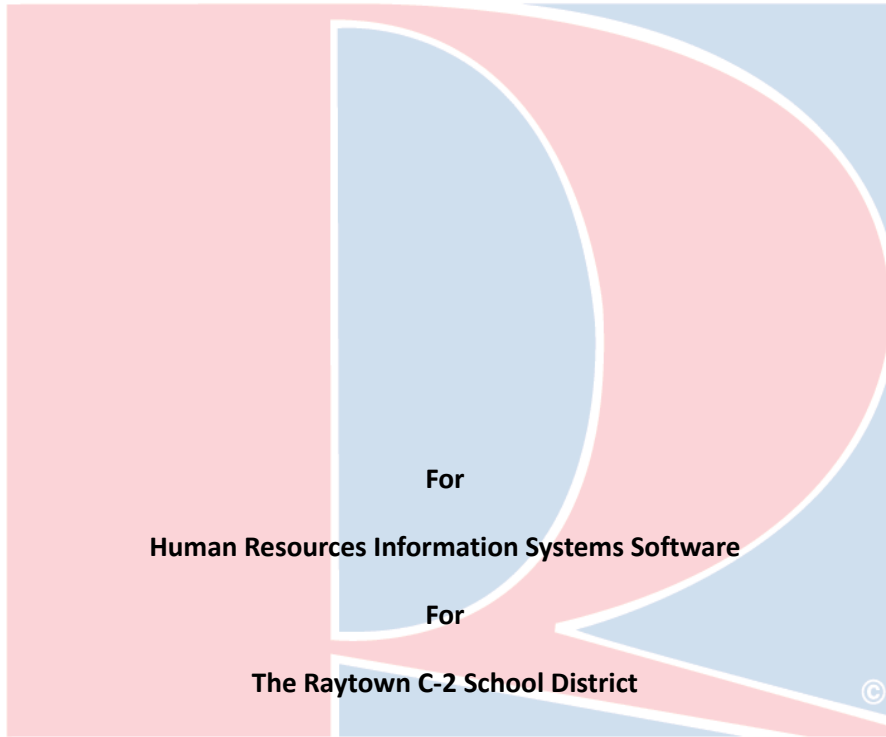


**Request for Proposal**



**Raytown Quality Schools**

**Raytown, Missouri**

**September 19th, 2023**

## Table of Contents

<b>Information</b>	<b>Page 3</b>
<b>Overview</b>	<b>Page 4</b>
<b>Proposal Due Date and Time</b>	<b>Page 4</b>
<b>District Terms</b>	<b>Page 5</b>
<b>Payment and Retainage</b>	<b>Page 6</b>
<b>District Contact</b>	<b>Page 6</b>
<b>Selection Process and Minimum Requirements</b>	<b>Page 6</b>
<b>Required Proposal Format and Content</b>	<b>Page 7</b>
<b>Requests for Information</b>	<b>Page 7</b>
<b>Scope of Services</b>	<b>Page 7</b>
<b>Bid/Proposal/Quote Submitted By</b>	<b>Page 9</b> ©

**Information**

The Raytown C-2 School District is requesting a proposal from qualified providers for Human Resources Information Systems software that focuses on Time and Attendance management, Applicant Tracking, Records and Contracts, Professional Learning, and has data analytic capabilities.

All submitted proposals should be labeled "Human Resources Information Systems" on the outside of the envelope containing your company name and will be considered property of Raytown C-2 School District. The request for proposal does not commit the District to any specific course of action.

**School District:**

Raytown C-2 School District

6608 Raytown Road

Raytown, Missouri 64133

**District Contact:**

Dr. Carl M. Calcara, Chief Human Resources Officer

Raytown Quality Schools

6608 Raytown Rd

Raytown, MO 64138

816-268-7002

816-268-7009 (FAX)

Carl.Calcara@Raytownschools.org

**Submit Sealed Proposal:**

Dr. Carl M. Calcara, Chief Human Resources Officer

Raytown Quality Schools

6608 Raytown Road

Raytown, MO 64133

**Bid Opening Date:**

**An informal opening will take place at this time. Attendance is NOT required.**

**Monday, October 30th @ 1:00 p.m.**

## Overview

The Raytown C-2 School District is requesting a proposal from qualified providers for Human Resources Information Systems Software that provides a seamless connection with Time and Attendance/Absence Management, Applicant Tracking, Professional Learning, Records as well as provides data analytics capabilities.

### ***Any HRIS package must include the following features and options:***

Applicant Tracking

Records, Forms, and Employee Contracts

- Forms must be compatible with LaserFiche

Time and Attendance Management

Professional Learning Platform

Data Analytics Capabilities

Provide a system to document a staff contract change amount for a new hire, mid year hires, mid-year job changes, and terminations.

Provide a calendar product that documents the days staff are to report to work, district paid holidays, and district non-paid holidays.

Automated Integration with SISFin

- Must be able to receive a full list of active employees daily for the purpose of creating, updating, and deactivating staff in the system.
- Must provide appropriate files for import into SISFin with all fields accurately and in proper specified format.
- Must provide SFTP transfers for staff file transfers.

Must abide by the Raytown Schools Data Security Standards

Must provide secure login services

- Must provide a 2-Factor authentication login option
- Must be compatible with Google Single Sign On Services

If the data is hosted, must submit to district approved external data security testing

**Proposal Due Date and Time**

In order to be considered, one (1) sealed copy of the proposal must be received by Raytown C-2 at the address stated below by personal delivery or by U.S. Mail by the following date and time:

**October 29th, 2023**

**District Terms**

Proposals will be date and time stamped upon receipt by the Raytown C-2 School District.

The District reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The District reserves the right to design the evaluation criteria to be used in selecting the best bid.

The District reserves the right to provide the final contract for mutual consideration and agreement.

Should any differences arise as to the meaning or intent of the specifications, the District's decision shall be final and conclusive.

If the scope of the purchase changes substantially, the district will rebid the product or service unless otherwise provided in this procedure.

The District reserves the right to reduce or increase numbers of items or services for the original request for bid/proposal/quote.

Proposals including any additional information other than what is requested may be rejected.

Proposals not following indicated format and/or incomplete may be rejected.

The District reserves the right, after opening the Proposals, to reject any of all or the Proposals, or to accept the Proposal that in its sole judgment may be in the best interest of the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

It shall be the responsibility of the selected vendor to initiate and complete the process of certification to become an approved vendor for RQS. It shall be the responsibility of the vendor to provide the necessary documentation, and to verify satisfactory completion, for this certification.

Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

## **Payment and Retainage**

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a bid/proposal/quote or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/vendor.

A payment schedule shall be decided on with the chosen contractor/vendor. Said schedule shall be part of the contract between the contractor/vendor and District.

There shall be no hidden costs associated with this bid/proposal/quote. If the contractor/vendor foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the bid/proposal/quote.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

The purchase of this equipment will be a one-time purchase. Companies may bid on one import trainer

## **Contact Person and Address for Submission of Proposals**

Interested, qualified firm and persons are invited to submit proposals to the following contact person and address:

Dr. Carl M. Calcara, Chief Human Resources Officer

Administrative Building

6608 Raytown Rd

Raytown, MO 64133

Telephone: 816-268-7002

## **Selection Process and Minimum Requirements**

Each company must meet the following minimum qualifications (firm may not use sub-contractors to fulfill any obligations within its contract).

Firm shall conform to the requirements listed in this request.

The selected firm shall have the responsibility to ensure that the products and services that are delivered to the District match the request and the specifications listed.

The firm shall have responsibility for any damage incurred during transit.

The selected firm shall not increase pricing after submitting their bid.

## **Required Proposal Format and Content**

The proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

1. Bid/Proposal/Quotation Submitted By
2. Quotes on one or both of the equipment items listed (See Quote Template)
3. Warranty Information (including length of warranty)

### **Section 1: Bid/Proposal/Quotation Submitted By**

The last page of this document contains a form to be filled out and placed on the top of your bid package.

### **Section 2: Quote Template**

You may choose to use in-house documents as long as the following are noted:

Equipment Base Price

Freight/Shipping

Any Applicable Discounts

Net Price

Anticipated Delivery Date

### **Section 3: Warranty Information**

Note the terms, conditions, and duration of the warranty for the equipment to be purchased.

### **Requests for Information**

The Scope of Work or need for additional information must be submitted in writing by email prior to the proposal due date to: Dr. Carl M. Calcara, [Carl.Calcara@Raytownschools.org](mailto:Carl.Calcara@Raytownschools.org)

### **Scope of Services**

1. Human Resources Information Systems Software

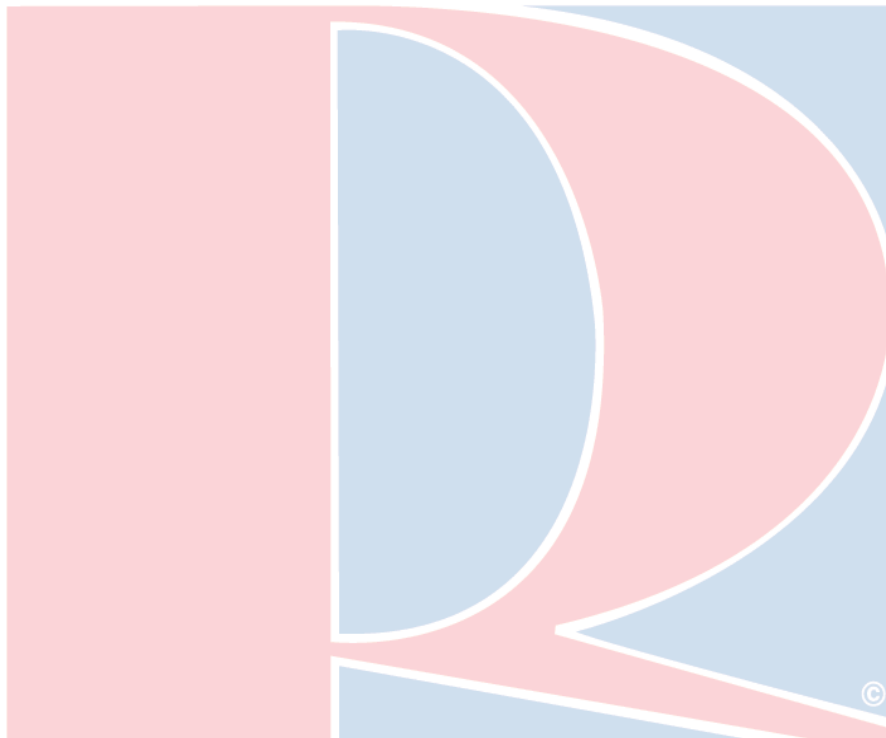
### **Software Minimum**

Applicant Tracking/Recruit & Hire  
Time and Attendance Management  
Records & Forms  
Professional Learning



**Selection**

The Raytown C-2 School District will select the lowest, best bid according to Board Policy.



**Bid/Proposal/Quote Submitted By**

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Company Name

---

Authorized Name/Title (printed)

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Authorized Signature

---

Contact Person for the Bid/Quote/Proposal process

---

Date

---

Telephone

---

Fax

---

Email