



SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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REQUEST FOR QUOTE NEW FINANCIAL AND HUMAN RESOURCES MANAGEMENT AND REPORTING SOLUTION FOR THE SPECIAL EDUCATION DISTRICT OF LAKE COUNTY (SEDOL)

INTRODUCTION

The Executive Board of Education for The Special Education District of Lake County (SEDOL) is soliciting Requests for Quote (RFQ) from qualified vendors for financial and human resources reporting software to meet the needs of our organization. The preferred vendor/solution will provide SEDOL with a structured environment to collect, maintain, and manage data for the purposes of completing the following tasks: payroll; accounts payable; accounts receivable; general ledger; budgeting at both the district and individual school/program levels; purchasing; billing to our member districts; human resource management, and required reporting for financial and human resources at the district, state, and federal levels.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by SEDOL pursuant to this request.

ABOUT SEDOL

SEDOL's mission is to provide exceptional services for exceptional students by exceptional staff.

The Special Education District of Lake County, more commonly known as SEDOL, is a special education cooperative organized in 1960 under the provisions of The Illinois School Code. SEDOL's purpose is to provide cooperative program planning, instructional programs, related services and professional staff development in order to assure an appropriate education for children with disabilities from birth through age 22, residing within the boundaries of SEDOL's 31 member school districts.

SEDOL's geographic area covers about 400 square miles within Lake County, Illinois and provides educational programs for approximately six hundred (600) students with moderate to very severe disabilities within our 31 member districts. SEDOL employs over six hundred and sixty nine (669) staff to serve children with disabilities. Employees are teachers, teacher assistants and a wide variety of support staff including audiologists, nurses, occupational therapists, physical therapists, prevocational coordinators, psychologists, social workers, speech/language pathologists, and numerous other support staff including office and custodial/maintenance staff.

SEDOL facilities include six schools: Cyd Lash Academy, Fairhaven School, John Powers Center, Gages Lake School, Laremont School, South School, one administrative building, and one rental building for transition

programming. We also have classrooms serving students in schools throughout our member districts. These classrooms are known as our sector programs.

A breakdown of enrollment at our six schools and sector programming can be found below:

School	Ages Served	Student Enrollment
Cyd Lash Academy w/Seymour	Grades 7-12+	86
Fairhaven School	Grades PK-12+	100
Gages Lake School	Grades KG-12+	51
John Powers Center w/JPC Transition	Grades PK-12+	76
Laremont School	Grades PK-12+	137
Sector Schools	Grades KG-12	150
Total Enrollment		600

The current solution in place for both finance and human resource management and reporting is SDS and has been in use at SEDOL for these purposes for well over a decade.

RFQ SUBMISSION

RFQ's are due by November 14, 2023 at 4:00 p.m. CST. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

- Eight (8) hard copies; and
- One (1) digital copy via email to:

Matt Barbini, Director of Innovation and Technology
The Special Education District of Lake County
18160 Gages Lake Road
Gages Lake, IL 60030
(847) 548-8470
mbarbini@sedol.us

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase ***Request for Quote - NEW FINANCIAL AND HUMAN RESOURCES MANAGEMENT AND REPORTING SOLUTION FOR THE SPECIAL EDUCATION DISTRICT OF LAKE COUNTY (SEDOL)*** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 20 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

SCHEDULE

The following is the proposed schedule for the selection of the vendor to provide services outlined in this RFQ document:

October 24, 2023: RFQ Released

November 7, 2023: 3:00 p.m. CST Non-Mandatory Pre-submittal Virtual Meeting. Contact Matt Barbini via email at mbarbini@sedol.us for an invitation to this virtual meeting.

November 8, 2023: Last date for respondents to send clarifications/questions

November 14, 2023: 4:00 p.m. CST Submissions due; evaluation of qualifications

November 27 - December 1, 2023: vendor demonstrations.

December 14, 2023 Administration recommends successful vendor for Executive Board approval

December 15 or 16, 2023: Successful vendor identified on SEDOL's website: <https://www.sedol.us/Page/2931>

January - June 2024: Planning for successful implementation of the new financial and reporting solution*.

July 1, 2024: Implement new financial and human resources reporting solution.

*Planning and implementation dates are subject to change based on conversations with successful vendor.

RESPONDENT INQUIRIES AND ADDENDA

Any questions or concerns regarding this RFQ shall be directed via email to:

Matt Barbini, Director of Innovation and Technology
The Special Education District of Lake County
18160 Gages Lake Road
Gages Lake, IL 60030
(847) 548-8470
mbarbini@sedol.us

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

GENERAL INFORMATION, NOTIFICATIONS, AND PURPOSE

Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.

Joint venture and/or cooperative professional teams will not be considered.

SCOPE OF WORK

The preferred vendor/solution will provide SEDOL with a structured environment to collect, maintain, and manage data for the purposes of completing the following tasks: payroll; accounts payable; accounts receivable; general ledger; budgeting at both the district and individual school/program levels; purchasing; billing to our member districts; human resource management; and required reporting at the district, state, and federal levels.

SPECIFICATIONS

The new financial and reporting solution that SEDOL will select and implement should meet or exceed business and human resource requirements for each of the functional areas outlined by category below:

Finance and Business Operations

- Accounting – Accounts Receivable, Accounts Payable, General Ledger, Auditors, Categorical Accounting, Year End, Cash Flow
- Budget – Development, Maintenance, Position Control, Multi-Year Planning
- Purchasing – Purchase Order/Requisition Processing with Tiered Approval Processes, Warehousing/Stores Inventory, and Receiving.
- Facilities – Usage, Project Tracking;
- Billing to Member Districts – Generation of Invoices for Tuition and Services;
- Benefits - Insurance, 403(b), Retirement.

Payroll

- Adjustments – Gross Pay, Leave Pay, COBRA Administration, Open Enrollment, Retroactive Compensation
- Separation – Termination and Retirement
- Transactions – Time Keeping, Extra Pay, Overpayments, Retroactive Pay, Vendor Transactions
- Year-End – Calendar and Fiscal processes

Human Resources

- Pre-employment – Position Control, Personnel Actions, Position Classification and Compensation
- New Hire – Calendars, Position Control
- Credential Tracking
- Labor Compliance – Contract Negotiations, Leave Entitlements
- Workers Compensation;
- Salary Schedules

Third Party Systems that must be able to integrate with the proposed solution:

- Frontline for absence, leave and time tracking.

- Blackboard for mass communications
- Aplitrack
- Final5
- Google SSO or Active Directory
- TalentEd Perform
- Crystal Reports Compatibility
- Other

GENERAL TERMS AND CONDITIONS

- All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The Special Education District of Lake County (SEDOL) assumes no responsibility for these costs. This RFQ does not commit SEDOL to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- This RFQ does not commit the Special Education District of Lake County (SEDOL) to enter into a contract. The SEDOL reserves the right to negotiate and award one or no contract(s) in response to this RFQ. SEDOL reserves the right to waive informalities and irregularities in the submissions of qualifications received.
- The Special Education District of Lake County (SEDOL) also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the Special Education District of Lake County (SEDOL) upon approval of the Executive Board.
- The Special Education District of Lake County (SEDOL) reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- Requests for individual site visits and introductory meetings will not be allowed.
- Other than in the manner and to the person(s) designated herein, all Proposers are prohibited from making any contact with Executive or Governing Board members, the Superintendent, or any other administrator or employee of the Special Education District of Lake County (SEDOL) with regard to this RFQ. The Special Education District of Lake County (SEDOL) reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to this RFQ.

REQUIRED CONTENT FOR QUOTES

Vendors are to provide all of the information below in writing for their quote to be considered:

Company information

- Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and email)
- Number of years in business under current name;
- List any previous names of business and years under each name;
- Services offered by the business;
- Number of employees

Insurance

- A copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm .

Disclosures

- Disclose any litigation, arbitration and alternative dispute resolution within the last 5 years, with any public school district or special education cooperative and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- Disclose if the company (under current or previous names) has had a contract with any public school district or special education cooperative terminated within the last 5 years from a project by a public school and, if so, for what reason. If so, list the name and contact information for the School District.

Pricing

All costs of the services to be provided must be outlined in the Proposal in detail. Such costs must be firm for at least ninety (90) calendar days after the latest date for submission of proposals. Price quotations must include the estimated costs of furnishing all materials, equipment, labor, maintenance, complete and accurate data conversion costs for all data contained in the current system, training, operating manuals, and services necessary or proper for the completion of the work described in this RFQ unless otherwise noted in the RFQ.

Proposals shall provide pricing by individual module as well as any discounts available for multiple modules, for example: accounts receivable, accounts payable, payroll, purchasing, budgeting (district and school levels), reporting. All royalties and other applicable fees must also be included.

All prices are to be in U.S. dollars. The Cooperative is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the proposal price. Illinois Sales Tax Exemption certificates will be furnished to vendors upon written request to the Cooperative.

The Cooperative shall not be liable for any costs beyond those proposed in this RFQ and awarded. Time and materials quotes are not acceptable. Vendors choosing to propose alternative options to the Cooperative must use a separate cost form for each alternative.

Vendor's product pricing details should include the following:

- Initial product purchase price and any tiered or scalability options
- Phase-In considerations (percentage of completion, other pricing that considers the need for the Cooperative to continue operations on current products through the full cycle of implementation and end of year state and federal reporting, limiting the full usability of the new SIS during

implementation.)

- Ongoing maintenance pricing
- Costs of installations, data conversions and customizations
- Training costs
- Costs associated with licensing and installation of relational databases
- Estimated hardware costs needed to operate the SIS

References

The Vendor must provide five (5) current (*no more than three–3–years old*) school-related references.

For each reference, the Vendor shall provide the following information:

- Agency Name
- Year of product installation
- List of products installed and operational, including financial modules outside of the base product
- Number of students in the agency
- Number of school buildings
- Estimated number of staff users
- Web address
- Customer address
- Contact name, title and contact information for a customer involved in the selection and implementation of the financial and reporting solution.
- Contact name, title and contact information for a customer involved in the daily use of the financial and reporting solution.

It is acceptable to provide one contact name if that person can clearly address both selection/ implementation and daily use of the system. Only include references willing to be contacted. Contact may begin within 24 hours of receipt of your reference list. It is the vendor's responsibility to ensure up-to-date contact details.