



INVITATION FOR BID NUMBER AEPA IFB #008-A
ADMINISTRATIVE SOFTWARE

PART C – BID FORMS

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Bid Submittal Organization and Check List

1. Bid Submission instructions are found in Section E of Part A of the bid documents.
2. The Part C Bid Forms shall be submitted in both printed and electronic copy. Bidders shall include an exact paper copy of the electronic submission, paper copy(ies) of items that cannot be made a part of the electronic submission, and the electronic forms in the sealed bid package. In case of discrepancies, the printed responses will prevail over electronic submissions.
3. In order to insure that every bid receives a fair evaluation and comparison, it is required that each bid be organized in a three-ring binder with an inside pocket and a set of dividers is required.
4. It is suggested that the bidder preparing a response check off each required item as it is completed. The same list will be used by AEPA evaluators to ascertain that the bid is complete.
5. Any submittals too large to secure in the binder must be clearly labeled with the name of the bidder.
6. One original copy of the bid shall be submitted.
7. All documents with signatures shall have original ink signatures.
8. Electronic data must be provided on CD. Electronic media shall be clearly identified and labeled by including the vendor name, name of the bid and date. Electronic media must be placed in a protective pouch. Electronic price lists shall be in Microsoft Excel 2003 or less and shall allow for sorting on any of the fields listed below. Other documents may be submitted as Word or PDF files.

Divider	Form	Description	Signature Required	Hard Copy	Word or PDF File	Excel File
1	A	_____ Bid Affidavit Signature Page (Notarized Hard Copy)	X	X	X	
1	B	_____ Acceptance of Bid and Contract Award	X	X		
2	C	_____ Questionnaire for Bidders	X	X	X	
2	D	_____ Company Information	X	X	X	
3	E	_____ Exceptions to Terms, Conditions and Specifications	X	X	X	
4	F	_____ Category Questionnaire	X	X	X	
4		_____ Substantiating Documentation		X	X	
5	G	_____ Discount & Price Schedule (This will be a printout of the electronic pricing.)	X	X		X
6		_____ Appendix with Catalogs, Slicks, Model Information, etc.		X		
Left Pocket		_____ Bid Security Bond for \$25,000		X		
Left Pocket		_____ Electronic Media				

_____ Check or initial here after all questions have been answered and data provided as requested. (Omissions and errors may cause bid to be rejected.)

A. BID AFFIDAVIT SIGNATURE PAGE

AFFIDAVIT

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the **Member Agency**, or any employee thereof, or any person, firm or corporation under contract with the **Member Agency** whereby the bidder, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of **Member Agency**, **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

Authorized Representative (Please print or type)

Mailing Address

Title (Please print or type)

City, State, Zip

Signature of Authorized Representative

Date Phone Fax

Subscribed and sworn to before me this _____ day of _____

Notary Public in and for County of _____, State of _____

My commission expires: Signature: _____

B. ACCEPTANCE OF BID AND CONTRACT AWARD

AEPA IFB 008-A – ADMINISTRATIVE SOFTWARE

**ACCEPTANCE OF BID
and
CONTRACT AWARD**

TO BE COMPLETED BY BIDDER

In compliance with the Invitation to Bid, the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in the INVITATION TO BID and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of his proposed subcontractors, time of completion, as well as other factors of interest to the Agency as stated in the evaluation section will be a consideration in making the award.

Company Name _____ Date _____

Company Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Authorized Signature (ink only) _____ Title _____

ACCEPTANCE OF BID AND CONTRACT AWARD TO BE COMPLETED ONLY BY AGENCY

Your bid for contracting services is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Invitation for Bid. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from the Agency. The parties intend this contract to constitute the final and complete agreement between the Agency and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until February 28, 2009 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 28, 2010, February 29, 2011 and February 28, 2012.

Awarding Agency: _____

Agency Executive _____

Awarded this _____ day of _____

Contract Number _____

C. QUESTIONNAIRE FOR BIDDERS

Company Name _____

Please check Yes/No answers. "Days" requested are calendar days. If room provided is inadequate indicate, "see attached" and label the attachment with the question number.

- 1. Can your company serve all AEPA states with the best service offered? **YES** **NO**
- 2. Do you currently have representatives for all AEPA states? **YES** **NO**
- 3. (If no, a plan and timeline for providing these services is to be attached.)
- 4. Is your pricing guaranteed for the term of the contract? **YES** **NO**
- 5. For products on your price list, is shipping/handling included in the price? **YES** **NO**
If No, estimate S/H on purchases (% of purchase price, UPS, etc.) _____
- 6. Describe your return policy. What is your restock fee, if any? (Restock fee must not exceed 15%)

Describe any exclusions or limitations applicable to your return policy. _____

- 7. Will you offer Member Agencies a quick pay discount? **YES** **NO**
- 8. If YES, what is the discount (indicate %/number of days)? _____
- 9. How many line items are you offering under this bid category? _____
- 10. If some of the line items that you sell are not covered under this bid, do you have a way to block orders for those items? **YES** **NO**
- 11. Delivery of stocked items is promised within _____ **days**
- 12. What is your average time from receipt of order to shipping stocked items? _____ **days**
- 13. Delivery of non-stocked items is promised within _____ **days**
- 14. Do you offer an electronic ordering system? **YES** **NO**
- 15. Do you have minimum order requirements? **YES** **NO**

If yes, please describe. _____

- 16. Indicate the level of support you are offering in this bid. **A bid will be determined nonresponsive if this question is unanswered.**

Prices offered in this bid are:

- a. The same as we offer on single school district bids.
- b. The same as we offer to cooperatives and state purchasing departments.
- c. Better than we offer to cooperatives or state purchasing departments.

If line b or c is checked, indicate the percent lower (on single items) than the best price offered to educational institutions, cooperatives, or state purchasing departments.

- Two percent (2%) Three percent (3%) Four percent (4%)
- Five percent (5%) Six percent (6%) Other _____

- 17. Additional quantity or volume discounts are identified on the pricing page **YES** **NO**

D. COMPANY INFORMATION

Note: This is a sample form. Actual data must be provided on disk, and printed. Original must be signed and inserted in the bid after it is printed.

Proper evaluation of bidders requires information about their companies.

- 1a. Public Companies must provide their most recent yearly report to stockholders.
- 1b. *Private Companies must answer the questions below.*
 - a. Provide a brief history of your company that includes the type of business and its philosophy of doing business. If the bidder has recently purchased an established business, or has proof of prior success in this business, or a closely related business, please provide written verification.
 - b. Indicate the location of the headquarters of the company. List any branch offices in the state of any AEPA member. Provide the name, title, qualifications and experience of the employee that will coordinate the work and be the general contact for this contract.
 - c. For purposes of determining a bidder's ability to perform financially, attach a letter from your financial institution that indicates the line of credit available to you currently, and evidence of financial stability over the past three (3) years. This letter does not need to identify a dollar amount; instead, a credit range should be indicated. (For example, "credit in the low six figures" or "a credit line exceeding five figures").
2. Gaps sometimes exist between management (those who respond to IFB's) and sales staff (those who contact the public educational institutions) which results in problems. Provide the names your key sales people, phone numbers and states for which they are responsible.

E. EXCEPTIONS TO TERMS, CONDITIONS AND SPECIFICATIONS

Company Name _____

Note: This is a sample form. Actual data must be provided on disk, and printed. Original must be signed and inserted in the bid after it is printed.

Any exceptions to the Terms, Conditions, Specifications or Bid Forms contained herein shall be noted in writing and included with the bid submittal.

IFB Page Number	Outline Number	Term, Condition or Specification	Exception

F. CATEGORY QUESTIONNAIRE

Describe your company's ability to meet the following general specifications. Bidders will respond to each numbered item by checking the appropriate "Yes" or "No" box. "No Bid" items shall be marked as such in the appropriate "No" box. Details for deviations from these specifications should be listed by item number on the Exceptions to Terms, Conditions and Specifications Form listed in Part E of this solicitation.

5.1			Administrative Software	Yes	No
	5.1.1		<u>Administrative Module</u> – Provides system administration functions such as security, system-wide defaults and content of function and forms.		
		5.1.1a	Power user with full access from single log-in		
		5.1.1b	Web access to administration		
		5.1.1c	Multi-level security		
		5.1.1d	Users functional permission level displayed		
		5.1.1e	Provides help text and error messages		
		5.1.1f	Permits multimedia file attachments (Word files, graphic images, audio or video clips) to record as work orders		
	5.1.2		<u>Asset Management</u> – Identifies, tracks, locates and analyzes physical assets.		
		5.1.2a	Provides graphical asset trees		
		5.1.2b	Drop-down list of values for assets, locations, classifications		
		5.1.2c	Instant display of all assets, locations, classifications		
		5.1.2d	Standard equipment templates		
		5.1.2e	Allows warranty tracking		
		5.1.2f	Lists outstanding jobs by equipment, asset class, location		
		5.1.2g	Lifetime labor and material costs per equipment, asset classification and location		
		5.1.2h	Tracks historical total of maintenance costs per asset		
	5.1.3		<u>Work Order Management</u> – Controls work order processes for routine response and periodic preventive maintenance.		
		5.1.3a	Database of employees along with labor rate information		
		5.1.3b	Database of vendors		
		5.1.3c	Ability to capture labor hours, contract costs and material costs for each work order		
		5.1.3d	Records equipment downtime		
		5.1.3e	Charge multiple wage rates		
		5.1.3f	Request dates and completion dates		
		5.1.3g	Estimated and actual hours		
		5.1.3f	Labor and material transactions for each work order		
		5.1.3g	Work order tracking fields such as trade, purpose, budget and other codes		
		5.1.3h	User definable tracking fields		
		5.1.3i	Easy interface to check work order status with selection masks		
		5.1.3j	Search capability on work order number or description key		

		5.1.3k	Fully integrated with related modules including preventive maintenance, facility scheduling and inventory		
		5.1.3l	Automatic computation of work costs using labor rates in employee module		
		5.1.3m	The work order module will integrate with the school site request and Asset Management module		
		5.1.3n	Track tool usage against work orders		
		5.1.3o	Tracks require permitting		
		5.1.3p	Re-open closed work orders		
	5.1.4		<u>Materials Management</u> – Streamlines parts and materials management by monitoring inventory.		
		5.1.4a	Manage inventory items by category types: mechanical custodial, tools and others.		
		5.1.4b	Tracks all inventory transactions, including issues, receipts, returns adjustments, orders and transfers		
		5.1.4c	Allows inventory to be issued to a location, pick list, project, work order or employee		
		5.1.4d	Enables requestor the ability to select items from inventory catalogs and submit inventory requests online		
		5.1.4e	Enables users to request quotes for inventory items from multiple supplies while reordering		
		5.1.4f	Tracks detailed information on inventory items, including unit of issue, on contract, supplies, average or fixed costs, tag number for tolls, mark up and backorder quantity		
		5.1.4g	Allows inventory items to be stored and tracked in multiple pools and by crafts, including aisle, bin number and reorder points		
		5.1.4h	Automatically emails requestors with inventory requests, receipts and updates of order status changes		
		5.1.4i	Integrates with the work order and preventive maintenance module		
		5.1.4j	ISO certified units of measure		
		5.1.4k	Provides pick lists		
		5.1.4l	Optional parts inspection requirement per part		
	5.1.5		<u>Technology Work Management</u> – Tracks work orders for the instructional technology department.		
		5.1.5a	Staff originates work order requests for IT problems		
		5.1.5b	Status of work orders can be continually monitored by staff		
		5.1.5c	Systems routes requests to proper technician using configurable work flow		
		5.1.5d	The work order management provides for tracking of labor and parts for each incident		
		5.1.5e	Warranty of technology items are continually monitored		
	5.1.6		<u>Preventive Maintenance</u> – Provides the functionality for users to establish preventive maintenance practices to meet their unique environments.		
		5.1.6a	Schedule PM by elapsed days		
		5.1.6b	Schedule PM by calendar date		
		5.1.6c	Schedule PM by usage		
		5.1.6d	View labor, material and tool cost for anticipated tasks		

	5.1.6e	Tracks all scheduled maintenance		
	5.1.6f	Creates recurring maintenance scheduled on a daily, weekly, monthly or annual basis		
	5.1.6g	Stores schedule templates for quick creation of frequently used schedule		
	5.1.6h	Tracks equipment information, including manufacturer, model and serial numbers, in and out service dates and warranty.		
	5.1.6i	Automatically generates PM work orders through an integration with work order system		
	5.1.6j	Displays incoming scheduled work in a calendar format for resource scheduling		
	5.1.7	<u>Budget Management</u> – Automates budgets setup and subsequent capture, monitoring control and analysis of expenditures associated with maintenance work.		
	5.1.7a	Allow district to establish budget code format		
	5.1.7b	Permit flexible budget terms and budget periods		
	5.1.7c	Provide for flexible budget hierarchies		
	5.1.7d	Analyze costs vs. budget per budget period and year-to-date		
	5.1.8	<u>Reports Generation</u> – Reports are a key to any facility management system. This information may either be generated from the individual modules, from a single Reports Module or a combination.		
<i>Report options should include graphs and tabular reports in HTML, PDF, or Microsoft Excel format. Search capability should be as easy as defining your criteria in a specified field or fields and the system returning with the resulting information.</i>				
	5.1.8a	Topic		
		Craft		
		Location		
		Budget		
		Employee		
		Craft cost analysis		
		Transactions		
		Outstanding work		
		Work load and assignments		
		Status of work		
	5.1.8b	Standard Inventory Reports - Summary or detailed reports by		
		Issued inventory		
		Returned inventory		
		Transferred inventory		
		Supplier reports		
		Pick list reports		
	5.1.8c	Standard Preventive Maintenance Reports - Summary or detailed reports by		
		Projected parts and supplies reports		
		Estimated PM labor reports		
		Forecasting labor report		
		Corrective vs. preventive maintenance report		

	5.1.8d	Standard Facility Scheduling Reports - Summary or detailed reports by		
		Location		
		Organization		
		Schedules		
		Budget		
		Invoices		
		Reminders		
	5.1.8e	Standard Utility Reports		
		Cost per square foot		
		Use by building comparison		
		Cost by building comparison		
		Use/square foot by building		
		Cost/square foot by building		
		Energy savings report		
		Load factor report		
5.1.9		<u>Utility Management</u> – Track, analyze and provide full reporting on all utilities.		
	5.1.9a	Ability to manage all utilities including electric, gas, water, sewer, fuel oil, propane, trash, waste, telephone and other utilities		
	5.1.9b	Tracks essential account, vendor building and user information		
	5.1.9c	Tracks basic utility billing determinants on monthly bills for each account and/or meter including billing periods, billing period consumption, billing period cost and average period unit cost. Bills are to be tracked by month, year and building.		
	5.1.9d	Ability to track user-defined data such as hours of use, number of occupants, etc.		
	5.1.9e	Provides use and cost budget function for monthly and annual budget analysis		
	5.1.9f	Customizable user-defined advanced utility bill determinants including power factor, time-of-use, taxes, service charges and deregulated bill determinants		
	5.1.9g	Performs current versus baseline comparisons including application of weather normalization for more accurate comparison of utility data from year to year. Weather normalization is performed by matching daily weather degree-days with actual billing periods of utility bills. Degree data is automatically uploaded into Utility direct from the National Weather Service on a monthly basis.		
	5.1.9h	Easily exports data to any spreadsheet format.		
	5.1.9i	Provides virtual and sub-meter tracking. Sub-meter tracking will support internal organization chargeback requirements.		
	5.1.9j	Utility bill validity checking with multiple parameter analysis.		
5.1.10		<u>Facility Scheduling System</u> – Allows the facility and business office personnel to coordinate the non-curricular events and activities in the school districts.		
	5.2.10a	Multiple routing rules for event approval		
	5.2.10b	Email notification to support personnel		
	5.2.10c	Database of areas available for after hour usage		

		5.2.10d	Ability to handle events with multiple dates with a repeating pattern as well as random series of events		
		5.2.10e	Billing and rental administration		
		5.2.10f	Multiple levels of security		
5.2			Functionality		
	5.2.1		The system will be configured to allow remote non-maintenance personnel to request service, inventory or events from the district maintenance department (or other support personnel) through an Internet web browser. This will allow the district to move towards a paperless work order and facility-related processes and reduce the handoff delays and process costs associated with the request processes. In addition, the system should allow the remote site requesters to be provided status updates on requests that have been previously submitted. This status update should be filtered or password protected so that the requester only sees requests that have been previously submitted by him or her. In addition, the system should support email notifications that allow the maintenance department to automatically notify work order requesters when work is completed or when work is delayed due to parts orders or other reasons. Indicate additional hardware/software or network configuration requirements that are required to support this request/update feature. Indicate limitations on number of school site requesters that can be added to the system.		

G. DISCOUNT & PRICE SCHEDULE

This bid process covers a wide range of institutions relative to square footage, number of sites and number of system users. Vendor is required to provide a price list that addresses the institutions being served by this bid. The price list should include, but not be limited to, software pricing, training, annual support, startup services, consulting services and ASP costs, if applicable. In order to evaluate the pricing and to assure that the price book is correctly interpreted, please provide a detailed pricing proposal for the following four (4) examples:

Price Example	Number of Sites	Square Footage	Maintenance Staff	Requesters*	Number of Students
A	2	150,000	3	10 to 50	1,000
B	12	1,000,000	10	20 to 500	7,000
C	27	2,200,000	25	30 to 1,000	15,000
D	28	4,500,000	55	75 to 2,000	30,000

*Concurrent requests are defined as casual users who may submit a work request or other request, check status of requests and provide information as requested by the service provider.

Bidders shall provide a discount and price schedule for Administrative Software products. All price discount schedules shall follow the following format:

G.1 Administrative Software

- Mode of delivery; i.e. internet, local server, ASP, etc.
- Name(s) of all module(s) required to meet the listed specifications
- List Price of listed modules
- Minimum Percent of Discount from List Price: _____%
- Final bid price

G.2 Customization Services

If customization services are available submit pricing using the following format:

_____ \$ per Hour

Evaluation and Response Criteria

Category Response and Cost Evaluation:

All responses to this solicitation will undergo an evaluation process consisting of 2 steps. The first step, the Bid Response Evaluation, will determine if the bid response has been submitted on time, materially satisfies all mandatory general requirements identified by the general terms and conditions of this RFB, and if it reasonably and substantially conforms to all of the specifications and requirements as identified and described within this solicitation. The second step, the Bid Price Evaluation, will be a cost evaluation based on the selected cost factors identified below.

Terms of this RFB that any vendor considers particularly unwarranted, and to which that vendor would have to take significant exception in its response, should be stated in the proposal clearly and concisely as exceptions and/or deviations. Otherwise, it will be considered that proposals are in strict compliance with all requirements, and any successful vendor will be held responsible to those requirements.

Vendors are forewarned that AEPA reserves the right to assign any penalties it considers warranted regarding deviations or exceptions stipulated in vendor responses containing exceptions, exclusions or limitations of liabilities.

1 Bid Response Evaluation

	Yes	No
Did respondent; based on the firm's history, background and stated qualifications; demonstrate they possess the expertise, national recognition, ability and necessary human and financial resources to offer, deliver, implement and service the proposed solutions as required by this solicitation.		
Based on the documentation and information provided within the response, do the software applications and hardware solutions conform to, comply with and meet or exceed the minimum specifications and requirements of all 22 AEPA states?		
Has the vendor and its' solutions demonstrated the capacity and ability to meet the needs of the individual AEPA member's agencies' current and on-going needs based on the documentation and information provided and research conducted by the evaluation committee relating to the vendor and the proposed solutions as well as past experience and performance within the 22 AEPA States.		
Based on the vendor's response and the research conducted by the evaluation committee, has the offer demonstrated its capacity and ability to obtain, develop, implement and maintain customized add-on solutions and software updates to meet current and future federal, state and local operational and reporting requirements for all 22 AEPA states?		
Based on the vendor's response and the research conducted by the evaluation committee, has the offer demonstrated the proposed solutions utilize and comply with the most current accepted industry standards and take advantage of the latest proven technologies.		
Based on the vendor's response and the research conducted by the evaluation committee, has the offer demonstrated development of a user friendly and comprehensive training program which will allow for a complete and successful installation, implementation' and continued operation of the proposed solution.		
Based on the vendor's response and the research conducted by the evaluation committee, has the offer demonstrated they have in place a technical support and service organization that possess qualified staff and support systems to meet the needs of all potential users within the 22 AEPA states.		
Did the vendor provide appropriate proof and justification why and how their products and services are the most advantageous and cost effective solutions to AEPA and its members?		
Did the offer note, specify and/or stipulate any exceptions, deviations and/or limitations relating to the categorical terms, conditions, specifications and requirements that would not be reasonable and/or acceptable to AEPA member agencies.		
Based on the review of the vendor's total response, did the vendor provide a complete, comprehensive, clearly stated and organized response containing all of the required documents, responses and other information as requested by the solicitation?		

H. BID PRICE EVALUATION

The evaluation team, based on each respondent's discount and price schedules, will select items under each of the following identified pricing categories and develop a cost comparison matrix. The cost evaluation will be based on a point system with points being awarded for being low to high bidder for each cost evaluation item, that is, the vendor's discounted price off normal retail prices, travel and living expenses, etc. If the evaluation team is unable to establish a cost for an item, the team will allot zero (0) points to that item, and if awarded a contract, cannot be used in providing products or services. The low bidder will receive the full point value and all other bidders will receive points calculated as follows:

(Lowest Bid / Other bid) x point value

Bid Price Response Categories -

1. Cost of price example A 20%
2. Cost of price example B 20%
3. Cost of price example C 20%
4. Cost of price example D 20%
5. Cost of consulting and support 20%

H.1 Price only includes software license for server based solution. Price does not include setup and configuration, training, data conversion, reimbursable expenses, annual technical support, software update and licensing fees.

- a) (20 points) 1 school site. less than 1,000 student enrollment
- b) (20 points) 6 school sites. 5,000 student enrollment.
- c) (20 points) 41 school sites. 20,000 student enrollment.

H.2 Price only includes software user license for ASP solution. Price does not include setup and configuration, training, data conversion, reimbursable expenses, annual technical support, software update and licensing fees.

- a) (20 points) 1 school site. less than 1,000 student enrollment
- b) (20 points) 6 school sites. 5,000 student enrollment.
- c) (20 points) 41 school sites. 20,000 student enrollment.

H.3 Data import/export integration option with existing administrative software applications.
(SIF agent)

- a. (20 points) 1 school site. less than 1,000 student enrollment
- b. (20 points) 6 school sites. 5,000 student enrollment.
- c. (20 points) 41 school sites. 20,000 student enrollment

H.6 Comprehensive solution for employee training including standard package for startup and training which includes installation of the system and client consultation on system requirements. (100 points) Solution evaluation will be based on items such as:

- a. Per day per person
- b. Travel and living expenses per day
 1. On-site training
 2. Remote training(Web-based/telephone)
 3. Customizing and configuring the reporting component to assist in obtaining, compiling, analyzing, reporting and submitting various information required by state and local oversight agencies.
- c. (Cost per hour)

H.7 Technical support services that will facilitate the troubleshooting and resolution of problems and/or issues that may arise with hardware, software or the integration with other components of the proposed solution and/or existing administrative software and hardware.

- a. 12 month agreements server based solution (remote service)
 - 1) (15 points) 1 school site
 - 2) (15 points) 6 school sites
 - 3) (15 points) 41 school sites

- b. 12 month agreements server based solution (on-site service)
 - 1) (15 points) 1 school site
 - 2) (15 points) 6 school sites
 - 3) (15 points) 41 school sites

- c. 12 month agreement and licensing fee ASP solution (remote service)
 - 1) (15 points) 1 school site
 - 2) (15 points) 6 school sites
 - 3) (15 points) 41 school sites

(End of Part C)