Cloud-Based Transcript Processing Service
Request for Proposals

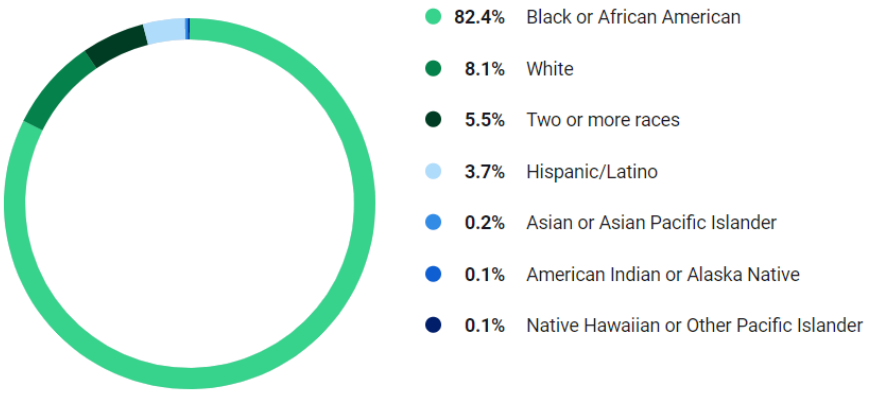
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1. Summary

Ferguson-Florissant School District (FFSD) is an accredited public school district in St. Louis County, Missouri with approximately 9,400 students from preschool through 12th grade. The district is comprised of seven primary schools (PreK-2), six elementary schools (3-5), two sixth grade centers, two middle schools (7-8), two high schools, and one alternative school as well as three secondary choice schools: the Innovation School at Cool Valley, a STEAM middle school and a STEAM high school.

Enrollment by Diversity



Students on free or reduced price lunch	**69.2%**
Students learning English (average)	**1.7%**

FFSD is seeking proposals in response to our need for a transcript processing service, which should:

- Be an encrypted cloud-based service;
- Allow alumni and/or current students to request high school transcripts, graduation verifications, fee waivers, etc. electronically;
- Process and send paper and/or electronic transcripts, graduation verifications, fee waivers, etc. to universities, colleges, employers, and other recipients based on the requisitions submitted by the stakeholders;
- Allow the school district, when appropriate, to levy fees on document requests;
- Remit to the school district regular payments when the amount collected exceeds processing fees;
- Allow the school district registrars, the record's custodian, and other school staff to bulk upload transcripts for processing;
- Support district efficiencies:
    - Routing of requests to various campus or district office staff
    - Ensuring the requests are handled in a timely manner (no more than 48 hours)

- Feature various levels of users:
    - administrators - oversight of implementation
    - registrars - processing requests
    - counselors/college and career specialists - monitor requests

Ferguson-Florissant School District invites proposals for a **cloud-based transcript processing service.**

The selected vendor will support the district's onboarding process, including the implementation and maintenance of the product.

Proposals are due no later than January 23, 2025, at 9 AM CST. The RFP responses need to be sent to bjohnson@fergflor.org **and** mailed to the address identified below. Additionally, emailed proposals should be clearly labeled "Proposal: Virtual Learning Provider"; all responses should be directed to:

Ferguson-Florissant School District
Attention: Bradley C Johnson, Director of Career and Technical Education
8855 Dunn Road
Hazelwood, Missouri 63042

2. Proposal Conditions

The following conditions are considered an integral part of this RFP. Potential providers are required to comply with the following conditions as part of submitting their proposal:

1. The proposal shall not be withdrawn and shall be irrevocable through March 30, 2025.

2. Questions regarding proposal procedures, rules, content, specifications, requirements, etc., may be directed to bjohnson@fergflor.org.

3. Specifications and requirements provided here are intended to describe the desired service and its parameters. An alternative may be offered, if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal.

4. Ferguson-Florissant School District will retain sole authority for determining what constitutes an acceptable deviation from the specifications/requirements.

5. Proposals may be withdrawn at any time prior to the proposal opening date and time by placing a withdrawal request in writing.

6. Ferguson-Florissant School District reserves the right to accept or reject any or all proposals; reserves the right to award the contract to a bidding entity other than the low bid entity; reserves all rights granted to it by law; and reserves the right to waive formalities and to take such action as it deems necessary in the best interest of our students.

7. Ferguson-Florissant School District shall evaluate the proposal(s) and award any contract in consideration of the proposal that is most advantageous to the recipient. Factors to be considered shall be based on, but not limited to, the following:

   a. Adherence to specifications and requirements.

      i. Ability of the vendor to demonstrate the product meets FFSD's expectations programming, technical requirements, implementation plan, and references

   b. Interview with potential vendors

   c. Itemized costs, platform, and implementation support

8. Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of the Ferguson-Florissant School District immediately. Such errors shall be promptly corrected for proposing entities and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.

9. Proposals will be opened on January 23, 2025.

10. Each proposer is responsible for submission of its proposal. No proposals shall be accepted after the due date. No award will be made at the time of opening.

11. Submitters of proposals may email bjohnson@fergflor.org to obtain a bid tally on or after January 23, 2025.

12. All proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and / or any employee of the proposer or any member of the Board of Education or Superintendent of Ferguson-Florissant School District, a copy of which Familial Disclosure Affidavit is attached this RFP as Exhibit A. Bid proposals that do not include this sworn and notarized Familial Disclosure Affidavit will not be considered or accepted by the Board of Education.

13. Each proposer by its submission of its proposal releases Ferguson-Florissant School District, its Board of Education, employees and agents from any claims arising out of, or in any way related to, the RFP process and the selection of the provider.

14. The proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to the RFP, or any negotiations incidental to its proposal for the RFP.

15. Any decision made by Ferguson-Florissant School District, including the selection of a provider, shall be final.

16. Ferguson-Florissant School District reserves the right to request additional information from any or all proposers.

17. Ferguson-Florissant School District reserves the right to negotiate with the proposer concerning their proposals.

3. Scope and Specifications

The Ferguson-Florissant School District will accept bids from qualified vendors that can supply a cloud-based transcript-processing service.

4. Mutual Agreements and Terms

All parties shall act in good faith to communicate and act in the best interest of students.

5. RFP Submission Requirements

Vendors submitting a proposal should include the following information:

Part 1: Components Included in Evaluation

1. The product's ability to support our district in fulfilling the document (transcript, graduation verification, fee waivers, etc.) requests, including:
a. Be an encrypted cloud-based service; b. Allow alumni and/or current students to request high school transcripts, graduation verifications, fee waivers, etc. electronically; c. Process and send paper and/or electronic transcripts, graduation verifications, fee waivers, etc. to universities, colleges, employers, and other recipients based on the requisitions submitted by the stakeholders; d. Allow the school district, when appropriate, to levy fees on document requests; e. Remit the school district regular payments when the amount collected exceeds processing fees; f. Allow the school district registrars, the record's custodian, and other school staff to bulk upload transcripts for processing; g. Support district efficiencies: i. Routing of requests to various campuses or district office staff ii. Ensuring the requests are handled in a timely manner (no more than 48

hours)
h. Feature various levels of users:
    i. administrators - oversight of implementation
    ii. registrars - processing requests
    iii. counselors/college and career specialists - monitor requests

TECHNICAL REQUIREMENTS

1. Minimal and optimal technology requirements: outline technical specifications of the program, including but not limited to:
    a. How the program is hosted
    b. Minimum technical specifications required to effectively run the program
    c. Optimal and available platform(s) and operating system(s)
    d. Availability of remote or home based access
    e. Other technical specifications, including if Google SSO is available through Canvas and/or Clever

IMPLEMENTATION PLAN

1. Professional development plan for initial training and ongoing implementation support
2. Reporting features to evaluate fidelity and effectiveness

REFERENCES

1. Attach a list of names of no less than three (3) school districts and key contacts from that district (name, title, work email, and work phone number) who can attest to the
    a. quality of the platform
    b. support for implementation
    c. ongoing customer service and support.
2. At least one of these references must be from a district with similar demographics outlined in the summary
3. At least one of these references from a public education district in Missouri

COST

1. Please provide the itemized costs.

PRESENTATION

1. Be available to present the product and proposal via Zoom on January 28, 2025, for no longer than 30 minutes; a time would be communicated when the response is received.

Part 2: Additional Information and Requirements for Submission

1. A brief description of the agency/company, including a history of the development of the program, contact information (including the name, address, phone number, e-mail address, and

mailing address) of the vendor's primary contact person, and any available brochures about your business.

2. A description of any deviations from the stated specifications or clarifications that are germane to the proposed services and/or costs.

3. If entity is MWBE, evidence or certificate must be provided.

4. Any proposed/anticipated cost increases for the second and third years of an agreement.

5. The proposer certifies that their proposal is made without any previous undertaking, agreement or connection with any person, firm or corporation making a proposal to provide the same product and services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

6. Any other information that the proposer believes is relevant to evaluate the proposer's ability to provide the requested product and services.

EXHIBIT A

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the _____ _____Request for Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationships exist between bidder(s) or any employee of _____, and any member of the Board of Education of the School District or the Superintendent of Schools.

List any Familial Relationships:
_____
_____
_____

Dated: _____ PROPOSER: _____

By: _____

Its: _____

State of Missouri)
County of _____) ss:

This instrument was acknowledged before me on the _____ day of _____, 20__, by _____.

_____(Signature)
_____(Printed)
Notary Public, _____ County, Missouri
My Commission Expires: _____
Acting in the County of _____

Additional Required Forms

Bidders shall execute the following forms and return the signed original with their proposal.

Bid Certification

Bidder certifies that they have not offered any pecuniary benefit or thing of value to gain advantage or influence a decision in this matter.

Notification of Criminal History of Contractor

A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony

Debarment, Suspension and Ineligibility Certification

Contractors receiving individual awards of $25,000 or more and all sub-recipients must certify that their organization and its principals are not suspended or debarred by a federal agency.

W-9

Form W-9 is the IRS form used by the Ferguson-Florissant School District to request your taxpayer identification number. By submitting a W-9, you are certifying that the tax id number you are providing is correct and accurate.

http://www.irs.gov/pub/irs-pdf/fw9.pdf

Federal Work Authorization Program Addendum and Affidavit

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

BID CERTIFICATION

The undersigned Bidder (Contractor), by signing and executing this bid, certifies and represents to the Ferguson-Florissant School District that Bidder has not offered, conferred or agreed to confer any pecuniary benefit, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this bid; the Bidder also certifies and represents that Bidder has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid; the Bidder certifies and represents that Bidder has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Ferguson-Florissant School District concerning this bid on the basis of any consideration not authorized by law; the Bidder also certifies and represents that Bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the Bidder further certifies and represents that Bidder has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Bidder will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Ferguson-Florissant School District in return for the person having exercised the person's official discretion, power or duty with respect to this bid; the Bidder certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Ferguson-Florissant School District in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

FIRM NAME _____

PHONE _____ EMAIL _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SIGNED BY _____ TITLE _____

PRINTED NAME _____ DATE _____

NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

Subsection (a): A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b): A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Subsection (c): This section does not apply to a publicly held corporation.

I, the undersigned officer or agent for the contractor named below, certify that the information concerning notification of criminal history of contractor has been reviewed by me and the following information furnished is true and correct to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME: _____

Check only one of the following:

☐ My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable. My

☐ firm **IS NOT** owned nor operated by anyone who has been convicted of a felony.

☐ My firm **IS** owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____
(attach additional sheet if necessary)

Details of Conviction(s): _____
(attach additional sheet if necessary)

Signature of Company Official: _____

DEBARMENT, SUSPENSION AND INELIGIBILITY CERTIFICATION

Statutory citation is found in the U.S. Office of Management and Budget Circular A-102, 2 CFR 11 Part 215, and Federal Acquisition Regulation Subpart 9.4

Federal agencies, state agencies, and local governments, including the Ferguson-Florissant School District, shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors only. OMB Circular A-102, *Grants and Cooperative Agreements with State and Local Governments*, Section 1 (d), requires that Ferguson-Florissant School District shall not award a contract to a contractor, or consent to a subcontract with a contractor, that is debarred, suspended, proposed for debarment, or otherwise declared ineligible.

"Contractor" means any individual or other legal entity that – (1) Directly or indirectly submits offers for or is awarded a Federal Government or Ferguson-Florissant School District contract or a subcontract under a Federal Government or Ferguson-Florissant School District contract; or (2) Conducts business, or reasonably may be expected to conduct business, with the Federal Government or Ferguson-Florissant School District.

A contract award with an amount expected to equal or exceed $25,000 and certain other contract awards shall not be made to contractors that are listed on the Federal Government Excluded Parties List. Ref: 2 CFR 11 Part 215

Contractors submitting a bid or proposal in an amount expected to equal or exceed $25,000 shall certify that neither their organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

I, the undersigned officer or agent for the contractor named below, certify that neither this organization nor principal officers and agents nor subcontractors are debarred, suspended, proposed for debarment, or otherwise declared ineligible by a Federal agency.

VENDOR'S NAME:

Authorized Officer or Agent: _____

Printed name of company official signing above:_____

Date Signed: _____

FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

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

Accordingly, your company:

a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

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

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

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

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

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

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

By:_____(signature)

Printed Name and Title:_____

For and on behalf of:_____

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

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

I. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by _____(hereinafter "Company") and have authority to issue this affidavit on its behalf

3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District. FURTHER AFFIANT SAYETH NOT.

By:_____(individual signature)

For_____(company name)

Title:_____

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

_____

NOTARY PUBLIC

My commission expires: