



**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

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July 29, 2021

To: All Vendors

From: Seletha R. Thompson
Purchasing Analyst

Re: **Addendum #3 for RFP 21323 – Budget Allocation and Preparation Solution – Response to Questions**

Below is Addendum #3 for RFP 21323 – Budget Allocation and Preparation Solution

*This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFP. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.***

This Addendum #3 reflects the following:

- **Response to Questions (see attached)**

If you have any questions please email Seletha.thompson@clevelandmetroschools.org.

This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

Each responder shall acknowledge receipt of the Addendum in your bid response. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.**

BID DUE DATE

August 5, 2021 at 1:00 PM (EST)

REMINDER: Mailing of RFP Responses are encouraged. However, hand deliveries will only be accepted from 11:00 AM to 1:00 PM on August 5, 2021.

PPE IS REQUIRED TO BE WORN FOR ENTRANCE TO AND WHILE IN THE BUILDING.

--End of Addendum #2--

RFP 21323 – Budget Allocation and Preparation Solution

RFP Vendor Questions and Responses

1. Can you please specify how many of the below users are expected to be utilizing the Solution?

a. System Administrators (maintain and configure system)

Answer: Less than 20

b. Budget Users (Read/Write)

Answer: Ideally we would like to use this solution to budget for schools and departments (Approximately 200 budget users but it is only required for school budgets approximately 104 users)

c. Read-Only Users / Report Viewers

Answer: Less than 20

2. Are we correct in interpreting that a proposal from a provider without a reference from a district of a similar or greater size than CMSD would be rejected / not considered?

Answer: Section 15 of the RFP states: CMSD seeks to contract with a service provider that has experience working with PK-12 school districts and has successfully implemented a complete Budget Allocation and Preparation Portal solution in an entity of approximately the same size. Ideally, the service provider will provide a reference for a district that has a portfolio model of schools. In addition, references should be for implementation of similar scope and size district as CMSD.

While such bid would not be rejected, we do prefer the service provider PK-12 experience.

3. How will the audited financial statements (Proposal Section 12) factor into the district's evaluation? What, specifically, does the CMSD consider to be "sound financial standing", and is there a way to provide assurance of it without a full audit?

Answer: CMSD is looking at the financial health of the organization; including solvency, and ensuring that assets are greater than liabilities.

4. We have a question in reference to page 27 of the PDF document for RFP #21323:

a. The RFP requires: A Performance Bond or certified check, made payable to the Treasurer of the Cleveland Metropolitan School District, in a sum equal to 100% of the total contractual award shall be provided by the awarded service provider.

b. Will CMSD consider waiving this stipulation or consider a payment holdback as an alternative?

Answer: CMSD is not requiring a Performance Bond for this project.

5. Due to difficulties in document production and shipping due to COVID restrictions, will the CMSD allow for electronic submission of bid responses? If so, will digital signatures be acceptable?

Answer: CMSD is not accepting electronic submissions.

6. Are flat files acceptable for the data interfaces ie (comma separated value (.csv))?

Answer: Yes

7. How does the district plan on using student data in the budget preparation process?

Answer: The District plans on using student enrollment and student characteristics (attendance, etc.) in a formula that would allocate dollars to schools based on need. The solution would then need to transparently display for users how funds are allocated and allow end users to align those funds to objectives.

8. Is your school district currently using business intelligence tools? i.e. Power BI, Tableau, etc.

Answer: Yes

9. In Appendix A requirements matrix there appears to be a lot of required features that we would consider the role of the ERP system, would these be out of scope for this RFP?

Answer: All requirements in Appendix A listed as required are considered in scope for the solution.

10. How is Cleveland Metropolitan School District currently building and managing their budget process now? Are they using spreadsheets to gather budget data and manage the budget process?

Answer: Currently, CMSD is building and managing the budget process using a spreadsheet that gathers budget data from our ERP system. Previously, the District used MyBudgetFile for school budgets and a spreadsheet for department budgets.

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11. Do district school managers (or the equivalent) manage all budgeting data for each position's costs (salary, wages, benefits, etc.) within their school? Or alternatively, is the salary & benefit budgeting done by a smaller group (maybe within Finance or HR) on behalf of the district schools? If the latter, how many individuals (users) would need access to the salary and benefit data for all CMSD staff?

Answer: In the past, Finance personnel have pre-loaded salary, wage, benefits for positions within the schools using an average cost per job profile approach. Principals are able to view the average cost of each position however, they are unable to edit the cost.

12. Due to Covid restrictions and difficulties in document production and distribution, will the CMSD consider an electronic submission for this procurement process?

Answer: CMSD is not accepting electronic submissions.

13. Will the CMSD consider extending the deadline of the RFP submission to August 19 to allow for the most thorough and complete response possible?

Answer: CMSD **is not** extending the due date. All responses are due August 5, 2021 by 1:00 PM EST.

14. Can the RFP response due date be extended for a 2-week period?

Answer: CMSD **is not** extending the due date. All responses are due August 5, 2021 by 1:00 PM EST.