

**Oakland Unified School District  
Department of Facilities Planning and Management  
955 High Street Oakland CA 94601**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)**

**Capital Facility Financial Management  
and Bond Accounting and Compliance System**

December 18, 2019 (Issued)

**Responses must be received January 14, 2020, no later than 2:00 p.m.**

The Oakland Unified School District ("District") is requesting proposals from experienced firms, partnerships, corporations, associations, persons or professional organizations ("Consultants") for a Capital Facilities Financial Management and Bond Accounting and Compliance System to assist District staff and consultants in efficiently managing the Program funding and satisfying the various reporting requirements.

Interested firms are invited to submit a completed Statement of Qualifications ("SOQ") along with the Fee Proposal (collectively "RFQ/P Packet") as described below, with one (1) unbound original, five (5) bound copies and a PDF version on a flash drive of requested materials to:

Oakland Unified School District  
Tadashi Nakadegawa, Acting Deputy Chief  
Department of Facilities Planning and Management  
955 High Street, Oakland, CA 94601

Oral, telegraphic, facsimile, telephone or email RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets.

If you have any questions regarding this RFQ/P please email Kenya Chatman, Acting Director at [kenya.chatman@ousd.org](mailto:kenya.chatman@ousd.org), and cc: to Colland Jang, School Facilities Planning Consultant at [colland.jang@ousd.org](mailto:colland.jang@ousd.org).

## Schedule of Activities

Listed below is the "Schedule of Activities" which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

<b>DATE</b>	<b>ACTIVITY</b>
December 18, 2019	RFQ/P Issued.
N/A	<del>Non-Mandatory Pre-Proposal Meeting at Facilities Planning &amp; Management.</del>
December 27, 2019	Submit Statement of Interest with contact information (emails acceptable).
December 30, 2019	Written requests for Interpretation, Correction or Modification are due.
January 6, 2020	District will provide written responses to requests for clarification.
<b>January 14, 2020</b>	<b>Proposals Due by 2:00 p.m.</b>
N/A	<del>Interviews of Short Listed Firms.</del>
(TBD) February 2020	Board Meeting – tentative approval of Contract.
(TBD) February 2020	Tentative Notice to Proceed issued to Consultant.

**ESTIMATED CONSTRUCTION BUDGET:** N/A

**PROJECT DURATION:** TBD

## **REQUEST FOR QUALIFICATIONS & PROPOSALS**

The purpose of this RFQ/P is to solicit statements of qualification and a fee proposal from consulting firms for a Capital Facilities Financial Management and Bond Accounting and Compliance System to assist District staff and consultants in efficiently managing the Program funding and satisfying the various reporting requirements.

### **A. SCOPE OF WORK**

The District requires a Capital Facilities Financial Management and Bond Accounting & Compliance System that meets the following minimum standards, but must also include all of the System Requirements identified in the Instructions and Conditions (Section E.2.g below):

1. Must be a cloud-based system requiring no special software or hardware to be purchased or maintained by the District;
2. Must be supported both on and off-site by experienced professional with a deep understanding of both the technical aspects of the system and the unique accounting requirements of K-12 public school districts as demonstrated by 10+ years of direct experience with K-12 school districts;
3. Must have the ability to upload and reconcile all transactions within the District's facilities funds for the current and prior fiscal years without significant District staff time or costly additional consulting hours;
4. Must track and report on program performance within the District's current accounting methodology used to record accruals and cash, liabilities, revenues, encumbrances and expenditures;
5. Must have the ability to manage program and project budgets, align revenue and expenditures within the District's chart of accounts;
6. Must have the ability to track and manage revenue and expenditures to report to various oversight committees and the governing Board; and
7. Must maintain records of budget changes.

Mandatory Assistance. If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. The Consultant's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

### **B. LIMITATIONS**

This RFQ/P is not an offer by the District to contract with any party responding to this RFQ/P. The District reserves the right to add additional pre-qualified Respondents for consideration after distribution of this RFQ/P if it is found to be in the best interest of the District. All decisions concerning the selection will be made in the best interests of the District. The awarding of the contract pursuant to this RFQ/P, if at all, is at the sole discretion of the District.

The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any RFQ/P Packet in response to this RFQ/P. RFQ/P

Packets and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, RFQ/P Packets shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any RFQ/P Packet.

### **C. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation or selection process/or the award of the contract with any member of the District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the Respondent submitting a RFQ/P Packet.

### **D. STATEMENT OF QUALIFICATIONS**

#### **1. General Information / Instructions - Statement of Qualifications**

- a. The District is inviting Statements of Qualifications which shall require coordination, administration, consulting and advice, and related services.
- b. The District seeks to identify teams with a record of excellence in efficient planning and project delivery.
- c. Special consideration would be given to firms with prior Capital Project and/or construction accounting experience.
- d. The Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8 1/2 x 11 paper and no more than fifteen (15) printed pages in length. The 15 page limit (as if printed single sided) shall apply to Sections 2.a thru 2.g below. Statement of Qualifications should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm.
- e. Items identified as Attachments (in Section 3 below) and Additional Data (in Section 4 below) shall be in an Appendix and will not be counted in the fifteen page SOQ limit.

#### **2. Content – Statement of Qualifications**

##### **a. Letter of Interest**

A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications on behalf of the firm. The Letter of Interest should provide a brief statement of firm's experience indicating the unique background and qualities of the firm, its personnel, and its sub-consultants, and what will make the firm a good fit for work in the District. The letter shall also include the following statements:

"[RESPONDENT'S NAME] received a copy of the District's Agreement attached as **EXHIBIT A** to the RFQ/P. [RESPONDENT'S NAME] has reviewed the indemnity provisions in **EXHIBIT A** and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to the use of the Agreement."

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

**b. Executive Summary**

Include a brief high-level synopsis of submitter's proposal; acknowledge receipt of any and all RFP amendments along with any other appropriate items. The proposal must bear the signature of a person duly authorized to sign the submission on behalf of the company and reference this RFP and accept its terms and conditions.

**c. System Description**

Include description of the system, specifications, and details regarding its delivery, implementation, upload process from the District's current and prior fiscal system as needed, and any other relevant information. Explain the features of the system and how it meets the District's program needs, technical issues, cost and other factors described in more detail below in the "Requirements" section.

**d. Approach and Support**

Please describe the planned approach for ongoing support, maintenance, limitations, and terms and conditions for the planned duration of system use. Be sure to include any and all options for any form of a tiered maintenance and/or support plan.

**e. Proposed Staffing and Project Organization**

Please describe the staff who will be assigned to work with the District. Include short resumes for each designated individual. Indicate the role and responsibility of each individual. Specifically discuss the team's background, experience, and training in executing the scope of services specified herein.

**f. Company Overview**

Please provide the following information:

1. Official registered business name including address, telephone and facsimile numbers, website, key contact person and their email address.

2. Person authorized to contractually bind the organization for any proposal against this RFP (if different from above).
3. Brief history of the company, including year of establishment and how long the company has been offering services and System related to this RFP. Extensive experience (10+ years) working with K-12 school districts is required.
4. Clearly identify any subcontractors, consultants or vendor relationships applicable to this RFP.

**g. System Requirements**

The System Requirements for providing a Capital Facilities Financial Management and Bond Accounting and Compliance System solution for the District's Program, must include the following:

1. Full Web-Access Protocol;
2. Ability to upload and reconcile all transactions without the need for District staff having to input the data. The upload and reconciliation process should include all transactions (including JE's and transfers) from the District's current and prior fiscal system as needed for all Capital Facility Funds, and as often as the District requests;
3. The system must have the ability to mirror the accounting methodology that school districts use to record accruals and balance to cash, liabilities, revenues, encumbrances and expenditures with each upload;
4. The system must have the ability to allow changes to the data if needed, by properly authorized individuals, in order to correct errors in the District's data in prior years that the District is unable to correct in their current fiscal system;
5. Implementation services within the 45 days requested from the date data files are sent;
6. Training on system use and optimization;
7. System updates and maintenance as necessary at no additional charge;
8. System access control based on roles;
9. Ability to track, manage, and report the projects and programs in a single, or combined 'rolled up' projects summary or detail level for each program;
10. Ability to track and manage individual and combined project funding sources for revenue allocations based on project budgets and cash flow management;
11. Program tracking and reports with the ability to slice and dice data and summarize information at various levels for each funding source by location, project type and expense type with each category of expenditures;
12. Customization of all revenue and expenditures with the District Chart of Accounts;
13. Financial management and reports across multiple fiscal years, and multiple projects;
14. Ease of use by accounting personnel, as reflected in standardization or familiarity of user interface and time required for training. Provide as many District staff user sign-ons as needed;

15. Vendor information and contract tracking, payment tracking and management, retentions or withholdings as appropriate;
16. Reports appropriate for quarterly Board updates, auditors, oversight committees, general accounting purposes, and strategic management of program and project fund sources, budgets, expenditures, and forecasting to completion;
17. Ability to provide District with reports for GASB 34 reporting of completed assets for year-end reporting;
18. Ability to provide SEC Continuing Disclosure Information and IRS arbitrage information as required for annual reporting;
19. Ability to provide OPSC SAB 50-06 Annual and Final Expenditure Reports, and information for the 18-month State Progress Reports and filings as necessary;
20. Ability to produce reports necessary for the CDIAC SB 1029 Annual Debt Transparency Report filings;
21. Ability to provide the electronic document routing and secured signature features of all necessary Construction Management forms and District documents, and storage in a web-based electronic repository for storage of key documents;
22. Web-based secure access with virtually any device including mobile devices anywhere 24/7. System must have the ability to be used with any of the most common web browsers and the ability to have multiple sessions active at any given time with each user sign-on;
23. Built in compliance module for reminders of key dates that ensures no deadlines are missed;
24. The system should have the ability to share information with the public via the web to allow increased transparency with the community;
25. The system should have the ability to export data from any data screen in the system to any Microsoft Office Product (Word, Excel, PowerPoint) for data manipulation; and,
26. End of program data records in useful formats and the ability for ongoing access for a period of time as needed.

### **3. Required Attachments to be placed in an Appendix**

Submitters shall execute and provide with any proposal the following completed attachments to accompany this RFP:

- a. Non-Collusion Affidavit**
- b. Completed and signed W-9**
- c. Detailed and Itemized Pricing**

Include a fee and cost breakdown including licensing fees, labor (if any), equipment, materials, travel expenses, support and maintenance, or any other fees or costs associated with implementation and ongoing use of the System. Please include what the cost will be at the end of the program for any data archive, and the cost for ongoing access if requested.

4. **Additional Data** Provide additional information about the firm as it may relate to the Statement of Qualifications. Please provide the names and contact information for at least five (5) K-12 school districts for which the company has provided similar work and system services within the last three (3) calendar years.

#### **E. District's Evaluation / Selection Process – Statement of Qualifications**

1. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in like construction, and the Firm's ability to integrate its personnel with the District's staff and consultants.
2. After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Firm(s). The District may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Any firm(s) selected for interviews must make available for interview the key personnel it intends to assign to the District's Project(s). Any comments or objections to the form of Agreement attached hereto as **EXHIBIT A** to this RFQ/P shall be provided in writing before the interview and may be the subject of inquiry at the interview. Any comments or objections to the form of Agreement not provided in writing before the interview will not be entertained by the District. Adequate time will be allowed for presentation of qualifications followed by questions and answers.
3. **District Investigations** - The District may check references, and may perform investigations of firm that extend beyond the information in the proposals. The District may conduct interviews of firms.

#### **F. Final Determination And Award**

The District reserves the right to contract with any entity responding to this RFQ/P, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District reserves the right to reject any or all submissions, to request further information, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ/P. This RFQ/P does not commit the District to award a contract or to reimburse any firm for costs incurred in submitting a proposal.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFQ/P.

The RFQ/P packet, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This RFQ/P does not commit the District to negotiate an agreement with any proposing firm or individual.

END OF RFQ/P



**NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY**  
**BIDDER AND SUBMITTED WITH BID**

STATE OF CALIFORNIA )  
 ) ss.  
County of \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_\_\_\_\_ of \_\_\_\_\_ the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or a sham bid; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member of agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this \_\_\_ day of \_\_\_\_\_, 2019  
by \_\_\_\_\_ personally known to me, or proved to me  
on the basis of satisfactory evidence, to be the person(s) who appeared before me.

Signature \_\_\_\_\_