vendors should indicate if their professional services fees are fixed or time and materials based.
- In the event the product or service is provided at no additional cost, the item should be noted as "no charge" or words to that effect.
- In the event the product or service is not being included in the vendor proposal, the item should be noted as "no bid".
- Vendors shall provide all pricing alternatives in these cost sheets (**do not provide separate vendor-formatted price sheets**)
- Vendor shall provide prices in U.S. dollars.
- Vendor shall make clear the rationale and basis of calculation for all fees.

In presenting software license fees, the vendor should:

- Explain all factors that could affect licensing fees
- Make clear what type of license is offered for each price (named user, concurrent user, installed copies, processor-based, etc.)
- Indicate which product versions, operating platform(s), and machine classes are included for each price
- Make clear the extent of any implementation services that are included in the license fees (installation, configuration, training, etc.)
- Identify whether the licensing is perpetual or subscription-based

2.6 PROJECT MANAGEMENT

The vendor will be required to provide project management services during the implementation to ensure that the project has the greatest possible degree of success. These services are to utilize industry standard project management tools and techniques. Oak Park River Forest 200

expects the awarded vendor will minimally provide the following:

- Manage the overall project including the vendor team / resources to ensure that all timelines are met. Provide risk mitigation strategies as needed throughout the project. Work collaboratively with the OPRF team and project manager to ensure the responsibilities are understood and tasks are being completed. Escalate issues as necessary to the steering committee.
- Use standard project management tools including a work breakdown structure including tasks, responsibilities, interdependencies, and milestones. It is expected that this tool will be used to manage activities during all phases of the implementation. Additional tools must include issues log, homework tracker, and status reports and others as necessary to meet the needs of the project.
- Track all issues and ensure that all issues are resolved.
- Regular (weekly or bi-weekly) status meetings and reports to advise project leadership at Oak Park River Forest 200 on the status of the implementation including:
 - Progress to milestones
 - Project risks
 - Project budget
 - Upcoming activities
 - “Homework” items (outstanding and upcoming)
 - Other items as needed

2.7 IMPLEMENTATION PLAN

The vendor is to provide an implementation plan in a narrative format supported by an activity-level project plan that details how the proposed solution is to be implemented. This implementation plan should include the following elements:

- a) General implementation approach
- b) Project management approach
- c) Change management
- d) Data conversion plan (see below for additional details)
- e) Report & Forms development (see below for additional details)
- f) Integrations and interfaces (see below for additional details)
- g) Training (see below for additional details)
- h) Testing (see below for additional details)
- i) System documentation (see below for additional details)
- j) Knowledge transfer including any tools, templates, and/or training materials that the vendor will provide to Oak Park River Forest 200
- k) Ongoing support & maintenance
- l) Disengagement plan (see below for additional details)

The vendor should not be constrained to only include the above items in the vendor’s proposal if the

vendor feels that additional items add value to the overall implementation. Oak Park River Forest 200 requests that the vendor should provide their work plan in a Gantt chart format as part of the Proposal. Additionally, the successful vendor must provide and maintain a detailed Gantt chart, showing tasks, dates, responsibilities, interdependencies, milestones, and critical path items throughout the implementation.

It is expected that the vendor will lead the efforts in each of the implementation areas described below unless stated otherwise.

2.7.1 SOFTWARE INSTALLATION & CONFIGURATION

The vendor is expected to specify, furnish, deliver, install and support all system software for the proposed solution. Prior to installation, the vendor is expected to perform discovery activities, including a fit/gap analysis, to gain a full understanding of the District's business and instructional processes and determine a recommended software configuration. The vendor will meet with Oak Park River Forest 200 to review and discuss the recommended software configuration prior to implementation. The outcome of these meetings will determine how the software shall be configured to best meet the needs of Oak Park River Forest 200.

Please see detailed questions in **Appendix A**.

2.7.2 DATA CONVERSION PLAN

As part of this implementation, vendors are required to provide data conversion of the files indicated in **Appendix A**. Vendor is required to perform data verification to confirm that all data was transferred successfully and will be required to obtain Oak Park River Forest 200 signoff to confirm as well.

The successful vendor(s) is expected to assist Oak Park River Forest 200 in the conversion of both electronic and coordination and planning related to manual data conversion (e.g., hand keying) to the new system.

It is expected that the successful vendor(s) will be responsible for:

- Overall data conversion coordination
- Defining length of historical data that can be included / preserved
- Definition of file layouts
- Automated data import and validation into the new software

It is expected that OPRF will be responsible for:

- Data extraction from current systems
- Data scrubbing and data pre-processing
- Manual data conversion (e.g., hand keying)

See Conversion Data tab in **Appendix A** for full base bid conversion requirements as well as detailed questions.

I think we need some timeframe of data to be converted 5, 10 years, and understanding of how older data

would be housed, accessible as needed

2.7.3 REPORT DEVELOPMENT

It is expected that the system will provide the ability for end-user querying and reporting to be performed without impacting the performance of the transactional system. It is also expected that the system will provide the ability to upload and download information ensuring integrity of uploaded information.

The vendor is expected to provide assistance to Oak Park River Forest 200 staff in the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc.

Please see detailed questions in **Appendix A**.

2.7.4 INTEGRATIONS AND INTERFACES

It is expected that information would only need to be entered once into the system. Modules within the system should be integrated in real-time with each other such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of Oak Park River Forest 200. Where possible, OPRF prefers that integrations be developed using the OneRoster 1.2 specification.

The vendor is expected to integrate with all systems identified in the Interface tab of **Appendix A**.

2.7.5 TRAINING

Oak Park River Forest 200 has an expectation that:

- A. All power user and technical training will be performed on-site through implementation and be performed by the vendor.
- B. End user implementation training will be via vendor-provided training for power users and can be a train-the-trainer approach for extended areas with significant users, including joint participation by the relevant Oak Park River Forest 200 process owner, and Oak Park River Forest 200 IT services staff person supporting the process area.
- C. The vendor will include training for Oak Park River Forest 200 staff on the technologies required to support the new system.
- D. The awarded vendor will be responsible for providing training materials (in electronic format) for the initial vendor-delivered training as well as for use by Oak Park River Forest 200 for subsequent training.

Any training that cannot be easily accommodated or is not practical to be performed on-site should be specifically identified. Alternatively, Oak Park River Forest 200 is open to conducting remote training via the Internet but wishes to understand the pros and cons of such an approach.

The vendor should provide an overall description of their training approach that addresses the following (see **Appendix A** for specific questions):

- General timeframes in which training will be conducted, given the go-live schedule stated earlier in this document;

-
- List the nature, level and amount of training to be provided in each of the following areas:
 - Technical training
 - Power user training
 - Other end user training
 - Other staff (e.g., executive level administration)
 - Types of training materials that will be developed by the vendor
 - Tools that will be used in developing the training material
 - Ongoing training opportunities for more subject matter depth or new personnel

Please see detailed questions in **Appendix A**.

2.7.6 TESTING

The vendor should describe their recommended approach to the following types of testing that are anticipated to be performed during the implementation effort and the type of assistance they anticipate providing to OPRF related to testing. The vendor shall provide all test scenarios/test scripts. The vendor shall train the District on the use of the provided test scripts.

- A. System testing
- B. Integration testing
- C. Stress/performance testing
- D. User acceptance testing

2.7.7 SYSTEM DOCUMENTATION

The vendor is expected to provide user manuals and on-line help for use by OPRF as part of the initial training and on-going operational support. Additionally, the vendor is expected to provide technical documentation and describe what types of documentation you anticipate developing during the course of the project. Vendors must also provide access to existing documentation for review by the selection committee.

2.7.8 KNOWLEDGE TRANSFER

The vendor should describe their process for ensuring that knowledge transfer occurs back to OPRF staff (both technical staff and end users), such that staff is capable of providing level 1 end user support in the most efficient manner.

2.8 STAFFING PLAN

The vendor must detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). Include resumes for all personnel that will be assigned to the project to include the following information:

- A. Role on the project
- B. Number of years employed at your company
- C. Number of years conducting their proposed role on the project
- D. Expected amount of time (hours) that they will be committed to the project

E. Relevant previous experiences

If the vendor is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project. Additionally, the vendor should address the following items:

- A. Identify the degree to which vendor staff will be onsite versus off-site during the project
- B. Demonstrate your ability to provide continuity of skilled consultant resources throughout the duration of the project
- C. Describe the degree in which activities will be performed during normal business hours vs. off-hours

Likewise, Oak Park River Forest 200 requests that the vendor provide an overall staffing plan for the project, including identification of the District resources during the course of the implementation in terms of hours or full-time equivalents (FTEs), both for Oak Park River Forest 200 IT services department staff, as well as those within the various Oak Park River Forest 200 process owning and process-using departments. The District reserves the right to direct vendor staffing changes based on individual contractor/consultant's performance.

2.9 ON-GOING SUPPORT AND MAINTENANCE

The Vendor shall be responsible for level 2 and level 3 support of the system and shall include these services in the annual cost proposal. Please see detailed questions in **Appendix A**.

Likewise, Oak Park River Forest 200 requests that the vendor provide information respect to expectations on the District staff involvement to provide on-going support of the application.

2.10 HOSTING REQUIREMENTS (FOR SAAS OR HOSTED SOLUTION)

The District does **not** intend to enter into a separate Agreement for hosting services. If a third party is to provide the hosting services (hereinafter referred to as "hosting provider"), the successful Vendor must subcontract the hosting provider. Proposals for SaaS model solutions must meet the following requirements:

- A. The system must be available 24 x 7 x 365 with a minimum of 99.95% uptime, measured on a monthly basis (excluding maintenance windows).
- B. Maintenance windows must be scheduled outside of normal business hours, and agreed upon with OPRF staff. Windows should be pre-defined and communicated to OPRF staff. Any non-standard window must be communicated to OPRF staff at least two weeks in advance, with the exception of emergencies. In an emergency, hosting provider and/or vendor staff are to work with OPRF IT staff to determine appropriate time and communication to staff.
- C. All data must reside in the United States at all times.
- D. Hosting providers/vendors will provide secure data transmission paths from each of District's workstations to vendor's servers. All data transmission between vendor's hosted environment and District's environment shall be encrypted.
- E. All system data and files should be regularly backed up to a secondary data center/disaster recovery site outside of the main data center's same weather pattern and power grid. Backups

should occur such that the District loses no more than 2 hours of transactions due to an unexpected outage.

- F. Hosting providers/vendors must have a documented security incident response plan (SIRP) that addresses the vendor's plan for preventing, detecting, and responding to security breaches or cyberattacks in which the ISD's data or operations may be compromised.
- G. Hosting providers/vendors must have a documented disaster recovery plan (DRP) that addresses recovery and maintenance of system data and operations in response to hazard or emergency scenarios. This plan should be tested regularly to ensure that it is both tangible and actionable.
- H. Hosting providers/vendors should have a documented business continuity plan (BCP) that addresses localized or system outages that create an impact to one or more business functions. The BCP should account for the rapid restoration of services and redundancies in technology or process.
- I. Hosting providers/vendors must undergo an SSAE 18 / SOC2 Type 2 audit covering at a minimum the security and availability principles on an annual basis and must have no unaddressed material concerns. Vendor must provide a copy of their most recent audit report prior to contract award.
- J. Hosting providers/vendors must support and be compliant with all relevant regulations and requirements including, but not limited to: PCI-DSS, FERPA, HIPAA/HITECH and GDPR.
- K. Hosting providers/vendors must conduct annual penetration testing of the production network and/or web application. Vendor must provide a copy of their most recent audit report prior to contract award.
- L. Hosting providers/vendors will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity.

Provide a description of the proposed hosting services with your proposal. Vendors must respond to questions in **Appendix A** with regards to new releases, OS patching and data locations. Please provide a copy of your service level agreement that guarantees 99.95% uptime.

2.11 RIGHT TO INSPECT

In the case of a hosted or SaaS solution, Oak Park River Forest 200 reserves the right to inspect and investigate thoroughly the data center facilities, equipment, business reputation, and other qualifications of the vendor and any proposed subcontractors, and to reject any proposal, irrespective of price if it shall be determined that the vendor is deficient in any of the essentials necessary to ensure acceptable standards of performance. Oak Park River Forest 200 reserves the right to continue this inspection procedure throughout the life of the contract that may arise from this RFP.

2.12 SYSTEM PERFORMANCE

System response time must not impede the ability for staff to perform their required job functions using the system. The system must be available 24 x 7 x 365 with a minimum of 99.95% uptime. Describe system performance of the proposed solution including reference to the following performance areas:

- A. Guarantees on system performance
- B. Studies/benchmarks on system failure frequency, duration and impact and root-cause analysis
- C. Problem avoidance techniques

D. Evidence of system scalability to meet future needs as noted in key volumes section

Additionally, minimum hardware, software, storage, memory, operating system and other requirements for desktops and laptops to access the application must be provided such that Oak Park River Forest 200 can determine the extent to which existing computers must be upgraded or replaced.

2.13 ARCHITECTURAL AND APPLICATION DEVELOPMENT ROADMAPS

Vendors are to provide their architectural and application development roadmaps for the next 3-5 years. If there is a requirement for NDA, please include the appropriate paperwork in your response.

2.14 VENDOR PERFORMANCE REVIEW

Three months after the initiation of the contract, and then quarterly thereafter, OPRF reserves the right to review both the software as well as the vendor's performance on the contract. Upon request from the District, the vendor will present an overview of the status of implementation (during implementation), SLA goals, open issues lists, and other items as requested. Vendor shall ensure an appropriate executive from their company is in attendance at this meeting.

2.15 DISENGAGEMENT PLAN

Vendor shall provide an outline of a disengagement plan that highlights how all activities and billings are handled at the end of an engagement, should the District opt at some point to move to a different system. Vendors are to provide an outline of this plan in their RFP response.

- This plan shall detail activities that will guarantee an orderly transition of all data, as well as all services provided by vendor.
- This plan should be provided in draft format within 30 days of signed contract. It shall cover how data will be extracted from the system and provided to the district, any vendor responsibilities and any District responsibilities. It shall include timelines for data to be extracted as well as the amount of time the data will remain in the current system.
- In the event of termination of this agreement following the occurrence of an event of default or of a change in control, vendor shall immediately, upon the issuance of the notice of termination, develop a detailed disengagement plan in accordance with the procedures set forth above except, no later than fifteen (15) days after the date of the notice of termination.

2.16 OTHER COSTS

If any costs are associated with your proposed services that have not been identified in prior sections, they must be detailed here. Any such charges will be clearly identified and all non-recurring and monthly costs provided. These other costs if any must be shown using the form in **Appendix A**.

APPLICATION SOFTWARE REQUIREMENTS

APPLICATION SOFTWARE REQUIREMENTS

This proposal contains the application specifications for each desired system application module. In each of the above subsections, the **most critical** requirements for each application are presented. We believe that the majority of the requirements identified for these applications can be met by packaged software products with a minimum of software modification.

Each vendor should review the specifications and reports listed in each subsection and respond as to their availability within their software system. Vendors, at their option, may propose on specific sections only. The responses should be entered into the attached Excel spreadsheet under the “**Availability**” column of the attached functional specification as follows:

- Y** Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
- R** Functionality is provided through reports generated using proposed Reporting Tools.
- T** Functionality is provided by proposed third party functionality that has a standard integration/interface with the primary vendor solution (i.e., third party is defined as a separate software vendor from the primary software vendor). *This third party software must be included in your costs in order to be identified as a “T” in your response.*
- M** Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, which may have an impact on future upgradability. Costs for modifications must be included. If not, vendor should mark these items as an “N” and note in comments that it could be achieved at a cost that is yet to be determined.
- F** Functionality is provided through a future release that is to be available within 1 year of the proposal response.
- N** Functionality is not provided.

Please return a copy of these files **in Excel format** with your proposal.

APPENDICES

Provided Separately:

Appendix A – Vendor Response Forms