



NORTHSHORE SCHOOL DISTRICT No. 417
3330 Monte Villa Parkway
Bothell, Washington 98021

REQUEST FOR PROPOSALS

BUSINESS SYSTEMS NEEDS ANALYSIS

RFP# 21-11-10

for

Northshore School District

Bid Opening: December 14, 2021 at 3:00 P.M.

REQUEST FOR PROPOSALS

BUSINESS SYSTEMS NEEDS ANALYSIS

RFP# 21-11-10

Incorrect due date: DUE NOVEMBER 29, 2021 at 3:00 PM

Correct due date: DUE DECEMBER 14, 2021 at 3:00 PM

Notice is hereby given that sealed proposals will be received by the Northshore School District No. 417, Bothell, WA, hereinafter referred to as District, from qualified Bidders for a Business Systems Needs Analysis. The District is requesting an analysis of current fiscal, human resources, and related systems, processes, and software for possible process improvements. The scope of work will include, but not be limited to, conducting workshops with District staff and preparing a final report with recommendations.

Proposals are due at 3:00 P.M., December 14, 2021.

Estimated value of contract: \$70,000 to \$100,000

Each proposal shall be in accordance with the Request for Proposals Document. The Northshore School District reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the RFP process. The Request for Proposals document(s) is available at <http://www.nsd.org/business> and WEBS <https://pr-webs-vendor.des.wa.gov>. Small Businesses and Minority and Women-Owned Businesses are encouraged to apply.

Publication: Seattle Daily Journal of Commerce
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**BUSINESS SYSTEMS NEEDS ANALYSIS
RFP# 21-11-10**

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TERMS AND CONDITIONS

PART 1 – INSTRUCTIONS TO BIDDERS

1.01 GENERAL INSTRUCTIONS TO BIDDERS:

A. Northshore School District (“District”) is requesting proposals from qualified companies (“Bidders”) to provide Business Systems Needs Analysis services to Northshore School District.

B. Bidder shall submit one (1) clearly marked original, one (1) complete paper copy, and one (1) electronic copy of the proposal in PDF format on a flash drive. Proposals are to be submitted in a sealed envelope or box addressed to Joy Kuhlmann, Contracts and Procurement Manager, Northshore School District, 3330 Monte Villa Parkway, Bothell, WA 98021. The envelope/box shall contain the following information on its face: the name of the Bidder, Bidder’s address, and the title “BUSINESS SYSTEMS NEEDS ANALYSIS RFP# 21-11-10.” It is the sole responsibility of the Bidder to see that its proposal is received at the designated location by the designated time. Proposals shall be hand-delivered or sent via certified mail to ensure that they are received by the due date and time. Electronically transmitted or faxed proposals will not be accepted.

C. District intends to award a contract to the responsive and responsible Bidder whose proposal offers the best overall value to the District. Additional information about scoring of proposals can be found in Section 3 below.

D. The term of this contract will run from February 1, 2022 through April 29, 2022. The successful Bidder must certify that all of the services proposed are readily available and that District will not incur costs in excess of the proposed rates for the duration of the contract period and any optional extension terms.

E. Distribution of this RFP or receipt of any proposal shall not constitute a commitment by the District to any Bidders. If it is determined that the submitted proposals are not economically beneficial to the District or for other business reasons, the District may, at its sole discretion, reject all proposals or waive informalities in the request for proposal process.

F. The following is a draft schedule of procurement activities related to this RFP:

<u>Date</u>	<u>Activity</u>
11/10/2021	Date of First Advertisement
11/15/2021	Date of Second Advertisement
12/03/2021 at 3:00 PM	Last Day to Submit Questions or Requests for Clarifications
12/7/2021	Publish addenda as necessary
12/14/2021 at 3:00PM	Proposal Due Date, Public Bid Opening at District Administrative Office- Room 101 at 3:00 PM
1/6/2022	Bidders Notified of Interview Selections
1/06/2022 - 1/12/2022	Interviews
1/13/2022	Notice of Intent to Award (All Bidders Notified)
1/24/2022	Contract Awarded
February 1, 2022	Contract Period Begins

1.02 PREPARATION OF PROPOSAL FORM

A. Bidder must submit a complete proposal in accordance with the requirements of Section 3 below. All costs in submitting a proposal, responding to inquiries, and if requested, demonstration of services shall be borne in full by the interested Bidder.

1.03 SIGNATURES

A. The proposal cover letter and all required forms must be signed in the name of the Bidder and must bear the title and signature of the person duly authorized to sign the proposal. The copy of the proposal designated as the original shall contain original signatures.

1.04 WITHDRAWAL OF PROPOSAL

A. Any Bidder may withdraw its proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals. Proposals cannot be withdrawn once submitted and will be valid for a period of 90 days from the date due.

1.05 EXAMINATION OF RFP REQUIREMENTS, QUESTIONS

A. Bidders shall thoroughly examine and be familiar with all instructions, conditions, and/or specifications. The failure of a Bidder to receive or examine any form, attachment, clarification, addendum or other document, or visit to the site when required in order to acquaint the Bidder with existing conditions, shall in no way relieve the Bidder from obligations concerning the proposal or the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

B. Questions or requests for interpretation of specifications must be emailed to Joy Kuhlmann, Contracts and Procurement Manager, at jkuhlmann@nsd.org, referencing the title of this RFP in the subject line. Interpretations and answers to questions shall be communicated by a formal Clarification document that will be made available to all Bidders. Any Addendum or Clarification issued will be posted to the District website (www.nsd.org/business). It is the responsibility of the Bidder to check the District website regularly for updates. No oral interpretation of any provision in the proposal documents will be made to any Bidder.

C. During the time period that this RFP is active beginning with the date of first advertisement and ending with the date of contract award, no Bidder shall have any communication with any employee or contractor of District about this RFP except for Joy Kuhlmann, Contracts and Procurement Manager. Violations of this requirement may result in disqualification of Bidder.

1.06 CONTRACT

A. Bidder shall review the attached Sample Contract (Attachment G). Bidder shall be prepared to execute this document if selected. If Bidder would like to request

revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidders.

1.07 DELIVERY

A. Delivery of services must occur during District-agreed upon hours.

1.08 TAXES

A. Proposals are not to include sales tax. The District is exempt from Federal Excise Taxes.

1.09 PROTEST PROCEDURE

A. District's Protest Procedure can be found on the website at <http://www.nsd.org/business>.

1.10 PUBLIC INFORMATION/CONFIDENTIALITY

A. The District understands that Bidders may include within their proposal information that is deemed confidential in the opinion of the Bidder. The Bidder must understand that the District is subject to clear legislation governing open records and public information requests within the State of Washington. Bidders must clearly mark portions of their proposal that they feel are exempt from disclosure pursuant to RCW 42.56 or any other state and federal statute and include an explanation as to why they believe the indicated documents are exempt. The District will not be bound by any blanket confidentiality agreements, and the District makes no assurances that confidential materials will be held in confidence if they are not deemed qualified for exemption.

B. Bidder acknowledges the obligations for maintaining the confidentiality of student records and access to the parents and students of such records in accordance with the Family Education Rights and Privacy Act (FERPA).

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PART 2 – SCOPE OF WORK

2.01 PROJECT BACKGROUND

Several years ago the District implemented a project to identify software products that would meet the District's need for data management in its integrated fiscal and human resources (HR) functions. The results of this search identified the Sungard-BiTech product, IFAS. The District had a successful implementation of this product, which resulted in a significant improvement in Fiscal and HR information management within the District.

The District has utilized this system for more than 20 years. During this time there have been regular upgrades to the system. What was called BiTech and then IFAS is now BusinessPLUS. (The District is currently on version 20.11 of BusinessPLUS.) There have been modifications to how the Business Services and HR departments use the system as their needs have evolved. Other systems related to the District's operational processes have been implemented and may be integrated with BusinessPLUS. Additionally, other systems have been implemented and *not* integrated with BusinessPLUS, for a variety of reasons, that ideally would be. HR and Payroll participated in a business process review in 2017 and implemented some of the resulting recommendations. There has not been a recent comprehensive review of what the District's Fiscal data management needs are now, how the current system meets those needs, whether the District's business processes are appropriate, whether the District's on-boarding and on-going training efforts are meeting needs, whether the District is properly utilizing the current system, or whether there are other software systems available that might better meet the District's requirements.

In 2017, Sungard K-12 and the BusinessPLUS product line was recently acquired by PowerSchool. The combination of the acquisition and the amount of time the District has been on this product make this an opportune time to review District business needs and associated processes, assess whether those processes are appropriate given the district's needs/staffing/system functionality, and whether the District's needs will continue to be met by its current systems,.

2.02 GENERAL DESCRIPTION OF THE PROJECT

Bidder will work with the District to negotiate the final scope of work for the project, review Enterprise Resource Planning (ERP) and related software requirements through a series of

on-site workshops, and provide a system assessment report. The District is generally preferable towards comprehensive systems, or those that lend themselves to easy integration (to student records systems for example). The District contemplates a work plan for the project generally reflective of the following elements.

2.03 SCOPE OF WORK

A. Project Planning and Management

During the initial phase of the project, Bidder will perform the following tasks:

1. Work with the District's key stakeholders to negotiate the final scope of work and project schedule, collect contact information for potential workshop participants, and identify roles of the participants.
2. Review available documentation about the District's business systems, processes, etc.
3. Participate in an on-site kickoff meeting to begin the Assessment.

B. Pre-Workshop Preparation

During the second phase of the project, Bidder will work with the District to set up and prepare for workshops as follows:

- A. Detailed Project Plan and Workshop Schedule- Work with the District to determine workshop attendees and plan for adequate workshops on-site at District offices. Prepare and provide a suggested Workshop Schedule. The District will approve the Workshop Schedule and arrange for attendee participation.
- B. Workshop Preparation- Provide information about the Workshops including questions for participants to consider in preparation for the Workshops.
- C. District Documentation Review- Review documentation provided by the District to orient Bidder's staff to the current District environment. This documentation may include any or all of the following: District budget, organization charts, system reviews or assessments, District and technology strategic plans, requirements of the Office of the Superintendent of Public Instruction (OSPI) and the Washington State Auditor's Office (SAO) relevant to the District, documented software functional/technical requirements, etc.

C. Workshops

In the third phase of the project, Bidder will conduct an adequate number of scheduled workshops. Bidder will engage with District attendees and review the following, at a minimum:

- A. District strategic objectives

- B. District business processes in use and purpose of each
- C. Key software requirements
- D. Benefits/challenges of current systems
- E. Effectiveness of staff in utilizing system capabilities
- F. Side systems / spreadsheets
- G. Manual processes and / or manual integrations
- H. Provide insights / vision into functionality of modern applications
- I. Conduct follow-up communication as needed for clarification
- J. Professional development related to both on-boarding and on-going

D. ERP Assessment Report

In the final phase of the project, Bidder will conduct an analysis and create the ERP Software Assessment Report detailing its findings and recommendations based on the information obtained. The Assessment Report will include the following as a minimum:

- A. Assessment of District's business system needs
- B. Observations of current systems (organizational, software and procedural) – strengths and challenges
- C. ERP software options – retain or replace
 - a. Include an assessment of options available to the District to best meet its needs as identified
- D. Preliminary cost estimates for software options/implementation should replacing software be a recommendation - should include full cost estimates, including licensing, training, staff backfill, project management, etc.
- E. Software vendor long list (list of potential vendors with products matching District needs)
- F. Recommendations and next steps

E. Optional (subject to District's discretion)

Based on the conclusions provided in the report resulting from this study, and subject to the sole discretion of the District, the District may engage Bidder to assist the District with development of a "Request for Proposals" (RFP) for replacement software for the systems described in this scope. This additional scope of work will be added as an Amendment to the selected Bidder's contract at District's sole discretion.

F. Deliverables and Anticipated Schedule

- A. Detailed project plan (developed in consultation with the District) – *within 30 days of contract*
 - i. Workshop schedule

- ii. Project Description memo (developed in consultation with the District)
- B. Conduct / lead workshops – *within 60 days of contract*
 - i. In sufficient number to adequately develop a thorough assessment of the District's business systems
 - ii. The number of workshops anticipated will be identified in the final negotiated scope of work
- C. ERP Assessment Report – *within 90 days of contract*
 - i. As described in 2.03(D) above

PART 3 – CONTENT, FORM, AND EVALUATION OF PROPOSALS

3.01 CONTENT

- A. Interested Bidders are advised to provide as much detail as possible pertaining to their capabilities and experience to the services outlined in this proposal; however, Bidders should not include extraneous marketing materials. Information shall be presented in a clear, comprehensive, and concise manner and in the format prescribed below.
- B. At a minimum, each proposal must include the following items:
 - 1. Cover Letter
 - 2. Company Information and References (Attachment A.)
 - 3. Certifications (Attachments B, C, & D)
 - 4. Technical Proposal
 - 5. Cost Proposal (Attachment E)
- C. The proposal shall be organized in the following format:
 - 1. Cover Sheet
 - 2. Table of Contents
 - 3. Cover Letter
 - a. No longer than 1 double-sided page.
 - 4. Company Information and References
 - a. Provide response to Evaluation Criteria 3.02A below using Attachment A form.
 - 5. Technical Proposal
 - a. Provide Responses to the Evaluation Criteria 3.02B below.
 - b. No longer than twelve (12) double-sided 8 ½" x 11" pages.
 - 6. Cost Proposal

- a. Provide response to Evaluation Criteria 3.02C below using required Attachment E form.
- 7. Appendix
 - a. Include all required certification forms in this section (Attachments B, C and D).

3.02 EVALUATION CRITERIA

A. Qualifications of Bidder, Including References

Specialized experience and technical competence of the Bidder, any proposed subcontractors, and key staff members. Past record of performance with other School Districts or public bodies and with private industry, including such factors as quality of work, ability to meet schedules, responsiveness, and cooperation. Recent experience of the Bidder and successful completion of work of a similar type and complexity will be a material consideration.

Proposal Requirements:

1. Completion of Attachment A, Company Information and References form, including:
 - a. Brief resume of the Bidder, including: home and branch office information; date established; former name(s); and type of ownership or legal structure.
 - b. Three references from former or current clients related to the required tasks above including contact name, phone number, email address, and a brief description of the work performed. References from Northshore School District current or past employees may be included, but will not count as one of the required three references.. References will be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

B. Technical Proposal

Services proposed should meet or exceed the requirements outlined in Part 2- Scope of Work above. Proposals should demonstrate an understanding of the needs of the District and propose a solution to meet those needs.

Proposal Requirements:

1. Bidder shall provide detailed responses to the following prompts:
 - a. State the qualifications of the firm and personnel that will be assigned to this project.
 - i. Identify all firm staff to be assigned to this project, including relevant descriptions of staff capabilities as related to the project.
 - ii. Brief Resumes shall be provided.
 - iii. Confirm the availability of staff during the proposed contract period.
 - b. Describe the past relevant experience of your firm in completing similar projects.
 - c. Describe the approach that you will use to manage this project. How will this approach best meet the needs of the District?
 - d. Indicate the project management methods you will use to ensure the project is completed within schedule. Identify any risks that may impact project schedule, along with mitigation strategies.

C. Pricing

Pricing should include all applicable costs to the District for the services requested for the length of the contract period. This includes, but is not limited to, costs for supplies, overhead expenses, and profit.

Proposal Requirements:

1. Submit a cost proposal including:
 - a. Anticipated total costs for each phase of the project.
 - b. Rates for staff assigned to the project and anticipated level of effort.
 - c. Anticipated total cost for the optional work, to be awarded at District's sole discretion.

3.03 EVALUATION OF PROPOSALS

A. Once received, Proposals will be evaluated for responsiveness. A Proposal will receive a pass/fail determination for each of the following criteria:

1. Submission of one original proposal, one electronic copy, and the correct number of paper copies. Proposal must comply with all page limit requirements.
2. Proposal contains the minimum required sections indicated in Section 3.01B of the RFP.
3. Bidder provided an active Washington Business License number

4. Bidder is not debarred from receiving government funds
5. All required forms and the cover letter have signatures of an authorized person.
6. Bidder is able to provide all equipment, products and services requested in Section 3 of the RFP.
7. Any other criteria which may be relevant to this determination. District reserves the right to follow up with the Bidder to request additional information to determine responsiveness.

B. If a Proposal receives a pass score from the responsiveness evaluation, it will proceed to responsibility evaluation. Evaluations will be based on the criteria listed below. The District will assign points to each responsive proposal at its own discretion.

Selection Criteria

Criteria	Point Value
1. Demonstrated past track record	
a. Subject matter expertise – including experience in WA	25
b. Awareness of current ERP systems available and relevant to the District's needs	15
c. Prior success with similar projects, including	
i. Meeting deadlines and timelines	10
ii. Garnering active participation in the project	10
d. Assignment of project personnel with experience and expertise	10
2. Project approach and project management style consistent with the values of the District	10
3. Proposed cost of the project, including	
a. Estimates for time and effort to complete	10

b. Rates	10
Total Possible Points	100

1. Proposal Quality refers to the overall quality of the proposal submitted by the Bidder. This includes completeness, compliance with proposal instructions, organization, spelling and grammar, and conciseness of descriptive text material.
2. Points for Price will be awarded based on the proposed total cost for services. The lowest cost will be awarded a score of 20. Pricing scores will be reduced by 3 points for each following proposal (ex.-The second lowest cost will receive a score of 17, third-lowest will receive 14, etc.). In the event that proposals indicate the same cost, they will receive the same numerical score.
3. The District reserves the right to contact Bidders to clarify proposals and/or ask for additional information. This may include requests for demonstration of services proposed.
4. The District reserves the right to waive any irregularity in any proposal, to accept or decline any and/or all of the proposals, to take no action whatsoever, and/or to request the submittal of new proposals. All proposals submitted become the property of the District and will not be returned.

C. District may select Bidders with the highest evaluation scores to proceed to the interview stage at District's discretion. Interviews will be awarded a maximum of 30 additional points. Points earned in the interview stage will be added to the evaluation score to determine a total score. Interviews may include sales presentations, Q&A, service demonstrations, and any other format the District selects. The form and schedule of interviews will be at the sole discretion of the District and will be communicated by written correspondence at the time Bidders are notified of interview selections.

D. Once scoring is complete, District will determine which Bidders have the highest total scores. District will issue a Notice of Intent to Award contracts to the highest-ranked Bidders. All Bidders who submitted a proposal will be notified in writing of this decision.

3.04 DISQUALIFICATION OF BIDDERS

A. The District in its discretion may determine that a Bidder is not responsive and reject its proposal for any of the following reasons:

1. Evidence of collusion with any other Bidder or Bidders. Participants in such collusion shall be disqualified from submitting any further proposals.
2. If District determines that Bidder is not qualified to perform the contract.
3. Unsatisfactory performance record, judged from the standpoint of conduct of service, or progress, as shown by past or current service for the District.
4. Failure to pay or settle bills on any former or current contracts.
5. If the Bidder has previously defaulted in the performance of a written public contract, or has been convicted of a crime arising from a previous public contract.
6. Any other inability, financial or otherwise, to perform the contract.
7. For any reasons deemed improper as determined from a pre-award survey of Bidder's capability to perform.
8. Any proposal submitted by a Bidder who is not registered or licensed as may be required by the laws of Washington State.

3.05 EXCEPTIONS

A. Bidder is expected to provide services compliant with the requirements included in Section 2 above. If Bidder is not able to meet these requirements, Bidder may submit a statement in the Appendix of its proposal indicating any requirements which cannot be met. These requirements should be clearly identified by reference to the Section number of the RFP where the requirements can be found. Bidder shall provide a detailed statement indicating why these requirements cannot be met. District reserves the right to evaluate these requirements and determine whether the proposal is non-responsive or remove the requirement from consideration for all proposers and equitably evaluate all proposals based on the revised requirements. Bidders are strongly encouraged to request a revision to the requirements using the process indicated in Section 1.05 of the RFP prior to the due date for proposals.

B. Bidder shall review the Sample Contract for this RFP (Attachment G) and be prepared to execute this document if selected. If Bidder would like to request revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidder.

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ATTACHMENT A

COMPANY INFORMATION AND REFERENCES

I. Brief Resume of Bidder

Company Name: _____

Date Established: _____

Former Names (if any): _____

Type of Ownership or Legal Structure: _____

Corporate Address: _____

Branch Address (if applicable): _____

II. References

Three references are required. References will be contacted, therefore accurate contact information is required. Failure to provide accurate contact information may result in scoring deductions.

Reference 1: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

Reference 2: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

Reference 3: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Work Performed: _____

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ATTACHMENT B

CERTIFICATION

Pursuant to and in compliance with this Request for Proposal and all documents relating thereto, the undersigned hereby offers to furnish and deliver any or all of the articles enumerated at the prices quoted herein.

The Undersigned further declares that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any representative of the District, and that the Bid is made without any connection or collusion with any person submitting another Bid on this Project.

Authorized Signature: _____ **Date:** _____

Printed Name & Title: _____

Legal Company Name: _____

Telephone: _____

Email Address: _____

UBI Number: _____

DUNS Number: _____

Acknowledge receipt of addendum # _____ **through** _____.

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ATTACHMENT C

DEBARMENT AND ANTI-LOBBYING CERTIFICATION

_____ certifies that to the best of their knowledge/belief that neither _____ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

"Principals", for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

_____ shall provide immediate written notice to Northshore School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Northshore School District should determine at any time that this certification is false, Northshore School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- (a) Checking the federal Excluded Parties List System (EPLS); or
- (b) Collecting a certification from that person if allowed by this rule; or
- (c) Adding a clause or condition to the covered transaction with that person.

Individual and/or company agree by signing this agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in FAR 52.203 - 11 and 52.203 - 12 and 31 U.S.C. 1352, the "Byrd Anti - Lobbying Amendment."

(a) FAR 52.203 - 12, "Limitation on Payments to Influence Certain Federal Transactions" is hereby incorporated by reference into this certification

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000 shall certify and disclose accordingly.

(c) This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

Authorized Signature: _____ Date: _____

Printed Name

Company

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**ATTACHMENT D
CONTRACTOR CERTIFICATION**

**Wage Theft Prevention – Responsible Bidder Criteria
Northshore School District Goods & Services Contracts**

Prior to awarding a contract, Northshore School District is required to determine that a bidder is a 'responsible bidder'. Pursuant to legislative enactment in 2017, RCW 39.26.160(2) & (4) requires responsible bidder criteria to include contractor certification that the contractor has not willfully violated Washington's wage laws.

On behalf of the firm identified below, I hereby certify as follows (check one):

☐ No Wage Violations. This firm has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), any provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

or

☐ Violations of Wage Laws. This firm has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in [RCW 49.48.082](#), a provision of RCW chapters [49.46](#), [49.48](#), or [49.52](#) within three (3) years prior to the date of the above-referenced procurement solicitation date.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

Firm Name: _____

Name of Contractor/Bidder – Print full legal entity name of firm

By: _____
Signature of authorized person

Print Name of person making certifications for firm

Title: _____
Title of person signing certificate

Place: _____
Print city and state where signed

Date: _____

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ATTACHMENT E

COOPERATIVE PURCHASING INFORMATION

In the event another area school district or public entity has the need for the same services, they may wish to utilize another executed bid in the area. RCW 39.34 allows cooperative purchasing between public agencies in the State of Washington. Public agencies that have, or in the future file an Interlocal Cooperative Purchasing Agreement with the District may purchase from the District's contracts, provided that the Bidder has agreed to such participation.

If the cooperative purchasing process is allowed, then each district will take responsibility for its own purchase orders, payment procedures, evaluations, and scheduling of Bidder's services. Each district will take responsibility for performance of any purchasing contract with the Bidder.

Each Bidder shall indicate on this bid form whether it will honor the pricing and terms and conditions to other public agencies in accordance with this Agreement's terms and conditions. Award of the contract(s) will not be affected by the Bidder's agreement to allow cooperative purchasing. The District will not have any responsibility or liability for orders issued by other public agencies utilizing the District's contract through an Interlocal Agreement.

As per the terms and conditions of this contract, will the Bidder allow public agencies in addition to Northshore School District to purchase from this contract?

Yes: _____ No: _____ (check one)

If yes, Bidder will have the opportunity to review ability to perform/deliver to requesting agencies prior to commencement of services.

Authorized Signature: _____ Date: _____

Printed Name

Company

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ATTACHMENT F

COST PROPOSAL

Please detail your proposed costs below. All costs should be represented on this attachment. Please add additional information as may be necessary to represent your costs.

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ATTACHMENT G

SAMPLE PROFESSIONAL SERVICES CONTRACT

Attachment F: Sample Professional Services Contract is a PDF Document available on the District website at <http://www.nsd.org/business>. Bidder shall review the Sample Contract and be prepared to execute this document if selected. If Bidder would like to request revisions to the Sample Contract terms, Bidder shall submit a statement in the Appendix of its proposal indicating any terms that it would like to negotiate. These terms should be clearly identified by reference to the Section number of the Sample Contract where the terms can be found. Bidder shall clearly indicate the suggested revisions to terms. District reserves the right to negotiate these contract terms with the selected Bidders.