

**Charleston County School District
 Request for Proposals**

Solicitation Number: P1801

Description: Internet Based Human Resources Applicant Tracking System for Charleston County School District

Date: August 29, 2017

SUBMIT OFFER BY: September 29, 2017 BY 2:00 PM ET

QUESTIONS MUST BE RECEIVED BY: September 8, 2017 by 2:00 PM ET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Three (3) Hard Copies and One (1) USB Flash Drive (See page 2 for details)

PROCUREMENT OFFICIAL CONTACT: Procurement Services
 Attention: Debra Cannon, CPPO, CPPB
 3999 Bridge View Drive
 North Charleston, SC 29405
 Phone: 843-566-1982
 Email: debra_cannon@charleston.k12.sc.us

The term “Offer” means your “Bid” or “Proposal”.

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		Taxpayer Identification No.
Title (Business title of person signing above)		Telephone Number
Printed Name (of person signing above)		Facsimile Number
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)		Email Address
Telephone Number	Facsimile Number	

Cover Page

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted by 11/30/17. The award, this solicitation, and any amendments will be posted at the following website URL:

<http://www.ccsdschools.com/cms/One.aspx?portalId=2973364&pageId=27429783>

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors.

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

OFFEROR’S TYPE OF ENTITY: See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned | <input type="checkbox"/> Minority Owned Small Business Certified |
| <input type="checkbox"/> MBE – African American Owned | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned | <input type="checkbox"/> HUB Zone Small Business |
| <input type="checkbox"/> MBE – Hispanic Owned | <input type="checkbox"/> Small Business Certified |
| <input type="checkbox"/> Women Owned Small Business Certified | <input type="checkbox"/> Small Business Non-Certified |
| <input type="checkbox"/> Women Owned Small Business Non-Certified | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Minority Owned Small Business Certified | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Other _____ | |

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

**Request for Proposal #P1801
 Internet Based Human Resources Applicant Tracking System for Charleston County School District**

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

**Procurement Services
 Attn: Debra Cannon
 3999 Bridge View Drive
 North Charleston, SC 29405**

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, three(3) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

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1.0 SCHEDULE OF ACTIVITIES

Event	Date
1. Issuance of Request for Proposal (RFP)	August 29, 2017
2. Non-mandatory Pre-proposal conference	None
3. Deadline for receiving Offeror's questions	September 8, 2017, by 2:00 PM
4. PROPOSAL SUBMISSION DEADLINE & PUBLIC OPENNING Procurement Services 3999 Bridge View Drive North Charleston, SC 29405	September 29, 2017 BY 2:00 PM
5. Evaluation Committee Review (estimate)	October 2017
6. Selection Complete (estimate)	October 2017
7. CCSD Board Update (estimate)	October 2017
8. Contract Award (estimate)	October 2017

2.0 SCOPE OF SOLICITATION

Charleston County School District has approximately eighty-five schools and program facilities, one District Office, one Operations Center, and eight Constituent Board Offices. Please see www.ccsdschools.com for a complete list of each facility and street addresses. Geographically, the district covers all of Charleston County, South Carolina, a stretch of coastal land extending nearly 100 miles along the Atlantic Ocean (McClellanville to Edisto Island) and covering 919 square miles.

The District is seeking proposals for an Internet based Applicant Tracking System. The intent of this solicitation is to identify an offeror that can provide an Internet based Applicant Tracking System that will increase the effectiveness and efficiency of Charleston County School District's recruiting and hiring process. The solution is expected to significantly reduce or completely eliminate the use of paper in the process and will provide a user friendly system that increases the access to application selection and hiring.

MAXIMUM CONTRACT PERIOD – **Estimated** November 1, 2017 through October 31, 2022 Five years (One year with the option to renew annually) Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award. See clause entitled "Term of Contract – Effective Date/Initial Contract Period."

ACQUIRE SERVICES AND SUPPLIES/EQUIPMENT - The purpose of this solicitation is to acquire services complying with the enclosed description and/or specifications and conditions. Through this method, the District has attempted to provide the minimum amount of specifications and requirements in order not to transform this RFP into a Bid. The District does not want to limit your creativeness or ingenuity by over specifying the requirements of this solicitation.

3.0 INSTRUCTIONS TO OFFERORS

A. General Instructions

AMENDMENTS TO SOLICITATION (a) The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <http://www.ccsdschools.com/0144/index.php> (b) Bidders shall acknowledge receipt of any Amendment to this solicitation (1) by signing and returning the Amendment, (2) by letter, or (3) by submitting a bid that indicates in some way that the bidder received the Amendment.

AWARD NOTIFICATION Notice regarding the District's intent to award a contract will be posted at the location specified on the Cover Page (page 1) and page 2. The date and location of posting can be found in the Schedule and Activities section of the solicitation. If the contract resulting from this Solicitation has a total or potential value in excess of fifty thousand dollars, such notice will be sent to all Offerors responding to the Solicitation. For contracts with a total or potential value of one hundred thousand dollars or greater, notice of intended award of a contract must be given by posting the notice for ten days before entering into a contract and must be sent to all bidders responding to the solicitation.

BID ACCEPTANCE PERIOD In order to withdraw your Offer after the minimum period specified on the Cover Page, you must notify the Procurement Official in writing.

BID IN ENGLISH & DOLLARS Offers submitted in response to this solicitation shall be in the English language and in US dollars, unless otherwise permitted by the solicitation.

BID FORMS Bid Forms are included for your use. Only these Bid Forms shall be used; no other form is acceptable. Please indicate your firm's name on the Bid Forms and have it signed by a person authorized to do so. A cover letter on your corporate stationery should include any comment and/or information you feel may be pertinent to the evaluation of your bid. The prices specified in your bid must be F.O.B. Destination with all freight charges prepaid and allowed, if applicable. On the Bid Forms, please indicate the delivery time, after receipt of an order, for the service or materials on which you have bid. No hidden or undisclosed prices will be acceptable.

BID / PROPOSAL AS OFFER TO CONTRACT By submitting to the District a signed Bid and/or Proposal, you are offering to enter into a contract with Charleston County School District and agreeing to all terms and conditions provided herein. Your bid and/or proposal as well as the terms and conditions of this solicitation will become part of any contract created as a result of this solicitation. THEREFORE, ANY OBJECTION TO THE TERMS AND CONDITIONS CONTAINED HEREIN MUST BE ADDRESSED WITH THE DISTRICT PRIOR TO SUBMITTAL OF YOUR BID AND/OR PROPOSAL. SUCH OBJECTIONS MUST BE SUBMITTED IN WRITING AS DESCRIBED HEREIN FOR ANY INQUIRIES. Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror on the Cover Page. An Offer may be submitted by only one legal entity; "joint bids" are not allowed.

BOARD AS PROCUREMENT AGENT (a) **Authorized Agent.** All authority regarding the conduct of this procurement is vested solely with the responsible Procurement Official. Unless specifically delegated in writing, the Procurement Official is the only District official authorized to bind the District with regard to this procurement. (b) **Purchasing Liability.** The Procurement Official acts on behalf of Charleston County School District pursuant to the Charleston County School District Procurement Code. Any contract awarded as a result of this procurement is between the Vendor and the District. The Board is not a party to such contract, unless and to the extent that the Board is a using District unit, and bears no liability for any party's losses arising out of or relating in any way to the contract.

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS

(a) (1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that

(i) Offeror and/or any of its Principals

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by a state or federal agency;

(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (A) (1) (i) (B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (federal, state, or local) entity.

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

(b) Offeror shall provide immediate written notice to the Procurement Official if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a) (1), Offeror must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Official may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the District, the Procurement Official may terminate the contract resulting from this solicitation for default.

CODE OF LAWS AVAILABLE The Charleston County School District Procurement Code is available at http://www.ccsdschools.com/OperationsHumansCapitalFacilities/FinanceOperations/ContractsProcurement/documents/CCSD_Model_Procurement_Code_20110310.pdf

COVENANT AGAINST CONTINGENT FEES The vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the vendor for the purpose of securing business. For breach or violation of this warranty, CCSD, shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

DEADLINE FOR SUBMISSION OF OFFER Any offer received after the Procurement Official or designee has declared that the time set for opening has arrived, shall be rejected unless the offer has been delivered to the designated purchasing office or mail room which services that purchasing office prior to the bid opening.

DEFINITIONS Except as otherwise provided herein, the following definitions are applicable to all parts of the solicitation. For additional definitions, see the terms and conditions below.

1. **Amendment** - means a document issued to supplement the original solicitation document.
2. **Board** - means the Charleston County School District Board of Trustees.
3. **Buyer** - means the Procurement Official.
4. **Change Order** - means any written alteration in specification, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual agreement of the parties of the contract.
5. **Contract Modification** - means a written order signed by the Procurement Official, directing the contractor to make changes which the changes clause of the contract authorizes the Procurement Official to order without the consent of the contractor.
6. **Contractor** – means the Offeror receiving an award as a result of this solicitation.
7. **Cover Page** - means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.
8. **District** - means Charleston County School District.
9. **Offer** - means the bid, or proposal submitted in response to this solicitation. The terms “Bid” and “Proposal” are used interchangeably with the term “Offer.”
10. **Offeror** - means the single legal entity submitting the offer. The term “Bidder” is used interchangeably with the term “Offeror.” See bidding provisions entitled “Signing Your Offer” and “Bid/Proposal As Offer To Contract.”
11. **Page two** – means the second page of the original solicitation, which is label Page Two.
12. **Procurement Official** - means the person, or designee, identified as such on the Cover Page.
13. **Solicitation** - means this document, including all its parts, attachments, and any Amendments.
14. **Subcontractor** - means any person having a contract to perform work or render service to Contractor as a part of the Contractor’s agreement arising from this solicitation
15. **You And Your** - means Offeror.

DRUG FREE WORK PLACE CERTIFICATION By submitting an Offer, Contractor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of the Drug-Free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

DUTY TO INQUIRE Offeror, by submitting an Offer, represents that it has read and understands the Solicitation and that its Offer is made in compliance with the Solicitation. Offerors are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Offeror’s risk. Offeror assumes responsibility for any patent ambiguity in the Solicitation that Offeror does not bring to the District’s attention.

ENTERING INTO CONTRACT The District shall not enter into or sign any agreement, contract or other document that conflicts in any way with the District's General Terms and Conditions and the requirements of this solicitation. Proposers should submit for review any agreement, contract or other document that the firm wishes the District to sign, with the proposal. Submittal of such agreement, contract or other document does not constitute an acceptance of any terms and /or conditions contained in such document. Agreements, contracts or other documents that infringe upon the rights of the District or are not in the best interest of the District shall be determined to be non-responsive. The rights and authority of such determination is reserved solely by the staff of the District's Contracts & Procurement Services Department. By Submitting a solicitation response, the proposer acknowledges that it has had the opportunity to inquire about the District's Procurement Code, this solicitation and other District policy.

ETHICS ACT By submitting an Offer, you certify that you are in compliance with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee-Section 8-13-790, (b) Recovery of Kickbacks-Section 8-13-790m (c) Offering, soliciting, or receiving money for advice or assistance of public official - Section 8-13-720, (d) Use or disclosure of confidential Information-Section 8-1 3-725, and (e) Persons hired to assist in the preparation of specifications or evaluation of bids Section 8-1 3-1 150

NOTICES All contact should be directed to Debra Cannon, Procurement Officer. No company should contact District staff directly. All questions should be directed in writing to Debra Cannon via Email debra_cannon@charleston.k12.sc.us answers to any questions submitted will be sent to all companies via solicitation amendment.

OFFICE CLOSING If an emergency or unanticipated event interrupts normal District processes so that offers cannot be received at the District office designated for receipt of bids by the exact time specified in the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal District's processes resume. In lieu of an automatic extension, an amendment may be issued to reschedule bid opening. If District offices are closed at the time a pre-bid or pre-proposal conference is scheduled, an amendment will be issued to reschedule the conference.

OMIT TAXES FROM PRICE Do not include any sales or use taxes in your price that the District may be required to pay. Any taxes in your bid that the district may be required pay, shall be provided as a separate line item.

PROPOSER'S QUALIFICATIONS Bids shall be considered only from bidders who are regularly established in the business called for and who in the judgment of the District are financially responsible and able to show evidence of their reliability, ability, experience, to render prompt and satisfactory service in the volume called for under this contract

PROTESTS Any prospective bidder, Offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest within fifteen (15) days of the date of issuance of the applicable solicitation document at issue. Any actual bidder, Offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest within ten (10) days of the date notification of award is posted in accordance with the District's Procurement Code. A protest shall be in writing, submitted to the Director of Contracts and Procurement Services, 3999 Bridge View Dr., North Charleston, SC 29405, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

PUBLIC OPENING Offers will be publicly opened at the date / time and at the location identified on the Cover Page, or last Amendment, whichever is applicable.

QUESTIONS FROM OFFERORS (a) Any prospective Offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. The Procurement Official must receive questions no later than five (5) days prior to opening unless otherwise stated on the Cover Page. Oral explanations or instructions will not be binding. Any information given a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective Offerors. (b) The District seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Official, as soon as possible, regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

REJECTION/CANCELLATION The District may cancel this solicitation in whole or in part. The District may reject any or all proposals in whole or in part.

RESPONSIVENESS / IMPROPER OFFERS (a) Bid as Specified. Offers for supplies or services other than those specified will not be considered unless authorized by the solicitation.

(b) Multiple Offers. Offerors may submit more than one Offer, provided that each Offer has significant differences other than price. Each separate Offer must satisfy all solicitation requirements. While multiple Offers may be submitted as one document, Offeror is responsible for clearly differentiating between each separate Offer. If this solicitation is a Request for Proposals, each separate Offer must include a separate cost proposal.

(c) Responsiveness. Any Offer that fails to conform to the material requirements of the Solicitation may be rejected as non-responsive. Offers that impose conditions that modify material requirements of the Solicitation may be rejected. If a fixed price is required, an Offer will be rejected if the total possible cost to the District cannot be determined. Offerors will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be cured or waived at the sole discretion of the Procurement Official.

(d) Unbalanced Bidding. The District may reject an Offer as non-responsive if the prices bid are materially unbalanced between line items or sub-line items. A bid is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the bid will result in the lowest overall cost to the District even though it may be the low evaluated bid, or if it is so unbalanced as to be tantamount to allowing an advance payment.

RESTRICTIONS APPLICABLE TO OFFERORS Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of the State Ethics Act. (a) After issuance of the solicitation,, **You agree not to discuss this procurement activity in any way with any District employees, its agents or officials.** All communications must be solely with the Procurement Official. This restriction expires once a purchase order has been formed and may be lifted by express written permission from the Procurement Official. (b) **Unless otherwise approved in writing by the Procurement Officer, You agree not to give anything to any District employee, agent or official prior to award.**

SIGNING YOUR OFFER Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words “by its Partner,” and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venture involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the joint venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that it is and has been signed by an Agent. Upon request, Offeror must provide proof of the agent’s authorization to bind the principal.

STATEMENT OF COMPLIANCE AND ASSURANCES By submitting a bid and signing the bid schedule, vendors are providing written assurance of non-collusion and understanding and acceptance of all general and special conditions stated in this contract. It will be assumed that the service or materials you propose to provide conform(s) with all the provisions of the indicated specifications, unless you specifically note otherwise. In addition, this signature certifies that the firm or agency represented in the bid submitted complies with all applicable federal and state laws and regulations.

SUBMITTING CONFIDENTIAL INFORMATION For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word “CONFIDENTIAL” every page, or portion thereof, that Offeror contend contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words “TRADE SECRET” every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act.

For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word “PROTECTED” every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected! If your response or any part thereof, is improperly marked as confidential or trade secret or protected, the District may, in its sole discretion, determine it non-responsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked “TRADE SECRET” or “CONFIDENTIAL” or “PROTECTED”, (2) agrees that any information not marked, as required by these bidding instructions, as a “Trade Secret” is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the District will detrimentally rely on Offeror’s marking of documents, as required by these bidding instructions, as being either “Confidential” or “Trade Secret” or “PROTECTED”. By submitting a response, Offeror agrees to defend, indemnify and hold harmless the District, its Officials and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney’s fees, arising out of or resulting from the District withholding information that Offeror marked as “confidential” or “trade secret” or “PROTECTED”. (All references to S.C. Code of Laws.)

Do not mark your “Cost Proposal/Bidding Schedule” Confidential.

SUBMITTING YOUR OFFER OR MODIFICATION (a) Offers and offer modifications shall be submitted in sealed envelopes or packages (unless submitted by approved electronic means) - (1) Addressed to the office specified in the Solicitation; and (2) Showing the time and date specified for opening, the solicitation number, and the name and address of the bidder. (b) Each Offeror must submit the number of copies indicated on the Cover Page. (c) Offerors using commercial carrier services shall ensure that the Offer is addressed and marked on the outermost envelope or wrapper as prescribed in paragraphs (a)(1) and (2) of this provision when delivered to the office specified in the Solicitation. (d) Facsimile Offers, modifications, or withdrawals, will not be considered unless authorized by the Solicitation. (e) Offers submitted by electronic commerce shall be considered only if the electronic commerce method was specifically stipulated or permitted by the solicitation.

TERM OF CONTRACT It is Charleston County School District's intent to contract with the successful bidder by entering into a one (1) year agreement with the option to renew annually up to four (4) one year period. The prices submitted in response to this solicitation will be firm and not subject to escalation from the Pricing Agreement's date of execution.

WITHDRAWAL OR CORRECTION OF OFFER Offers may be withdrawn by written notice received at any time before the exact time set for opening. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for opening. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for opening, the identity of the person requesting withdrawal is established and the person signs a receipt for the bid.

B. Special Instructions

1. Non-mandatory Pre-Bid Conference: No Pre-Bid Conference or Site Visit is scheduled.
2. BOARD APPROVAL REQUIRED: Any award is subject to prior approval by the Charleston County School District Board of Trustees.
3. DISCUSSION WITH BIDDERS: After opening, discussions may be conducted with apparent responsive bidders for the purpose of clarification to assure full understanding of the requirements of the invitation for bids. All bids, in the Procurement Official's sole judgment, needing clarification must be accorded that opportunity.
4. OPENING PROPOSALS – PRICES NOT DIVULGED In competitive sealed proposals, names nor prices will not be divulged at opening.
5. SUBCONTRACTOR APPROVAL: All subcontractors must be pre-approved by CCSD.

4.0 TERMS AND CONDITIONS

A. General Terms and Conditions

GOVERNING TERMS AND CONDITIONS: Bids shall be submitted subject to the indicated Terms and Conditions, Bidder's terms and conditions of sale will not be considered. Bidder shall be deemed to have accepted CCSD Terms and Conditions by the submittal of a bid.

AFFIRMATIVE ACTION: The successful bidder will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.

COMPLIANCE WITH LAWS During the term of the Contract, Contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

COMPLIANCE WITH STATUTES: During the term of the contract, it shall be the Contractor's responsibility to ensure compliance with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONTRACT ADMINISTRATION: Questions or problems arising after award of this solicitation shall be directed to the Procurement Official at 3999 Bridge View Drive, North Charleston, SC 29405.

CONTRACT AMENDMENTS, MODIFICATIONS AND CHANGE ORDERS Any change orders, alterations, amendments or other modifications hereunder shall not be effective unless in writing and approved by the District and the vendor.

CONTRACT VIOLATION: Vendors who violate this contract will be considered in breach and subject to cancellation for cause. Vendors may be suspended or debarred from doing business with the District.

Examples of vendor violations include, but are not limited to:

- Vendor adding items to the contract without approval,
- Vendor increasing contract price without approval,
- Misrepresentation of the contract to any District entity

CONTRACTOR PERSONNEL The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

CONTRACTOR SOLELY RESPONSIBLE FOR PERFORMANCE: The District will rely upon the Contractor for full, complete, and satisfactory performance under the terms and conditions of this agreement.

If the Contractor's services provided for hereunder include services, equipment, or materials supplied by a subcontractor, the Contractor must act as the prime Contractor for these items and assume full responsibility for performance hereunder. The Contractor will be considered the sole point of contact with regard to all situations, including payment of all charges and the meeting of all other requirements.

ENTIRE CONTRACT The contract, including the Best Value Bid, the Proposal, and any Purchase Order issued by District pursuant to the contract, shall constitute the entire contract between the parties, and no verbal information shall be a part hereof. Any changes made to the contract shall be in writing and accepted by both parties.

FORCE MAJEURE: The vendor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the vendor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the government in either its sovereign or contract capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the vendor. If the failure to perform is caused by default of a sub vendor, and if such default arises out of causes beyond the control of both the vendor and sub vendor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the sub vendor were obtainable from other sources in sufficient time to permit the vendor to meet required delivery schedule.

GUARANTEE The vendor shall supply a guarantee for all workmanship for the equipment he/she is furnishing for a period comparable to the standards in the industry. When defects or faulty materials are discovered during the guarantee period, the vendor shall, immediately, upon notification by the District, process at his./her own expense, to repair or replace the same.

INDEMNIFICATION

1. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Charleston County School District, its agents, Board, officers and/or officials, employees and volunteers (hereinafter, the "Indemnitees") from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnify which would otherwise exist as to a party or person described herein.

2. In claims against any person or entity indemnified herein by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation herein shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. Further, any performance bond or insurance protection required by the contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the Indemnitees as herein provided.

3. The Contractor's indemnity obligations shall also specifically include, without limitation, all fines, penalties, damages, liability, costs, expenses (including, without limitation, reasonable attorneys' fees and court costs), and punitive damages (if any) arising out of, or in connection with, and (1) violation of or failure to comply with any law, statute, ordinance, rule, regulation, code or requirement of a public authority that bears upon the performance of this contract by the Contractor, a Subcontractor, or any person or entity for whom either is responsible, (2) means, methods, procedures, techniques or sequences or execution or performance of the services required, and (3) failure to secure and pay for permits, fees, approvals, and/or licenses related to performance of the contract by the Contractor, a Subcontractor or any person or entity for whom either is responsible.

4. The Contractor shall indemnify and hold harmless all of the Indemnitees from and against any costs and expenses (including reasonable attorneys' fees and court costs) incurred by any of the Indemnitees in enforcing any of the Contractor's defense, indemnity and hold-harmless obligations under this contract.

5. The Contractor shall further indemnify and hold harmless the Indemnitees from all suits or claims of any character brought by reason of infringing on any patent, trademark or copyright. Contractor shall have no liability to the Indemnities if such patent, trademark or copyright infringement or claim is based upon the Contractor's use of materials furnished to the Contractor by an Indemnatee.

INFORMATION SECURITY – LOCATION OF DATA

Notwithstanding any other provisions, contractor is prohibited from processing, storing, transmitting, or accessing District information, as defined in the clause titled Information Security - Definitions, outside the continental United States. For clarity, this obligation is a material requirement of this contract and applies to subcontractors at any tier.

INFORMATION USE AND DISCLOSURE

Except to the extent necessary for performance of the work, citizens should not be required to share information with those engaged by the District in order to access services provided by the District and such information should be used by those engaged by the District only to the extent necessary to perform the work acquired; accordingly, this clause addresses basic requirements for the Contractor's use and disclosure of District information, which expressly includes, but is not limited to, information provided by or obtained from the citizens. Anonymizing information does not resolve the foregoing concern. This clause should be broadly interpreted to effectuate this intent. Every obligation in this clause is material. Absent express reference to this clause, this clause supersedes any other clause to the extent of any inconsistency unless and to the extent the other clause provides greater protection for District information.

(a) *Definitions.* The terms used in this clause shall have the same meaning as the terms defined in the clause titled Information Security – Definitions.

(b) *Legal mandates.* Contractor shall be permitted to use, disclose, or retain District information to the limited extent necessary to comply with any requirement imposed on Contractor by law. If it is necessary for Contractor to use, disclose, or retain District information in order to comply with a law, Contractor shall provide District with written notice, including a description of the circumstances and applicable law, in advance of such use, disclosure or retention except to the extent expressly prohibited by law.

(c) *Flow down.* Any reference in this clause to Contractor also includes any subcontractor at any tier. Contractor is responsible for, and shall impose by agreement the requirements of this clause on, any other person or entity that contractor authorizes to take action related to District information.

(d) *Collecting Information.* Contractor must gather and maintain District information only to the minimum extent necessary to accomplish the work.

(e) *Rights, Disclosure and Use.* Except as otherwise expressly provided in this solicitation, Contractor agrees NOT to either (1) use or disclose District information, or (2) retain District information after termination or expiration of this contract. Contractor acquires no rights in any District information except the limited rights to use, disclose and retain the District information in accordance with the terms of this solicitation. To the extent reasonably necessary to perform the work, Contractor may: (i) use (including access, process, transmit, and store) and maintain the District information itself; and (ii) disclose District information to persons having a need-to-know (e.g., subcontractors). Before disclosing District information to a subcontractor or third party, Contractor shall give the District detailed written notice of both the reason for disclosure and the identity and

location of the recipient. The notice shall be provided no later than fifteen (15) business days in advance of the disclosure.

(f) *Return.* Notwithstanding the using governmental unit's failure to perform or the pendency of a dispute, Contractor agrees to promptly deliver to the District (or destroy, at the using governmental unit's option) all District information in its possession as and upon written request of District (provided that, if the contract has not expired or been terminated, Contractor shall be excused from the performance of any work reasonably dependent on Contractor's further access to such District information).

(g) *Privacy Policy & Applicable Laws.* Without limiting any other legal or contractual obligations imposed by this contract or the law, Contractor shall (a) comply with its own privacy policies and written privacy statements relevant to the work, and (b) comply with (1) all laws applicable to Contractor regarding District information, and (2) all laws and standards identified in the clause, if included, entitled Information Use and Disclosure – Standards.

(h) *Actions Following Disclosure.* Immediately upon discovery of a compromise or improper use of District information, Contractor shall take such action as may be necessary to preserve forensic evidence and eliminate the cause of the compromise or improper use. As soon as practicable, but no later than twenty-four hours after discovery, Contractor shall notify District of the compromise or improper use, including a description of the circumstances of the use or compromise. As soon as practicable after discovery, Contractor shall undertake a thorough forensic investigation of any compromise or improper use and provide the District all information necessary to enable the District to fully understand the nature and extent of the compromise or improper use. With regard to any compromise or improper use of District information, Contractor shall: (1) provide any notification to third parties legally required to be provided such notice by Contractor, and if not (e.g., if legally required of the using governmental unit), Contractor shall reimburse District for the cost of providing such notifications; (2) pay all costs and expenses for at least two years of identity theft monitoring services (including without limitation, credit monitoring) and identity theft restoration services for any such affected individuals receiving notice where such services are appropriate given the circumstances of the incident and the nature of the information compromised; (3) undertake any other measures that are customary and reasonable for an entity to take when experiencing a similar disclosure, (4) pay any related fines or penalties imposed on the using governmental unit, and (5) reimburse the District all costs reasonably incurred for communications and public relations services involved in responding to the compromise or improper use. Notwithstanding any other provision, contractor's obligations pursuant to this item (h) are without limitation.

(i) *Survival & Remedy.* All the obligations imposed by this paragraph are material. The obligations of this section shall survive termination or expiration of the contract. Without limiting any rights the District may have, and notwithstanding any other term of this contract, Contractor agrees that District may have no adequate remedy at law for a breach of Contractor's obligations under this clause and therefore the District shall be entitled to pursue equitable remedies in the event of a breach of this clause.

INFORMATION USE AND DISCLOSURE – STANDARDS

To the extent applicable:

- (a) Breach of security of state agency data; notification; rights and remedies of injured parties; penalties; notification of Consumer Protection Division, S.C. Code Ann. Section 1-11-490.
- (b) South Carolina Financial Identity Fraud and Identity Theft Protection Act (FIFITPA), 2008 Act 190, as amended. Solely for purposes of Section 39-1-90 of the South Carolina Code of Laws, as amended, Contractor is deemed to be the owner of government information, as defined herein, and Contractor agrees that the District is not a licensee.
- (c) The South Carolina Family Privacy Protection Act of 2002, S.C. Code Ann. Sections 30-2-10, et seq.
- (d) Personal Identifying Information Privacy Protection, S.C. Code Ann. Sections 30-2-310 et seq.
- (e) Data Breach Notification, 2014 Act No. 286, Section 117.117, as revised in any future annual appropriations act.

LICENSES AND PERMITS : During the term of the contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and /or inspections required by the State, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

INSTALLATION Where equipment is called for to be installed under this bid, it shall be placed leveled and accurately fastened into place by the vendor. He/she shall be responsible for obtaining dimensions and other such data which may be required to assure exact fit to work under another contract or as intended by the District. The vendor shall be responsible for providing an appropriate amount of lead-in for equipment requiring electrical, water or other basic service. The District will normally be responsible for bringing the appropriate service to the lead-in. the vendor shall completely remove from the premises all packaging, crating, and other litter due to his/her works. He/she shall also be responsible for the cost of repair of any damage to existing work which is caused by him/her during the installation of his/her equipment.

INSURANCE

1. The Contractor shall provide General Liability and other Insurance as listed herein. The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor’s operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Type of Insurance

Workers Compensation, Applicable Federal and Employer’s Liability

1. State	Statutory
2. Applicable Federal	Statutory
3. Employer’s Liability	\$100,000 per accident \$500,000 disease, policy limit \$100,000 disease, each

employee

Federal Liability Insurance including completed operations and product liability covers:

1. General Aggregate (Except Products – Complete Operations):	\$1,000,000
2. Products – Completed Operations Aggregate:	\$1,000,000
3. Personal and Advertising Injury (Per person/organization):	\$1,000,000
4. Each Occurrence (Bodily Injury and Property Damage):	\$1,000,000
5. Fire Damage (Any one fire):	\$1,000,000
6. Medical Expense (Any one person):	\$1,000,000
7. Property Damage Liability Insurance will provide explosion, collapse and underground coverage where applicable.	
8. Excess Liability (Umbrella Form)	
a) General Aggregate:	\$2,000,000
b) Each occurrence (bodily injury and property damage)	\$1,000,000

2. Certificates of insurance which shall be signed by a duly authorized representative of each insurance company, showing compliance with the insurance requirements attached hereto and which shall be acceptable to the Owner shall be submitted to the Owner upon execution of this Agreement. When requested by the Owner, the Contractor shall furnish copies of Certificates of Insurance for each subcontractor as well. All Certificates of Insurance shall include a statement that the Owner will receive written notice 30 days prior to cancellation of any policy. Further, the Charleston County School District will be named as an additional insured on all policies.

LATENT DEFECTS: Contractor warrants that upon notification by the District of a latent defect in design, material or workmanship, or a latent nonconformity of the services, material, or equipment to the specifications, which would have constituted a basis for rejection if discovered prior to acceptance, it will repair or replace or otherwise correct the defect to the level of performance specified in this RFP.

LICENSES AND PERMITS During the term of the Contract, the Contractor shall be responsible for obtaining, and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each or any such licenses, permits and/or inspections required by CCSD, county, city or other government entity or unit to accomplish the work specified in this solicitation and the contract.

LIENS AND ENCUMBRANCES The Contractor shall satisfy immediately any lien or encumbrance which, because of any act or default of the Contractor, is filed against the District.

MATERIALS REQUIRED Materials required must be in conformity with the specifications and shall be subject to inspection and approval after delivery, and shall comply in quality and type of material and method of manufacture with all applicable local or state laws pertaining thereto. The right is reserved to reject and return at the risk and expense of the vendor such portions of any shipment that may be defective or fail to comply with specifications and without validating the remainder of the order.

NON INTERFERENCE: In the event Contractor is unable for any reason to provide any material, services, supplies, products or other items of any type or variety to the District under this agreement, including but not limited to any such materials, services, supplies, etc. available from any other party (such as subcontractors) supplying said materials, services, etc. to Contractor, the District will have the right to deal directly with the other supplier without penalty or interference from Contractor.

ORDER OF PRECEDENCE: In the event of inconsistency between provisions of this solicitation, the inconsistency shall be resolved by giving precedence in the following order: (a) bid pricing schedule, (b) bid specifications, (c) standard solicitation provisions/general contract clauses, whether incorporated by reference or otherwise, (d) special solicitation provisions/special purchase order clauses and (e) instructions to bidders.

OTHER WRITTEN BASIS FOR PROPOSAL: If any of the Offeror's proposal has, as its basis, written statements (other than the RFP) provided to him by the District (such as notification of a change in the specifications), the Offeror is to identify and include those statements in his proposal at the place or places applicable.

PACKAGING AND DELIVERY All shipments will be FOB, freight prepaid, to the purchase order "ship to" location. The purchase order number should be clearly stated on freight tickets. The parties agree hereto that delivery by the vendor to the common carrier does not constitute delivery to the district. Any claims for loss or damage should be between the vendor and the carriers.

PAYMENT FOR GOODS AND SERVICES Payment for goods and services received by the District shall be processed in accordance with the Charleston County School District Procurement Code. In consideration of satisfactory performance of the requirements of this contract, the District shall pay the contractor in accordance with the vendors Price Proposal/ Exhibit E, in no event to exceed an amount of authorized by written Purchase Order(s) issued by the District pursuant to this contract.

(a) Payments to the contractor shall be made no later than thirty (30) days after the later of District's receipt of a proper invoice for performance by the contractor, and acceptance by the District of such performance pursuant to the terms of the RFP. Each invoice must include the contractor's Federal Tax Identification Number.

(b) In addition to any other remedies, if in the sole opinion of the District, the contractor fails to perform in a satisfactory and timely manner, the District may refuse or limit approval of any invoice for payment, and may cause payments to the contractor to be reduced or withheld until such time as the contractor meets performance standards as established by the District.

A purchase order will be issued and must be referenced on all invoices presented for payment. See also Universal Service (E-Rate) Requirements in Section 5. Qualifications.

PERFORMANCE AUDITS: The District may conduct, or have conducted, performance audits of the vendor. The District may conduct, or have conducted, audits of specific requirements of this bid as determined necessary by the District.

Pertaining to all audits, vendor shall make available to the District access to its computer files containing the history of contract performance and all other documents related to the audit. Additionally, any software used by the vendor shall be made available for auditing purposes at no cost to the District.

PRICES Prices under this contract are “not to exceed” prices. District is not authorized to pay more than the stated price. Contractors may offer, and District may accept prices below those listed on the contract. Submission of the Price Proposal certifies that the proposal is accurate and binding and that all costs are shown and accurately reflects the total Technical proposal cost. All prices shall be stated in United States currency.

PRICE ADJUSTMENT Any request for price increase must be submitted in writing to Procurement Services at least ninety (90) days prior to the requested date for the increase. Price increases will only become effective if agreed to, in writing by Procurement Services. The maximum increase will not exceed the unadjusted percent change from the previous year shown in the Consumer Price Index (CPI). All Urban Consumers (CPI-U), “Other Goods and Services” or the current market conditions as determined by the Procurement Officer.

PRICE ADJUSTMENTS – LIMITED BY CPI “All Items”: Upon request and adequate justification, the Procurement Officer may grant a price increase up to, but not to exceed, the unadjusted percent change for the most recent 12 months for which data is available, that is not subject to revision, in the Consumer Price Index (CPI) for all urban consumers (CPI-U), “all items” for services, as determined by the Procurement Officer. The Bureau of Labor and Statistics publishes this information on the web at www.bls.gov.

PROHIBITION AGAINST CONFLICTS OF INTERESTS, GRATUITIES AND KICKBACKS: “an employee or any official of the School district, elective or appointive, who shall take, receive or offer to take or receive either directly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the Procurement of business, or the giving of business, for or to, or from any person, partnership, firm or corporation, offering bidding for, or in open market seeking to make sales to the School District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or fine in accord with state and/or federal laws.

PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT The District requires all vendor activities to be in compliance with local, state, and federal mandates concerning “protection of human health and the environment”. Any vendor doing business with the District will be required to document compliance and to specify prudent practices used by the vendor to address applicable mandates including, but not restricted to “the hazard communication standard” OSHA CFR 191 0.1200 (SCRR article 1,71-1910.1200). By submission of this bid, the vendor agrees to take all necessary steps to ensure compliance with these requirements.

PURCHASE ORDER A purchase order may be enclosed with or issued pursuant to this contract, and will be an integral part of the resulting contract. The purchase order indicates that sufficient funds have been obligated in accordance with the budget of the district and assures distribution of the necessary receiving reports. The purchase order does not supersede any provisions of the resulting contract. Performance time and dates are determined solely by the contract and any modification thereto.

PUBLICITY RELEASES Vendor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.

QUALITY OF PRODUCT (This clause does not apply to solicitations for service requirements). Unless otherwise indicated in this bid it is understood and agreed that any item offered or shipped on this bid shall be new and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging. For information technology procurements as defined in Provision I., of the Charleston County School District Procurement Code, if items that are other than new (i.e. remanufactured or refurbished) are desired to be bid, the bidder must obtain written permission to bid such

items at least 5 days in advance of bid opening from the person to whom inquiries are to be directed as listed on the front page of the invitation for bid.

REJECTION: The District reserves the right to reject any bid that contains prices for individual items or services that are unreasonable when compared to the same or other bids if such action is in the best interest of the District.

RESTRICTIONS/LIMITATIONS No purchases are to be made from this contract for any item that is not listed or for any item that is currently authorized under any other purchase order awarded prior to this contract.

RISK OF LOSS: The vendor shall assume all risk of loss, and shall maintain insurance coverage on all items installed, up to the time of final acceptance.

RECORDS RETENTION AND RIGHT TO AUDIT: Charleston County School District has the right to audit the books and records of the vendor as they pertain to this solicitation/contract, both independent of, and pursuant to, the District Procurement Code. Such books and records shall be maintained for a period of three (3) years from the date of final payment under the purchase order.

SEVERABILITY: In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force.

SOUTH CAROLINA GOVERNING LAW CLAUSE: The agreement and any dispute, claim, or controversy relating to the agreement shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of CCSD of South Carolina. All disputes, claims, or controversies relating to the agreement shall be resolved exclusively by the Contracts and Procurement Services Director in accordance with the District Procurement Code, or in the absence of jurisdiction, only in the court of common pleas for, or a federal court located in, Charleston County, State of South Carolina. Vendor agrees that any act by the government regarding the agreement is not a waiver of either the government's sovereign immunity or the government's immunity under the eleventh amendment of the United States Constitution. As used in this paragraph, the term "agreement" means any transaction or agreement arising out of, relating to, or contemplated by the solicitation.

SUBCONTRACTOR IDENTIFICATION: If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work that they are to perform. Identify potential Subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, CCSD may evaluate your proposed Subcontractors.

SUBCONTRACTING; ASSIGNMENT: The contractor may not subcontract any portion of the services provided under this contract without obtaining the prior written approval of the District, nor may the contractor assign the contract or any of its rights or obligations hereunder, without prior written approval of the District. Any such subcontract or assignment shall include the Terms and Conditions of this contract and any other terms and conditions that the District deems necessary to protect its interests. The District shall not be responsible for the fulfillment of the contractor's obligations to the subcontractors.

SUBCONTRACTORS: Subcontractors are subject to same terms and conditions of this agreement as the Contractor.

SWMBE PARTICIPATION: Charleston County School District encourages SWMBE (Small, Women, & Minority Owned Business Enterprise) businesses to participate in the Solicitation process. All business conducted with SWMBE businesses certified by the South Carolina Governor's Office of Small and Minority Business Assistance is recorded in a yearly report submitted to the Charleston County School District Board of Trustees. In order to be included in this report you must submit a copy of your certificate with your proposal. All qualified Small, Women, & Minority Owned Business Enterprise not registered or not certified, are encouraged to submit an offer. CCSD highly desires the opportunity of promoting SWMBE.

TAXES Any tax the Contractor may be required to collect or pay upon the sale, use or delivery of the products shall be paid by CCSD, and such sums shall be due and payable to the Contractor upon acceptance. Any personal property taxes levied after delivery shall be paid by CCSD. It shall be solely CCSD's obligation, after payment to Contractor, to challenge the applicability of any tax by negotiation with, or action against, the taxing authority. Contractor agrees to refund any tax collected, which is subsequently determined not to be proper and for which a refund has been paid to Contractor by the taxing authority. In the event that the Contractor fails to pay, or delays in paying, to any taxing authorities, sums paid by CCSD to Contractor, Contractor shall be liable to CCSD for any loss (such as the assessment of additional interest) caused by virtue of this failure or delay. Taxes based on Contractor's net income or assets shall be the sole responsibility of the Contractor.

TERM OF CONTRACT – EFFECTIVE DATE/INITIAL CONTRACT PERIOD: The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award. The initial term of this agreement is one year from the effective date. Regardless, this contract expires no later than the last date stated on the final statement of award.

TERM OF CONTRACT – OPTION TO RENEW At the end of the initial term, and at the end of each renewal term, this contract shall automatically renew for a period of one year, unless contractor receives notice that the District elects not to renew the contract at least thirty (30) days prior to the date of renewal. Regardless, this contract expires no later than the last date stated on the final statement of award.

TERMINATION: Subject to the conditions below, the District providing a (30) thirty-day advance notice in writing is given to the vendor may terminate the contract for any reason.

NON-APPROPRIATIONS: Any contract entered into by the District resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.

FOR CONVENIENCE: In the event that this contract is terminated or canceled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

FOR CAUSE: Termination by the District for cause, default or negligence on the part of the vendor shall be excluded from the foregoing conditions; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default clause in this bid shall apply.

DEFAULT: In case of default by the vendor, the District reserves the right to purchase any or all items in default in the open market, charging the vendor with any additional costs. The defaulting vendor shall not be considered a responsible bidder until the assessed charge has been satisfied.

NON-COMPLIANCE WITH THE DRUG FREE WORK PLACE ACT: In accordance with S. C. Code Workplace Act, Sections 44-107-10, et seq., SC Code, (1976) this contract is subject to immediate termination, suspension of payment, or both if the CONTRACTOR fails to comply with the terms of the Drug Free Workplace Act. The District will not be liable for any termination costs; the thirty (30) days advance notice requirement is waived.

DUE TO MALICIOUS ACTS: In the event termination is due to malicious acts by the Contractor, subcontractor or representative(s) of same that may endanger the property, employees, or reputation and/or financial status of the District, termination of the contract shall be effective immediately upon verbal notification by any District representative. The Provider shall cease all services within twenty-four (24) hours of the verbal notice of termination. In the event of termination the vendor shall be paid for services performed up to the termination date.

INSOLVENCY: This contract is voidable and subject to immediate termination by the District upon the contractor's insolvency, including the filing of proceedings in bankruptcy.

TERMINATION BY CONTRACTOR: Requests for termination of this contract by the contractor must be received in writing by Procurement Services at least ninety (90) days before the requested contract termination date.

WARRANTY Upon final acceptance, the products and or services provided by the contractor under this contract shall be warranted by the contractor to perform in compliance with the specifications and terms and conditions of this contract for a period of one year. When notified by the District of defects requiring correction under the contractor's warranty, the contractor shall diligently provide the required corrections. Manufacturer warranties for third party products supplied by the contractor shall be provided to the District

WAIVERS The waiver of any part of this contract shall not be construed to be a waiver of the whole and the remaining terms and conditions shall remain in full force and effect. No waiver of right, obligation, or default shall be implied, but must be in writing, signed by the party against whom the waiver is sought to be enforced. One or more waivers of any right, obligation, or default shall not be construed to waive any subsequent right, obligation, or default.

B. Special Terms and Conditions

Security

Awarding of this bid will be contingent upon passing a final CCSD Security review and meeting all security requirements.

5.0 QUALIFICATIONS

To be eligible for award of a contract, a prospective contractor must be responsible. In evaluating an Offeror's responsibility, CCSD Standards of Responsibility [R.19-445.2125] and information from any other source may be considered. An Offeror must, upon request of CCSD, furnish satisfactory evidence of its ability to meet all contractual requirements. Unreasonable failure to supply information promptly in connection with a responsibility inquiry may be grounds for determining that you are ineligible to receive an award. S.C. Code Section 11-35-1810.

MINIMUM QUALIFICATIONS

In order to be considered for selection, offerors' must attest to the following minimum qualifications listed below are met:

- A. The offeror has been developing extensive Applicant Tracking System software programs in the K-12 education market and providing operational, training, and technical support for a minimum of five (5) years
- B. The offeror must have a system with pre-screening solutions functionality
- C. The offeror and its personnel have all authorizations, permits, licenses, and certifications as may be required under federal, state, or local law to perform the services specified in this RFP
- D. The offeror carries, or will carry, errors and omissions insurance or a comparable instrument to cover the offeror's negligent acts or omissions
- E. The offeror maintains sufficient procedures and redundancy capabilities to assure continued processing in an emergency
- F. The offeror has a company policy and practice of equal employment opportunity and nondiscrimination based on race, age, creed or gender
- G. The offeror must have the functionality to host the applicant tracking system

QUALIFICATIONS -- REQUIRED INFORMATION

In order to evaluate your responsibility, offeror shall submit the following information or documentation for the offeror and any subcontractor, if the value of subcontractor's portion of the work exceeds 10% of your price (if in doubt, provide the information) with bid or within 2 days of request by CCSD:

- (a) Include a brief history of the offeror's experience in providing work of similar size and scope.
- (b) List of failed projects, suspensions, debarments, and significant litigation.
- (c) Five (5) references –preferably from other large sized K-12 organizations that currently operate the same or a substantially similar version of the applicant tracking solution. For each reference the offeror will provide the following information.
 - a. Name of the organization
 - b. Contact information including:
 - i. Contact name, title, phone number, fax number, and e-mail
 - ii. Full address
 - iii. Organization's size: enrollment, number of schools
 - iv. Description of project and its goals

6.0 BASIS OF AWARD

AWARD TO ONE OFFEROR Award will be made to one Offeror.

Offerors must meet the minimum qualifications listed in Section 5 in order to receive consideration. The Proposal offered by Contractor must also meet the Scope of Work/Specifications in Section 7 .Award will be made to the highest ranked, responsive and responsible Offeror whose offer is determined to be the most advantageous to the Charleston County School District. The District reserves the right to select and award on any individual item basis, group basis, or all or none basis.

EVALUATION FACTORS – PROPOSALS (List in order of importance)

Functional Requirements: The degree, completeness and suitability of the Offeror’s proposed solution to meet or exceed the functional, system maintenance and support, and technical environment requirements of this RFP. **49 Points**

Price – Business Cost Proposal: The total itemization of all costs to include but not limited to all cost associated with development, training, maintenance and support of the new system. **40 Points**

Qualifications and Future Growth: The Offeror’s demonstrated organization, management, and capabilities to the scope of services, relevant client list, and the expertise of key personnel. **11 Points**

NEGOTIATIONS: The Procurement Official may elect to make an award without conducting negotiations. However, after the offers have been ranked, the Procurement Officer may elect to negotiate price or the general scope of work with the highest ranked Offeror. If a satisfactory agreement cannot be reached, negotiations may be conducted with the second, and then the third, and so on, ranked Offerors to such level of ranking as determined by the Procurement Officer.

7.0 SCOPE OF PROJECT/SPECIFICATIONS

A. GENERAL

Charleston County School District has approximately eighty-five schools and program facilities, one District Office, one Operations Center, and eight Constituent Board Offices. Please see www.ccsdschools.com for a complete list of each facility and street addresses. Geographically, the district covers all of Charleston County, South Carolina, a stretch of coastal land extending nearly 100 miles along the Atlantic Ocean (McClellanville to Edisto Island) and covering 919 square miles.

INTRODUCTION

The District is seeking proposals for an Internet based Applicant Tracking System. The intent of this solicitation is to identify an offeror that can provide an Internet based Applicant Tracking System that will increase the effectiveness and efficiency of Charleston County School District's recruiting and hiring process. The solution is expected to significantly reduce or completely eliminate the use of paper in the process and will provide a user friendly system that increases the access to application selection and hiring.

The services of this solicitation will be primarily used by the Human Resources Department. The services will also be made available to the District's other Administrative and School locations.

The successful contractor must be able to: (1) respond to having adequate financial resources to perform the contract; (2) have the ability to comply with the contract performance schedule taking into consideration all existing and other business commitments; (3) have satisfactory performance records; (4) have satisfactory records of integrity and business ethics; (5) have the necessary organization personnel, experience, accounting and operational controls and technical skills; and (6) have the necessary equipment and facilities, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

In responding to the Request for Proposal (RFP as mention herein), the prospective offeror will be required to include a narrative of services, references and experience. Each section of the RFP contains both a description of desired services and requested information. Some sections may contain a checklist of desired features, functionality, and services. Vendors shall provide a narrative response to each section. Where applicable, offeror shall also complete the checklist and insert at the beginning of that section. The information will be used to evaluate the offeror's proposal in compliance to the RFP's essential requirements. The District seeks an offeror with an existing product and significant experience working with similar schools Districts in South Carolina or school districts with school populations greater than forty thousand (40,000).

In order to achieve the objectives of this solicitation, prospective offeror must be able to provide a minimum of the below services:

- Secure, web-based, vendor-hosted recruitment and applicant tracking system
- Online Job Posting
- Application Processing Functionality
- Pre-screening solutions functionality
- Electronic Forms (offer letter, contracts, decline, references etc.)
- Email notification

- Application search capability
- Ability to integrate with MUNIS software
- Ability to integrate with CERRA (SC state teacher application system)
- Ability to integrate with BIB (Background Investigative Bureau) background check company
- Ability to integrate with EPI candidate assessment
- Flexible data reporting capability
- Must be compatible with any Internet Browser (Chrome, IE, Mozilla/Foxfire,etc.)

It is the District's intent to replace the current recruiting and hiring system with a solution that streamlines our existing hiring process wherever possible. The solution must provide an easy to use, intuitive interface that allows certificated, classified, paraprofessional, and administrative applicants to submit application information and to attach supporting documents 24 hours a day without any training and from an Internet enabled computer.

The solution must also provide an easy to use intuitive interface that enables all authorized District personnel, both HR and school/administrative sites, to access applicant information 24 hours a day and from any Internet enabled computer. The solution must allow the District to post job vacancies, review applicant information and the results of application screening and candidate interviews, and provide communication tools that allow administrators to communicate with each other as well as with applicants.

It is important that the solution be able to set varying levels of user rights for different individual and groups of users. These rights should at minimum control which administrators are permitted to post vacancies, edit applicant files, hire applicants within the system, and delete applications.

It is the District's intent to deploy a system that will not invade the user's desktop with complicated features and functionality, but will instead give them quick and simple access to applicant information that relates to their particular hiring needs. It is important that the applicant tracking system neither compromises the current functionality of the desktop nor requires significant training of end-users in order to take advantage of its functionality.

Please review this solicitation carefully; the District will not be responsible for any errors or omissions on the part of the offeror in submitting a proposal.

SCOPE OF WORK

1. VENDOR BACKGROUND INFORMATION

The offeror will provide the following information:

- A. Official company name, company address, phone/fax numbers and Federal ID number
- B. Contact name and contact information of primary company contact
- C. Brief description of the company and the services that it provides
- D. A brief history of the company, including how long the company has been providing similar services
- E. Description of company ownership
- F. Any legal suits ever filed against the company, by either clients or employees
- G. A description of the team that will be involved with delivering the solution, including:
 - a. Length of time that they have been employed by the offeror
 - b. Brief description of their experience with the offeror
 - c. Relevant technical skills and abilities
 - d. Planned responsibilities on this project

2. SUBCONTRACTOR BACKGROUND INFORMATION (IF APPLICABLE)

For any subcontractors, the proposal will provide a detailed description of the elements of the solution that will be provided by each subcontractor, as well as the following information as it relates to each subcontractor:

- A. Official company name, company address, phone/fax numbers and Federal ID #, phone number
- B. Contact name and contact information
- C. Brief description of the company and its business philosophy
- D. A brief history of the company, including how long the company has been providing similar services
- E. A description of the team that will be involved with delivering the solution, including:
 - a. Length of time that they have been employed by the offeror
 - b. Brief description of their experience with the offeror
 - c. Relevant technical skills and abilities
 - d. Planned responsibilities on this project

If you are not using subcontractors, or outside contractors, please state “none” in your proposal response

3. PRODUCT BACKGROUND

For the proposed applicant tracking system, the offeror will provide a brief history of the product, including a minimum of:

- A. How long the product has been operating in the K-12 educational market;
- B. How long the product has been browser-based;
- C. How long the product has provided a fully web-based solution (candidates entering information directly through a web-based electronic form; and
- D. What specific version of the product is being proposed to the District.

4. COMPANY EXPERIENCE AND REFERENCES

The offeror will provide an overview of all experience successfully providing goods and/or services to school districts of similar size and for work that is substantially similar to the work that is described in this RFP. The offeror will also provide the following information:

- B. The number of school districts, consortium, and state departments of education that currently use the proposed applicant tracking system;
- C. Whether the offeror has failed to complete any work awarded in the last five (5) years
- D. A description of any legal actions that have been taken against the company in the last five (5) years
- E. You must include at least two (2) references from the state of South Carolina currently installed and operational

5. SYSTEM REQUIREMENTS AND FUNCTIONALITY

This section of the RFP provides information regarding the requirements of the District's applicant tracking system. The corresponding sections of the proposal should include both a brief narrative description of how the proposal will meet the requirements and the completed System Requirements Form.

A. Online Application

The District intends to receive its applications through online, electronic means. Candidates will input information that will then be transferred into a searchable database. The online application should be easy to use and intuitive for applicants. It should include helpful directions and help menus and should not require any training to complete.

Proposals must provide a general description of the online application (including what questions are asked on the application, how the solution accommodates different types of applications (certificated, exempt, and non-exempt), how the application can be customized how candidates interact with the application, how often information is saved during the application process, the size and type of files allowed as attachments, and what type of help is available for applicants. Proposals must also include a completed checklist, completed in the System Requirements Form:

- Application available through any Internet enabled computer
- Proposed solution must support any internet browser (Explorer, Mozilla, etc.)
- Proposed solution must support multiple application types (certified, exempt, nonexempt, temporary, substitute, internal, etc.)
- Application questions are easily customizable for the District
- Application user interface can be easily customized for the District
- Application has a multi-screen format
- Applicants can save their information and return later to complete (update their application)
- Application includes online help menus and FAQs
- Application makes active use of reference/lookup tables to a facilitate data entry
- System allows unlimited entries in the fields

- Allows applicants to attach/upload electronic files and the images of scanned documents
- Certain application fields can be required
- Applicants enabled to apply generally to District and to specify interest in specific, posted, jobs
- Certified applications must upload from CERRA (Center for Educator Recruitment, Retention, and Advancement)
- Must provide the ability to have internal applicants only apply with a separate, simplified application
- Must provide pre-screening solution functionality (including screening questions and/or skill assessments)
- Must provide an unlimited number of access licenses for applicants to logon
- Must provide ability to create a registry of potential applicants by name, email address, and automatically alert recruitment staff when an applicant from this registry applies. Registry should be able to be updated by an interface with current Human Resources software
- Customizable, password protected applicant interface for applications, resume input and supporting document upload.
- Customizable applicant forms with required and optional questions that can be modified by CCSD staff.
- Input filtering to eliminate inconsistent data.
- Integrated job posting board that generates a national shared pool of applicants with postings visible on other national job boards.
- Generate job alerts to matching applicants.
- Carryover of data from job posting board so applicant only needs to enter data once.
- Checklist to show incomplete steps that need to be taken by applicant.
- Custom Email and job description templates
- Customizable application and interviewer forms
- Notifications to applicant, hiring manager and HR staff regarding application status and outstanding tasks.
- Scheduling facility for job interviews.
- Ability to initiate and track online reference checks.
- Secure applicant accounts and personal data that persist across multiple applications and years.
- Customizable website appearance to conform to CCSD branding standards.
- Directly integrates with the EPI candidate assessment tool.
- Ability to sort all candidates by EPI assessment score.
- Ability to display all 3 individual domain scores that make up the EPI assessment composite score.
- Ability to color-code EPI assessment scoring categories.
- Ability to display EPI PDP report directly within applicant tracking system without routing to third party site that requires additional login.

B. Job Posting

The District currently posts open positions on the District's web site and via newspaper advertisements on an as needed basis. The District intends that each school will have positions posted within the selected applicant tracking system and requires that applicants be able to access, search through, and express interest in posted jobs. The system must allow jobs to be easily posted and managed. The system must also allow the District Administrators to quickly and easily access a list of applicants interested in a specific position. The system must allow applicants to view their status, by job, upon creating an applicant username and password.

Proposals must provide a general description of the job posting functionality, including how jobs are posted, how applicants interact with posted jobs, and what job management functionality is available within the system.

- Supports a standard list of job descriptions
- Includes functionality that automatically manages when jobs become available to applicants and when they close
- Includes functionality that automatically closes a job at a specified date and time and removes it from the website
- Enables applicants to search through posted jobs before and after submitting an application
- Enables applicants to express interest in multiple jobs without have to complete multiple applications
- Enables applicants to view all posted jobs or to search through posted jobs based on specific job criteria or through a key word search
- Enables District users to view lists of applicants who have expressed interest in specific positions
- Provides an Internet based job vacancy electronic form for posting jobs
- Provides for district controlled archival and purging of job postings and all relevant associated applicant data
- Ability to create job postings for all CCSD positions, specifying required fields and documents.
- Workflows for application routing and approvals by the appropriate people.
- Ability to track all phases of the application process, with sophisticated searching and filtering capability.

C. Application Processing Functionality

The District requires a system that is user-friendly and intuitive and expects the applicant tracking system to save administrators significant time during the application process.

The District requires a system that allows administrators to efficiently search the database of applications based on a wide variety of search criteria and to revise the search criteria or save them for later reference and use. District administrators need to be able to review and compare applications on screen as well as to print them, if necessary. Administrators and Human Resources staff must also be able to score and or annotate applications. Any such scores or annotations must be viewable by other administrators but not by the applicant. The solution must provide an easy way to mass-email common messages to groups of candidates returned by a search.

Additionally, the application must provide an electronic solution for the internal transfer process. The District is looking for a solution that enables administrators to post open positions internally for a specified amount of time during which existing employees can access and apply to those positions. The system must also be able to confirm current employment status with the District by communicating with the District's personnel database (MUNIS) and be able to import certain employment information, such as seniority data and current positions. Data exchange between the application and Munis will be via delimited-text import/export files, transferred via SFTP. If such files contain highly sensitive personally identifiable information, they must employ file-level encryption at rest and in transit. The solution must minimize the amount of data entry required by the employee by accessing employee data that currently exists in the personnel database. After the specified amount of time, District administrators should be able to make all unfilled positions viewable by external applicants.

Proposals must provide a general description of the major elements of application processing functionality, including a description of searching, applicant management and communication functionality that allows administrators to communicate both with other administrators and with applicants. Proposals must include a solution for the internal transfer process. Proposals must clearly describe how the system will save the District time during the application and hiring process.

- Application data is available to authorized administrators at any time and from any Internet enabled computer
- Multiple administrative users can access the same applicant data at the same time
- Allows hiring managers to search on most application fields (i.e. certification type, years teaching, education level, etc.)
- Enables online searching of the database
- Enables hiring managers to review and compare applications on-screen
- Enables hiring managers to conveniently print applications
- Assigns applicant status and allows searching by applicant status
- Enables the District to establish required fields, and to search exclusively on applications that are complete
- Allows hiring managers to save search criteria to be run later
- Allows hiring managers to save search results to be retrieved later
- Allows hiring managers to establish searches that run periodically
- Capable of automatically e-mailing administrative users the results of programmed searches
- Allows hiring managers to screen applications and remove applications from view
- Allows administrators to send e-mails to specific candidates
- Allows administrators to send e-mails to groups of candidates based on search results
- Receives response emails from candidates
- Able to automatically send e-mails to candidates when they complete an application
- Allows administrators to add notes and scores to applicant records that are viewable by other administrators but not by applicants
- Allows District to post specific jobs to current employees only
- Able to check a candidate's employment status with District by communicating with District's personnel database (MUNIS)
- Allows District to provide shorter applicant process for current employees

- Allows District to change an internal posting to external after a period of time
- Provides ability to create a registry of potential applicants by name an email address and automatically alert recruitment staff when an applicant from this registry applies
- Provides complete audit trail for the eApplication(s)
- Enables differing views and data access to relevant applicant data and job information for each employer entity (for example, by each school).

D. Interview Roster, Reference Check, and other Electronic Forms

Both district personnel and school administrators conduct candidate interviews and require reference checks. Following an interview, the interviewer completes a standard interview confirmation form that is then submitted to Human Resources and filed with the position vacancy record.

- Enables administrators to complete an interview report within the system Interview reports can be customized for District
- Interview reports are automatically filed with appropriate position record
- Hiring managers should have the ability to create interview rosters by assigning dates and times to specific applicants and printing an Interview Report
- Hiring managers should be able to indicate the status of each interview (i.e. 2nd interview requested, not offered, etc.)
- Provides electronic reference form which will be automatically emailed to reference and electronically attached upon return to candidate's profile
- Automatically tracks electronic reference record status and progress
- References and Interview reports are viewable by other administrators but not viewable by candidates
- Proposals must provide a general description of available functionality that enables reference check forms to be completed and stored with candidate records
- Must have the ability to electronically generate contracts, offer letters, decline letters, or other correspondence to be emailed to applicants
- Employment related onboarding form templates provided by vendor (W-4, I-9, etc.)
- CCSD has ability to create and customize unlimited forms related to onboarding and employee management.
- Federal regulated forms updated and maintained by vendor (W-4, I-9, etc.)
- Automated export of job application and on-boarding data to Munis ERP.
- Secure roles and permissions for HR staff in accessing records.
- Ability to add employment contracts and to individual applications.
- Ability to create and route job requisitions.
- Ability to create and deliver employment contracts and letters for differing classes of employees.

E. Email and Reference Notifications

Describe your email notification system in detail.

- Automatically sends an email to all references listed by the candidate
- Automatically tracks the status of all references

- Allows for electronic signature on the reference form
- Automatically marks references as received and updates candidate information that reference was received
- Provides ad hoc reports
- System accepts email from applicants and tracks status

F. Searching for Qualified Candidates

- Describe your search engine in detail.

G. Record Keeping

- Detail your administrative requirements including purging of data and retention of data.
 - Secure, integrated repository for storing and managing applicant documents.
 - Ability to upload and categorize directly from applicant recruitment process.
 - Imports available electronically and via hardcopy scanning.
 - Advanced search and filter capabilities.
 - Ability to use electronic signatures.
 - Document retention schedules, and controls on document destruction.
 - User screens that show missing documents and deadlines.
 - Ability to customize multiple contract templates.
 - Ability to track each individual contract issuance to recipient, and whether the recipient has viewed and signed the contract.
 - Ability to recall contracts individually or in bulk.
 - Ability to offer conditional workflows of approval.
 - Ability to offer single-sign-on (SSO) capability with applicant tracking system.

H. Reporting

- Detail your reports and inquiry capability, including the ability of the District to run create and run custom reports.

I. External Data Linkage

- Detail your system's ability to integrate with other relevant data sources, including (REQUIRED):
 - MUNIS
 - CERRA
 - EPI candidate assessment tool
 - Job Boards (Monster, Career Builder, SCASA, etc)
 - Criminal check solutions (BIB...Background Investigative Bureau)

Once applicants become employed, their applicant data must be exportable to CSV format so that it can be imported to the District's employee information system (MUNIS). Detail your system ability to export data to the District's employee system.

6. PRODUCT TECHNOLOGY REQUIREMENTS

A. System Technology

The District's primary data warehouses for employee and financial information systems run on Microsoft SQL server. The system with which the product must interface is currently MUNIS.

The District's client computing environment is a diverse, multi-platform framework. Staff client computer operating systems include primarily Windows 7 with a small number of Windows 10 machines, as well as Mac OS/X. End users primarily employ Chrome (Windows) and Safari (Mac), with some Internet Explorer and minor Firefox use. In addition to interfacing with MUNIS, the product must also interface with CERRA and BIB (Background Investigative Bureau).

The District requires an applicant tracking technology that is written in an industry standard language, using secure coding practices. The District requires a web browser based solution that does not require installation of any client software on administrator workstations. Use of the system should be browser independent and operating platform independent.

The District requires that the proposed solution has been in use by other, similar state department of education, K-12 education consortium, or school districts in a similar configuration and based on the same architecture and technology for at least two (2) years.

The District requires a system that will require no on-site maintenance or support from technical staff. The District is interested in a cloud-hosted solution rather than hosting it on-premises.

Proposals should provide a general description of the technology specifications of the proposed solution, including programming languages and database systems used, environment required for operation, and information security safeguards of the system and hosting environment. Proposals must also include a completed checklist as follows:

- Written in an industry standard language
- System capable of interfacing with a MS SQL database
- Vendor able to provide either A) secured ODBC access or B) nightly data export csv files to relevant system data so that the District can create custom reports from the data set.
- Operating platform independent
- Browser independent
- Requires installation of software on workstations (no is preferable)
- Possible to be hosted by the vendor and subscribed to by District
- Must interface with MUNIS, CERRA and other programs.

B. Scalability

The District expects that the volume of applications received every year will rise over time and also expects to expand administrative usage; both in terms of number of active users and the total time those users are on the system. Proposals should describe how usage factors such as these determine system performance and capacity, and how the system can be scaled up in the future as need arises.

C. Testing, Quality Control, and Data Integrity

The system should be well tested, and the offeror should pursue rigorous quality control measures that assure consistent and reliable functioning. Proposals should include a general description of testing and quality assurance measures taken during development, and should describe how these and any other followed procedures ensure the consistent performance of the solution.

Data Integrity and preservation are of paramount importance to the District. Vendors should describe all measures taken to protect against database corruption or data loss, including system features and recommended backup procedures. Proposals should specifically address how these features and procedures protect against data compromise during restart, update, and upgrade procedures.

D. Hardware Specifications

Proposals are required to include detailed specifications for all required hardware, system software, and any other support equipment necessary to implement the system described in the RFP. This description should include any necessary server and client (if applicable) hardware or software. The District does not require that offeror provide all required hardware and software if such hardware and software is common and commercially available, but does require adequate specifications so that the District can procure the equipment.

Your proposal will detail:

- Sufficient hardware specifications such that the District may purchase piece of hardware from a standard supplier (i.e. server processor speed, RAM, storage, etc. required)
- A configuration detailed by line item that matches the requirements of your solution
- A configuration of proposed document scanning equipment
- All software required to appropriately operate the hardware
- Encryption (The encryption of Social Security Numbers is a required feature)

E. Security

The District requires that all data transmitted through the applicant tracking solution, both by job candidates and by administrators, be secure. The District envisions at least three security measures: password protection, controllable access rights for administrators, and encrypted internet data transmission.

“Nonpublic” information (not disclosable under applicable federal, state, or local law or regulation) and “essential” information (which if lost or corrupted may disrupt operations essential to provision of CCSD services) shall be encrypted prior to and during storage, and during transmission over the internet, using encryption meeting strong, modern cryptographic methods. This includes all documents and images uploaded by applicants. Passwords, email, and file transfers containing nonpublic or essential information, shall be encrypted during transmission.

Social Security Numbers, while needed for background checks, should not be accessible, viewable or exportable by Online Application administrators or other users.

Both job applicants and District administrators should be required to use a unique login name and password to gain access to data on the system. Password entry should have a suppressed display, and the system should not require any users to share user names or passwords. Individual users should be enabled to change their password. The District should also be able to manage passwords centrally. System should require initial password to be changed by the user immediately upon gaining access to the system for the first time, require strong passwords and require password changes at least every 90 days. Proposals should describe the use of passwords in the system.

The District requires the ability to establish various levels of user rights for different individual and groups of users. For instance, school administrators should be able to view applicants and to enter the results of interviews they perform, but should not be able to delete applications from the system. Proposals should include both the parameters for user rights control and should provide at least two examples of how user rights control can benefit the District.

The District requires that all information transferred over the Internet be encrypted. Proposals should specify the method of encryption used, as well as what data is encrypted.

Proposals should include an overview of system security and should specify whether security is implemented by means of system software, application programs, or both. Proposals must also include a completed checklist as follows:

- System requires unique login and password information for each candidate
- System requires unique login and password information for each administrator and end user
- Administrators and applications can change their login name and password
- Passwords must be a minimum of 8 characters with at least one number or special character.
- Administrator to not have to share passwords
- Password display is suppressed
- System enables District to set various levels of user rights
- All data transmitted over the Internet is encrypted (the database is required to be encrypted)

J. Training

The District requires that the selected offeror be able to provide, at the District's training facilities, comprehensive, high quality training seminars for district employees and the schools that will use the applicant tracking system. The number of end users to be trained is approximately three hundred (300). Proposals should include a description of the time required for administrators to be trained on the system, the site requirements for training to be conducted, and a proposal for how all of the users within the District will be trained. The proposal should include all available training options, such as off-site training or "train the trainer" models currently used by the offeror. For each training scenario, pricing should be described and an estimated cost provided for three hundred (300) end users and two (2) system administrators. Training should be available online and onsite and provide video tutorials.

K. Support and Maintenance

The District requires an offeror capable of providing customer support (via phone and email) and system maintenance on an ongoing basis. Proposals should provide a description of standard support and maintenance provided, including policy regarding standard software update and upgrades developed by the offeror and later customization requests made by the District. When applicable, offeror's should provide a copy of a standard support and maintenance agreement. Proposals will also include the answers to the following specific questions:

- Does the offeror specifically staff a customer and technical support team?
- Is the District expected to route requests for assistance through the District's System Administrator for:
 - Applicant inquiries
 - Principal/manager inquiries
 - HR administrative team inquiries
- Describe your Helpdesk/Technical Support ticketing system. Can the District have access to the system to gather reports of questions and to check status on technical issues?
- What hours of the day and days of the year are customer and technical support available?
- What are expected response times of customer and technical support?
- Are standard product updates and upgrades included in the cost of the product or optional and extra? If optional and extra, is the offeror willing and capable of supporting older versions of the software in the case that the District elects not to update or upgrade the software? For what period is this support of older versions available?
- What ongoing support and training is available for administrators of the system and the District?
- Does the offeror actively monitor installed software to identify problems if and as they occur? If so, describe the remote diagnostics/maintenance capabilities and software used for this purpose.
- What preventative maintenance measures does the offeror take?
- Is online user support available?
- Is there a printable user manual? Will the user manuals be provided in Microsoft Word so that the District may customize it?

L. Implementation

Proposals must include an implementation plan for the project, including a schedule of project steps, the order and time requirements for each, District personnel that need to be involved and their expected time commitments. Please provide an overview of the professional services you offer, not third party, that are necessary to implement this system, including your project management process. Proposals should also provide the following:

- Description of the offeror's implementation approach, which will fully address the requirements of this RFP
- Proposed methodology for quality assurance and benchmarking performance
- A work plan for the project, which meets the stated deadlines of the District
- Detail the members of your project/implementation team
- Provide the experience of your project/implementation team and site similar experience

- We require a single-point-of-contact project manager from the Offeror

M. Total Cost, Cost Breakdown, and Payment Structure

The District will consider any implementation and pricing options in which the offeror will host the applicant tracking system on the supplier's server hardware and will sell the District an annual subscription service for the term of the contract as well as standard support and maintenance.

Vendor must submit pricing proposals for all options stated above, the proposal must specify any case in which functionality described elsewhere in this RFP is different or unavailable in one of alternatives.

For one or all of these implementation and pricing options, proposal must include:

- Total expected cost (including all software and services provided)
- Costs for Each Model (fill out spreadsheet for the following):

- (1) Implementation Services (Data conversion, configuration and setup, project management, testing)
- (2) Training
- (3) Maintenance (Tech Support, future upgrades)
- (4) Licensing Fees
- (5) Hosting Fees
- (6) Hardware
- (7) Additional Costs

A detailed cost breakdown including all products and services for every individual item must be provided. Proposals shall include a brief description of the item, whether the item is provided by the vendor, if not, the source of the specified item, and the cost in each year. Proposals will also specify a subtotal for each of the following categories.

Categories:

- Software with Highly Qualified Teacher Tracking System online application
- Software with Administrative Tracking System online application
- Software with internal transfer tracking system online application
- Software with recruiting application at universities and job fairs with recruiting tracking
- Unlimited access licenses for applicants
- Unlimited named user licenses for administration by the District and schools
- Professional Services
- Hardware (for example, document scanner-duplex)
- Installation of software
- Installation of hardware
- User training
- Documentation
- Support and maintenance
- Enhancements including New Version and update releases
- Licensing fees S(including additional user licenses)
- Any other costs including SSL Encryption Certificate

Detail the following costs:

- Travel and living associated with the implementation (including training)
- Documentation and fees associated with documentation
- Escalation of maintenance during future years
- New Version release of the software and any associated fees
- New Sub-release (update) of the software and any associated fees
- Fees to customize the software after the warranty period expires
- Technical Support fees outside posted hours Monday through Friday
- All fees associated with the optimization of the certified application, classified application, and internal application
- All fees associated with the ASP provider service (for example, bandwidth, storage, backup services, administration, etc.)
- All fees associated with premature cancellation of the contract
- Any interest rates that are associated with this contract
- Any other offeror imposed fee or foreseeable charge

The District requires that all pricing submitted in the proposal is valid for a minimum of ninety (90) days from the RFP due date and time.

INVOICE

An itemized invoice copy must be provided to the end user clearly indicating all the associated charges related to the deliveries before submission to the Accounts Payable Department for processing.

PURCHASING CARD Contractor agrees to accept payment by the Charleston County School District Purchasing Card for no extra charge. The Purchasing Card is issued by Visa. The purchasing card allows the District to make authorized purchases from a vendor without the requirement to issue a purchase order

8.0 INFORMATION FOR OFFERORS TO SUBMIT

CONTENTS OF OFFER: The contents of your offer must be divided into two parts, the technical proposal and the business proposal.

FORMAT FOR PROPOSALS The proposal must be in two parts. The first part is the Offeror's Technical proposal. Technical Proposals are to be prepared in a manner designed to provide the District with a straightforward presentation of the Offeror's capability to satisfy the requirements of this RFP. Each response shall clearly indicate whether the Offeror's proposal complies or does not comply with the requirements of this RFP. Offerors shall explain in detail, the method used to meet each requirement. Elaborate brochures and other promotional materials are not desired. The Offeror shall not include any cost information in the Technical Proposal. Proposals should be tabbed to provide the evaluation team with an easier way to locate information.

The second part is the Offeror's Business Proposal. Only submit one original and one copy of the Business Proposal. Do not include any portion of the Business Proposal within the Technical Proposal. The Business Cost Proposal must be a separate document in a separate sealed envelope within the package. The Offeror shall not include any technical information in the Business Cost Proposal.

Proposal Instructions: The Technical Proposal shall include the information listed below, tabbed and indexed in the following sequence:

1. Official Proposal Form

- 1.1 Enclose the Official Proposal Form, which must be completed and signed by a company officer with the authority to contract for services. This form is the first two pages of the Request for Proposals solicitation document.

2. Executive Overview

- 2.1 Your offer should include a summary of the proposed solution that reflects your understanding of both the district's needs and how your solution will satisfy those needs. Please explain your overall approach to the management of this effort, including a brief discussion of the total organization

3. Offeror Capabilities

- 3.1 Comprehensive description of the firm's experience in supplying the services required by this Request for Proposals, preferably with a school district setting.

4. Offeror Project Manager and Project Personnel

- 4.1 Resumes or Business Experience Summary of Project Manager, Project Staff and other parties who will provide services for the project.

5. Response to Scope of Work Requirements

- 5.1 Discussion of or response to the requirements of the Scope of Work.
- 5.2 Statement of the responsibilities of the vendor and the District.

5.3 Submit completed functional requirements spreadsheet and all other attachments requesting completion.

6. Other Information

6.1 Statement of any litigation to which the Offeror has been a party in the last twelve months.

6.2 Statement of any exceptions proposed to the requirement of this Request for Proposals or the Terms and Conditions of the contract.

7. Statement of additional or optional services which are not requested in this Request for Proposal; that are offered for the benefit of the District.

7.1 Pricing for additional and optional services is to be included in the Price Proposal. Additional services must follow the general scope of the project. Limited additional pages to one page each service.

In addition to forms and/or information required elsewhere in this solicitation, the bidder must provide a copy of any required contractor license(s). Failure to provide this information may make your bid non-responsive.

SUBCONTRACTOR IDENTIFICATION: If you intend to subcontract with another business for any portion of the work and that portion exceeds 10% of your price, your offer must identify that business and the portion of work that they are to perform. Identify potential Subcontractors by providing the business' name, address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the CCSD may evaluate your proposed Subcontractors.

9.0 PRICE PROPOSAL

Cost must be submitted in a separate, sealed envelope. Responding vendors must provide pricing for solution proposed. Price proposal must correspond to information provided in response to the specifications and requirements of the RFP.

Any and all fees/costs must be submitted. Any and all travel costs associated with this project **MUST be included** in the rates submitted below. CCSD will not pay additional travel expenses.

SUBMIT COST PROPOSAL IN ACCORDANCE WITH SCOPE OF WORK SECTION 6

M. Total Cost, Cost Breakdown, and Payment Structure

COST SHALL BE BROKEN DOWN BY YEAR SHOWING YEARS 1-5 THEN SHOWING A GRAND TOTAL

IX. Attachments to Solicitation

- A. Minority Participation Affidavit**
- B. Offeror's Checklist**
- C. No Bid Response**
- D. Software Worksheet**

Attachment A

Minority Participation Affidavit

- Is the bidder a South Carolina Certified Minority Business? (Yes) _____ (No) _____
- Is the bidder a Minority Business certified by another governmental entity?
 (Yes) _____ (No) _____
- If so, please list the certifying governmental entity: _____

- Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? (Yes) _____ (No) _____
- If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? _____%
- Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? (Yes) _____ (No) _____
- If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? _____%

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- _____ Traditional minority
- _____ Traditional minority, but female
- _____ Women (Caucasian females)
- _____ Hispanic minorities
- _____ Temporary certification
- _____ Other minorities (Native American, Asian, etc.)

Note: *If more than one minority Contractor will be utilized in the performance of this contract, please provide the information above for each minority business.*

Attachment B

OFFEROR'S CHECKLIST
AVOID COMMON MISTAKES

Review this checklist prior to submitting your proposal
If you fail to follow this checklist, you risk having your proposal rejected.

- COMPLETED AND SIGNED ALL REQUIRED DOCUMENTS.
- DO NOT INCLUDE ANY OF YOUR STANDARD CONTRACT FORMS!
- UNLESS EXPRESSLY REQUIRED, DO NOT INCLUDE ANY ADDITIONAL BOILERPLATE CONTRACT CLAUSES.
- REREAD YOUR ENTIRE PROPOSAL TO MAKE SURE YOUR PROPOSAL DOES NOT TAKE EXCEPTION TO ANY OF THE DISTRICTS MANDATORY REQUIREMENTS.
- MAKE SURE YOU HAVE PROPERLY MARKED ALL PROTECTED, CONFIDENTIAL, OR TRADE SECRET INFORMATION IN ACCORDANCE WITH THE HEADING ENTITLED: FOIA BIDDING INSTRUCTIONS, SUBMITTING CONFIDENTIAL INFORMATION. ***DO NOT MARK YOUR ENTIRE BID AS CONFIDENTIAL, TRADE SECRET, OR PROTECTED! Do NOT INCLUDE A LEGEND ON THE COVER STATING THAT YOUR ENTIRE RESPONSE IS NOT TO BE RELEASED!***
- HAVE YOU PROPERLY ACKNOWLEDGED ALL AMENDMENTS? INSTRUCTIONS REGARDING HOW TO ACKNOWLEDGE AN AMENDMENT SHOULD APPEAR IN ALL AMENDMENTS ISSUED.
- MAKE SURE YOUR PROPOSAL INCLUDES A COPY OF THE SOLICITATION COVER PAGE.
- MAKE SURE A PERSON THAT IS AUTHORIZED TO CONTRACTUALLY BIND YOUR BUSINESS SIGNS THE COVER PAGE.
- MAKE SURE YOUR PROPOSAL INCLUDES THE NUMBER OF COPIES REQUESTED.
- CHECK TO ENSURE YOUR PROPOSAL INCLUDES EVERYTHING REQUESTED!
- IF YOU HAVE CONCERNS ABOUT THE SOLICITATION, DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! **AFTER OPENING, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS! PLEASE SEE BIDDING INSTRUCTIONS AND ANY PROVISIONS REGARDING PRE-BID CONFERENCES.**

NOTE: This checklist is included only as a reminder to help Offerors avoid common mistakes
Responsiveness will be evaluated against the solicitation **not** against this checklist.
you do not need to return this checklist with your response.

Attachment C

CHARLESTON COUNTY SCHOOL DISTRICT
NO BID REPLY FORM

BID TITLE: P1801 Internet Based Human Resources Applicant Tracking System

IF YOU INTEND TO ENTER A “NO BID” RESPONSE TO OUR REQUEST FOR BIDS, PLEASE INDICATE YOUR REASONS BELOW. WE WILL USE THIS INFORMATION TO BETTER IDENTIFY BIDDERS FOR PARTICULAR COMMODITIES, UPDATE OUR RECORDS AND IMPROVE THE QUALITY AND CONTENT OF OUR REQUESTS FOR BIDS. THIS INFORMATION WILL NOT PRECLUDE YOUR RECEIPT OF FUTURE INVITATIONS UNLESS YOU REQUEST REMOVAL FROM THE BIDDERS LIST OR FROM A PARTICULAR PRODUCT CATEGORY. WE TREAT THIS “NO BID” RESPONSE AS A PROPER REPLY TO AN INVITATION. FAILURE TO RETURN THIS FORM FOR A “NO BID” COULD RESULT IN YOUR BEING REMOVED FROM THE BIDDERS LIST AS “NOT INTERESTED”.

- () 1. We do not wish to participate in the bid process.
- () 2. We do not wish to bid under the terms and conditions of the request for bid document. Our objections are.....

- () 3. We do not feel we can be competitive.
- () 4. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- () 5. We do not wish to sell to Charleston County School District. Our objections are.....

- () 6. We do not sell the items/service on which bids are requested.
- () 7. Other

- () 8. We wish to remain on the bidders' list.
- () 9. We wish to be deleted from the bidders' list.
- () 10. Remove us from this item(s)/service only.

COMPANY NAME _____

SIGNED _____

Date: _____

Attachment D

SOFTWARE VENDOR INFORMATION FORM

Form to be completed by the vendor and returned to the CCSD sponsor.

Section 1: Product and Contact Information

Software Title: _____ Version: _____ Copyright Date: _____

Manufacturer: _____ Website: _____

Vendor Contact Name: _____ Tel. #: _____

Customer Service/Technical Support Tel. #: _____

Person(s) completing form: _____ Tel. #: _____ Date: _____

Section 2: Licensing and Costs

How is this product licensed? (*check all that apply*)

<u>Type of License</u>		<u>Frequency/Length</u>
<input type="checkbox"/> Enterprise	<input type="checkbox"/> PC	<input type="checkbox"/> Annual
<input type="checkbox"/> Site	<input type="checkbox"/> Concurrent users	<input type="checkbox"/> Perpetual
<input type="checkbox"/> Server	<input type="checkbox"/> Named users	<input type="checkbox"/> Other (<i>please describe</i>): _____

Section 3: Technical Information

Recommended Client/Workstation Specifications:

*(Please note that these are the **RECOMMENDED** specifications, **NOT** MINIMUM specifications.)*

Desktop Operating System: _____ CD-ROM/DVD: _____

Processor Speed: _____ Sound Card: _____

Memory: _____ Printing Configuration: _____

Available Hard Disk Space: _____ Internet Browser: _____

Video (monitor or video card): _____

Audio Visual (*headphones/speakers*): _____

Plug-ins (*QuickTime, Flash, ActiveX, Shockwave, etc.*) **Be sure to indicate ALL required plug-ins versions:**

Application Integration Compatibility:

- (1) Does the application need to maintain user records? No Yes
- (2) Is the application SIF version 2 certified? No Yes
- (3) With which of the following is the Application DirXML compliant?
 eDirectory GroupWise Delimited Text
- (4) In what database and version can or do application user records exist?
- (5) Does the application need to grant user access? No Yes
- (6) Does application support user login via native eDirectory access? No Yes
- (7) Does the application support user login via LDAP password check? No Yes
- (8) Does the application perform bind operation? No Yes
- (9) Does the application make use of LDAP external groups and/or attributes? No Yes
- (10) Does application require Active Directory user accounts? No Yes
- (11) Does application support other authentication to external identity store? No Yes
- (12) Application authentication supports the following encryption methods:
 SSL TLS PKI Certificates RADIUS
- (13) Application client-server communications support the following encryption methods:
 SSL TLS PKI Certificates RADIUS
- (14) Does application provide a web-based client? No Yes
- (15) Does the application database have to be on the same box as the application server itself?
 No Yes
- (16) Which web platforms are supported?
 Apache Version _____ IIS Version _____ Other: _____

CCSD Server Requirements:

Is the application to be installed on a server located in CCSD?

No

Yes: Recommended Server Specifications:

Network Operating System: _____ Available Hard Disk Space: _____

Processor Speed: _____ RAID Level: _____

Memory: _____ CD-ROM/DVD: _____

Other Special Requirements: _____

Hosted Application Information:

(Complete this section if the application is an online service hosted outside of CCSD)

(1) Are there any restrictions, requirements, compatibility requirements in using the service?

No Yes

(2) What is your bandwidth capacity? What percentage is available for CCSD?

(3) What outbound ports are required?

(4) Are any inbound ports required? No Yes: What are they? _____

(5) Does the application support caching, proxy, bandwidth management/traffic shaping or other such network appliances?

No

Yes: Are there restrictions on types, versions, etc? _____

(6) Are there any minimum web/internet protocol compatibility requirements such as HTTP version, IPv4, IPv6, etc? No Yes: What are they? _____

- (7) What is the minimum usable bandwidth required at the client user desktop?
- (8) Does your application link to other sites? No Yes
- (9) Can application/service be utilized over wireless technologies?
 No
 Yes: Which ones and what is the minimum bandwidth required at the client user desktop?
-
- (10) Does the application require Java and/or other Java components or variants?
 No
 Yes: Indicate any versioning restrictions _____
- (11) Does the application require vendor-supplied client software to be installed? No Yes
- (12) Are user names and passwords encrypted during transmission? No Yes
- (13) Are user names and passwords encrypted in the database? No Yes
- (14) Are browser cookies required? No Yes
- (15) Are pop-ups required? No Yes

Section 4: Recommended School and District Resources

(1) Describe the school-based personnel resources that your company recommends in order to achieve maximum benefit from your program.

School-based position(s): <i>e.g., site manager, certified teacher, para-professional, principal, parents, others</i>	Skill Requirements for this Position	Role/Level of Involvement for this Position	Percent of Staff Person's Time Required for Acceptable Implementation

(2) Describe the district-based personnel resources that your company recommends in order to achieve maximum benefit from your program. If this application is hosted by CCSD, include an estimated time for recommended routine maintenance/support.

District-based position(s): <i>e.g., district-level administrator or project manager</i>	Skill Requirements for this Position	Role/Level of Involvement for this Position	Percent of Staff Person's Time Required for Acceptable Implementation

(3) Describe the recommended training and professional development activities for successful implementation. Be sure to include initial as well as ongoing requirements.

Purpose	Audience/ Participants	Trainer	Time Required

(4) What are the facility requirements and room configuration considerations for your software? Considerations may include: the optimal room configuration, furniture arrangement, lab vs. classroom use?

(5) Describe the support that the vendor will provide to school administrators to ensure appropriate and successful implementation of this software? *(Be sure to indicate whether the vendor will help schools develop appropriate implementation plans and goals.)*

Section 5: Implementation Timeline

Given the size and characteristics of Charleston County School District, provide general recommendations for an implementation timeline. Be sure to address any preparation that may be required by the district prior to implementation, the schedule through which the software would be implemented at additional sites, and any other considerations that would affect the timeline.