ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LA

REQUEST FOR PROPOSALS ON
Automated User Account Creation Software 2026 - Instructions

1. The St. Tammany Parish School Board (STPSB) will receive written proposals **until 3:00 PM on Monday, August 3, 2026**. All proposals shall be either hand delivered or sent via registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433, in a sealed envelope clearly labeled on the **outside: "RFP # 214 - Automated User Account Creation Software 2026".** All proposals arriving after the above date and hour will not be considered.

2. Proposals may also be submitted electronically at www.centralbidding.com.

3. You may find related proposal materials including detailed specifications necessary to complete you Request for Proposal at www.centralbidding.com and/or www.stpsb.org.

4. Vendors submitting proposals via mail or delivery must include an original proposal, six (6) copies and an electronic copy (i.e. flash drive, USB drive, CD, etc.). Vendors must also include all fully executed, **original** attachments relative to this Request for Proposal. The attachments associated with this Request for Proposal are the enclosed Proposal Information Form (page 10) Contract Provisions for Procurement Contracts (Attachment A) in the event Federal funds are used for any portion of this purchase, STPSB Contract Addendum (Attachment B), the Affidavit for Compliance with Section 889(a)) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), Certification Regarding Lobbying (Attachment D), The Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F) and Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment G). **Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.**

5. Proposals submitted electronically via www.centralbidding.com, must provide all fully executed attachments relative to this Request for Proposal. The attachments associated with this Request for Proposal are the enclosed Proposal Information Form (page 10) Contract Provisions for Procurement Contracts (Attachment A) in the event Federal funds are used for any portion of this purchase, STPSB Contract Addendum (Attachment B), the Affidavit for Compliance with Section 889(a)) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), Certification Regarding Lobbying (Attachment D), The Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F) and Firearm Discriminatory Act 587 (SB 234) Disclosure (Attachment G). **Proposals submitted without all of the fully executed attachments will be considered non-responsive. Vendors submitting electronically must furnish the original fully**

executed Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (Attachment C), upon award.

6. Contractors must be properly licensed by the Louisiana State Board for Contractors, Fire Marshall and any other licensing authority for each scope of work performed. If the total of your proposal is $50,000 or more, and requires a license, you must show the appropriate license number(s) on the **outer most packaging** of your proposal and submit a copy of the required license with vendor's proposal. **If a license is required, contractor must provide proof.**

7. Proposals submitted will be evaluated by a committee consisting of at least three (3) members. During the evaluation process, the evaluators may, at their discretion, request any one or all firms/individuals to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the evaluators may have on a firm's proposal. Not all firms may be asked to make such oral presentations. In the event St. Tammany Parish School Board has a question during the evaluation process, a Committee Member will reach out.

8. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insure, and:
    a. Comprehensive General Liability - $1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
    b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person $1,000,000.00, Bodily Injury – Each Occurrence $1,000,000.00, Property Damage – Each Occurrence $1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
    c. Workers' Compensation – State of Louisiana, Employer's Liability, Statutory requirements $1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.

9. It is the intent of the specifications to invite proposals on high quality merchandise. Mentioning a brand, manufacturer and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.

10. Sales tax IS NOT to be included in your proposal price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

11. In accordance with Revised Statue 38:2237 A(9), the School Board may reject all proposals when it is deemed that such action is in the best interest of the School Board.

12. Questions concerning the RFP submittal may be directed at the Purchasing Department at purchasing@stpsb.org. or via telephone at (985) 898-3224.

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FRANK J. JABBIA
Superintendent

St. Tammany Parish Public Schools

Request for Proposal (RFP)

Automated User Account Creation Software 2026

1.1 St. Tammany Parish Public School System Introduction and Profile

The St. Tammany Parish School Board (STPSB) is requesting proposals from qualified vendors for an Automated User Account Creation Software that will automate our accounts creation, change, and transfer processes among disparate systems and platforms (Microsoft, Linux, etc.). Our current solution is Identity Automation. Proposals should include migration from this system. STPSB has approximately 5,000 full time employees and 35,700 students.

1.2 Instructions to Vendors

It is requested that vendors keep their responses concise and to the point while still providing a complete response to the request. The selection committee will review each response in relation to the evaluation criteria listed in this Request for Proposal (RFP).

Proposals mailed or delivered to the St. Tammany Parish School Board must be received and stamped at the address below by **3:00 pm on Monday, August 3, 2026**. Any proposals submitted after that time will be disqualified and returned unopened. All proposals should be typed or legibly written and submitted in a sealed envelope clearly labeled on the outside: **RFP # 214 – Automated User Account Creation Software 2026**. Packets must include an original, six (6) copies, and an electronic copy (i.e., flash drive, USB drive, CD, etc.).

Proposals delivered to:

St. Tammany Parish School Board
Attn: Purchasing Department
RFP # XXX – Automated User Account Creation Software 2026
321 N. Theard Street
Covington, LA 70433

Vendors submitting proposals via mail or delivery must include completed, fully executed originals of all attachments. The attachments associated with this RFP are the enclosed Proposal Information Form (page 10), Contract Provisions for Procurement Contracts (in the event Federal Funds are used to make any purchase from this RFP) (ATTACHMENT A), STPSB Contract Addendum (ATTACHMENT B), the Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (ATTACHMENT C), the attached Certification Regarding Lobbying (ATTACHMENT D), the Debarment and Suspension Certification Form (ATTACHMENT E), Non-Collusion Statement (ATTACHMENT F), and Firearm Discriminatory Act 581 (SB 234) Disclosure (ATTACHMENT G). **Proposals submitted without the fully executed originals of all attachments will be considered non-responsive.**

Proposals may also be submitted electronically at www.centralbidding.com, no later than 3:00 pm on Monday, August 3, 2026. Vendors submitting proposals electronically via www.centralbidding.com must include all attachments completed and fully executed. The attachments associated with this RFP are the enclosed Proposal Information Form (page 10), Contract Provisions for Procurement Contracts (in the event Federal Funds are used to make any purchases from this RFP) (ATTACHMENT A), STPSB Contract Addendum (ATTACHMENT B), the Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense

Authorization Act (ATTACHMENT C), the attached Certification Regarding Lobbying (ATTACHMENT D), the Debarment and Suspension Certification Form (ATTACHMENT E), Non-Collusion Statement (ATTACHMENT F), and Firearm Discriminatory Act 581 (SB 234) Disclosure (ATTACHMENT G**). Proposals submitted without the fully executed attachments will be considered non-responsive. Vendors submitting electronically must furnish the original fully executed Affidavit for Compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act (ATTACHMENT C), upon award.**

Questions regarding the RFP will be accepted via email to questions@stpsb.org until 4:00pm on Tuesday, July 21, 2026. For questions concerning RFP submittal, email the Purchasing Department at purchasing@stpsb.org. EMAIL SUBJECT LINE SHOULD READ: RFP # 214 – Automated Users Account Creation Software 2026.

1.3 General Requirements

The STPSB does not claim to have included every possible and necessary piece of equipment or software. The vendors are obligated to inform the STPSB of, and include in their response, any components that may not be requested but are necessary for a successful solution.

The STPSB reserves the right to reject any proposal. The STPSB reserves the right to reconsider any proposal submitted at any phase of the procurement. The STPSB also reserves the right to meet with select vendors at any time to gather additional information. Furthermore, the STPSB reserves the right to delete or add functionality until the signing of the final contract.

All third-party hardware/software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated.

Indemnification and Institution Requirements: The successful vendor shall agree to indemnify St. Tammany Parish Schools, its Board, its officers and employees against loss or damage (including reasonable attorney's fees and other costs of litigation) caused by the successful vendor's negligent acts or omissions or the negligent acts or omissions of the successful vendor's agents or employees.

The successful vendor shall agree to defend any suit against St. Tammany Parish Schools alleging injuries or damages arising out of the service provided however, that nothing contained therein shall require the successful vendor to defend or indemnify St. Tammany Parish Schools for injuries or damages arising out of the negligence of St. Tammany Parish Schools, its agents, or employees.

Contract Law: Any contract and/or purchase order(s) resulting from this RFP will be subject to the laws of the State of Louisiana and all other applicable statutes. The Vendor must consent to and yield to the exclusive venue and jurisdiction of the 22nd Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal of any claim to any Federal Court, in connection with any proposal. The total contract and/or purchase order(s) will include only the negotiated and

executed contract and/or purchase order(s), STPSB Contract Addendum (ATTACHMENT B), and the vendor's response to this request for proposal.

Contract Assignment: In no circumstance may any portion of the operation or of any negotiated and executed contract and/or purchase order(s) for the solution may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of St. Tammany Parish Schools. If approved, all responsibilities rest with the primary vendor, and the vendor is required to manage the project installation through to completion. The vendor must provide details on the use of any/all approved subcontractors.

Vendor Expense: The STPSB will not be responsible for any expenses incurred by any vendor in the development of a response to this request including any onsite (or otherwise) interviews, presentations, supplemental information provided, submitted, or given to the STPSB or its representatives. Furthermore, the STPSB reserves the right to cancel work described herein prior to issuance and acceptance of any contractual agreement or purchase order by the recommended vendor even if the STPSB has formally accepted a recommendation.

Facilities: The vendor shall protect all buildings, equipment, ceiling materials, personal items, trees, shrubs, lawns and all landscaping on School Board property from damage. In the event of damaged property resulting from work on this project, vendor shall be repaired or replaced at the vendor's expense. Labor shall be included in all restoration of buildings or grounds broken up during the installation of this project.

Upon completion of each workday, the vendor must remove all tools, equipment, rubbish, and debris from the premises. Also, leave the premises clean and neat. The vendor is responsible for disposal of all debris through the vendor's outlet. The vendor may not use the STPSB's garbage dumpsters or any other School Board garbage service to dispose of rubbish and debris.

Notice: All documents submitted to the St. Tammany Parish School Board are subject to Louisiana Public Records Law, La R.S. 44:1 et seq., and may be released when public records requests are made by any interested party. If proposer deems any document submitted with this RFP confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under La R.S. 44:3.2, 44:4 or 44:4.1, or other provisions of law, the proposer shall clearly mark the documents CONFIDENTIAL prior to submission to the STPSB. Proposers shall clearly and boldly note the specific page numbers on a cover sheet, in bold type, and clearly mark each page which is considered restricted in accordance with Louisiana law. Proposer's self-declaration of confidential, trade secret or proprietary does not automatically protect data from being released.

It is understood that the vendor and their representatives shall follow all applicable school district regulations while on School Board property, including no smoking, no weapons, and drug free policies. All vendors and their representatives must check in with office personnel prior to any on-site work. All vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with the vendor's logo clearly visible. All vendor personnel, who will be on a campus, shall submit to a background check. In accordance with Louisiana R.S. 42.1267, all vendor personnel shall show proof of Cyber Security training to access any of our assets. If

vendor will have access to onsite network resources, they must complete the Cyber Security training prior to the start of the project and annually thereafter for the duration of the project.

All work must adhere to all applicable city, parish, state, and federal codes. These include, but are not limited, to building and fire codes.

1.4 Insurance Requirements

Insurance coverage specified below shall be furnished with the following minimum-limits:

A. Workers' Compensation

Applicable State	Statutory
RequirementsEmployer's Liability	$1,000,000.00

B. Comprehensive General Liability

$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability, and broad form CGL endorsement. If exposure warrants, underground,explosion, and collapse are to be included.

C. Automobile Liability

Bodily Injury - Each Person	$1,000,000.00
Bodily Injury - Each Occurrence	$1,000,000.00
Property Damage - Each Occurrence	$1,000,000.00

Coverage shall be written to include all owned, non-owned and hired vehicles.

Additional Requirements:
Coverage listed in items A, B, and C shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and provide waiver of subrogation in favorof the St. Tammany Parish School Board.

1.5 Proposal Format

In order to facilitate the analysis of responses to this request, vendors are required to prepare their proposals in accordance with the instructions outlined in this request. Each vendor is required to submit a proposal in a sealed, properly labeled package. **Vendors whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of STPSB.**

Proposals should be prepared as simply as possible while providing straight forward responsive information. Expensive bindings, promotional material, etc., are neither necessary nor desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Provide your proposal utilizing the same format and order of major headings as defined within this scope.

Section 1 - Executive Summary
Provide a brief narrative summarizing your company's ability to meet the requirements of this RFP. Please note, the executive summary should include contact information with a valid e-mail address and telephone number.

Section 2 - Company Profile
Describe your company including, but not limited to, years in business, general markets serviced, and any distinction of your company relating to the school computing marketplace. Provide evidence that the vendor is a corporation, is in good standing, and qualified to conduct business in Louisiana. Please include copies of business licenses and other credentials with relevance to this request. Any material (including letters of support or endorsements from clients) indicative of the vendor's capabilities is also encouraged.

Section 3 – References
Include three (3) references of clients that are similar to the St. Tammany Parish School System who are using the solution that you are proposing. School district(s) in Louisiana are of particular interest. Please provide the name, address, telephone number, contact name and contact title.

Section 4 - Product Information
Provide any product information for the proposed automated user account creation solution. Our current solution is Identity Automation. Any proposal should include, but should not be limited to, the following:

Primary Upstream Systems (Point of Origin)
- MUNIS ERP (Microsoft SQL)
- EDGEAR JPAMS (Fedora, ESI VM, MYSQL)
- ACTIVE DIRECTORY

Primary Downstream Systems
- Active Directory
- DNA Fusion / Access Control System (MS SQL)
- Horizon (MS SQL)
- Destiny (MS SQL)
- Moodle (PHP MySQL)
- Edulog (MS SQL) (currently) / Athena (Cloud) (future)
- Laserfiche (MS SQL)
- ESS Munis Module loopback from Exchange
- IncidentIQ (Cloud)
- Clever (Cloud)
- Google Workspace (Cloud)
- Microsoft Entra (Cloud)
- Microsoft Exchange Online (Cloud)

Necessary characteristics include but are not limited to the following:

- Platform Agnostic User Interface
- Standard Infrastructure Requirements
- Reliable Audit Logs
- Ability to Claim Accounts
- Ability of Users to Reset Passwords
- Access Request Management System
    - This type of system includes, but is not limited to, onboarding and access rights to various technology systems, data, and applications, all being based on roles such as employment position, roles, and other factors editable by administrative input.

Vendors whose solutions do not require that the same data be entered more than once are preferred. Provide any product information such as module descriptions for the solution proposed in concise format (no sales literature). Please describe your required discovery and review process in order to maintain proposed timelines. Note any exceptions or caveats.

Please explain your software architecture such as language platform, OS components required, Web APIs required, and general presentation platform (traditional install client or Web based). Backend requirements (if any) also need to be disclosed i.e. MySQL, SQL server, and if any minimum or dedicated server space is necessary. Required hardware specifications must be disclosed in detail (i.e., memory, CPU). If cloud-based please explain the platform, redundancy and requirements for integration of on-premise upstream systems and downstream systems.

Section 5 – Implementation and Training

Please describe your implementation methodology, client / vendor roles and responsibilities of the implementation and necessary client resources for a successful implementation. Describe your proposed training program to properly train our IT support staff. Include a proposed timeline. Each vendor must outline their specific plan to accomplish the proposed timeline.

Section 6 - On-going Support Services

Describe the services and support available after completion of the initial implementation, including onsite and telephone support assistance (hours available, normal response time after initial call made, support communication capabilities and remote diagnostic capabilities). Describe any Quality Assurance programs you have in place and how product maintenance and enhancements are addressed

Section 7 - Terms and Conditions

Please provide us a copy of your standard agreement or contract, warranty information and any exceptions to the request in MS Word format. All firms submitting proposals must submit the most competitive proposal possible.

Section 8 - Cost Quotation

Please provide a complete cost summary along with the breakdown pricing. You must include all items listed in the table below; warranty, support and all shipping.

	Total Cost for 3 Years	Total Cost for 5 Years	1 Year Renewal after initial term
Hardware/Software			
Renewal Cost			
Subscription Cost			
Additional Components			

1.6 Evaluation Criteria

EVALUATION CRITERIA	POINTS
Technical (features and references)	20
Availability and Quality of Support Resources	15
Training, Maintenance and Software Updates Availability	15
Product Proposed	20
Software Cost	30
Total	100

VENDOR CHECKLIST

This checklist is provided as a tool to aid in the completion of your paperwork and should not be utilized in place of thoroughly reading and following the instructions and specifications documentation. Many proposals must be rejected when respondents simply fail to comply with the required preparation and submission requirements.

_____ Have you performed a final review of your response to ensure you have included all required documentation?

_____ Have you verified all amounts to ensure that they are complete and accurate?

_____ Is your proposal clear, concise, thorough, and easy to follow?

_____ Does your proposal follow the instructions on pages 2 – 3?

_____ Does your proposal follow the guidelines and format requirements set forth on pages 3 – 8 of the RFP?

_____ Is your envelope properly marked? See pages 2 - 3 of the RFP for details.

_____ Have you included an original copy, six (6) copies, and an electronic copy of the proposal or followed the guidelines for online submission?

_____ Have you included the enclosed Proposal Information Form executed by a duly authorized company official?

_____ Have you included a fully executed STPSB Contract Addendum (ATTACHMENT B)?

_____ Have you included a fully executed and notarized Affidavit (ATTACHMENT C) with your proposal? Also, did you send your original form into the office?

_____ Have you included fully executed Certification Regarding Lobbying (Attachment D), Debarment and Suspension Certification Form (Attachment E), Non-Collusion Statement (Attachment F), and Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure (Attachment G) by an authorized company official?

PROPOSAL INFORMATION FORM

DATE: _____

COMPANY: _____
Legal Name of Agency Submitting Proposal

COMPANY ADDRESS: _____

_____

_____

_____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____
Company Official (Duly authorized to sign proposals/contracts)

_____
Typed or Printed Name & Title of Company Official

NOTE: THIS FORM MUST BE FILLED OUT AND SUBMITTED WITH YOUR PROPOSAL.