

ADVERTISEMENT REQUEST FOR PROPOSALS

Request for Proposals will be received by the **Lafourche Parish School Board until 2:00 p.m., Monday March 14, 2022** in its office located at 701 East Seventh Street, Thibodaux, Louisiana at which time proposals will be publicly opened and read aloud for **RFP – Digital Signature and Document Workflow System**.

Complete proposals, including the original and three (3) copies, must be received by Lafourche Parish School Board at the address listed above by 2:00 p.m. on Monday, March 14, 2022. Proposals should be clearly marked “**RFP – Digital Signature and Document Workflow System**”. Proposals received after that time will not be accepted. Proposals shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt or such proposals shall be sent by registered or certified mail with a return receipt requested.

Additionally, proposals are available for download from the School Board Purchasing Department Website at www.mylpsd.com. Official bid documents can be downloaded from Central Bidding at www.centralbidding.com. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814. Proposals submitted via fax or email will not be accepted.

This announcement does not commit the Lafourche Parish School Board to purchase or to pay any cost incurred in the preparation of proposals. Lafourche Parish School Board reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. All purchases awarded shall be based upon the proposal most advantageous to the Lafourche Parish School Board, price and other factors considered.

All quantities and components are dependent upon proposer’s design and submission.

LAFOURCHE PARISH SCHOOL BOARD

Ray Bernard, President

Jarod Martin, Superintendent

ADVERTISEMENTS:

First -----Monday, February 28, 2022

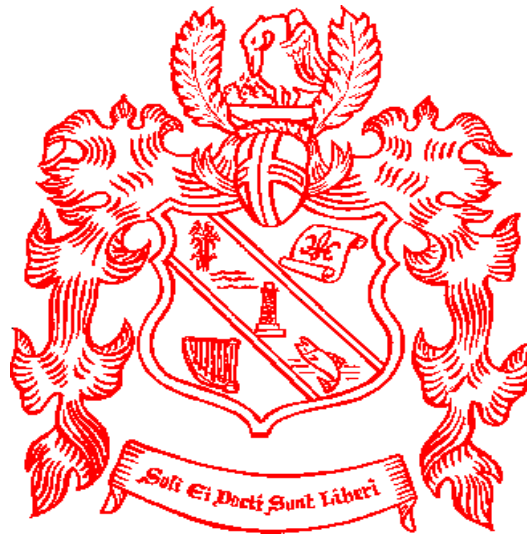
Second -----Monday, March 7, 2022

REQUEST FOR PROPOSAL

OF

Digital Signature and Document Workflow System

For the Lafourche Parish School Board



Jarod Martin
Superintendent
School Year 2022-2023

Proposal Deadline Date: Monday, March 14, 2022

Proposal Deadline Time: 2:00 PM CST

Proposal Package For RFP#2022-031422-2 Digital Signature and Document Workflow System

TABLE OF CONTENTS

Services Specifications	II
Purpose	II
Terms of Services	II
Scope of Services Required	II, III
Proposal Preparation and Submission Requirements	III
General Requirements	III
Specific Requirements	IV
Evaluation and Selection	IV
Evaluation	V
Response Package Coversheet	1
Non-Collusion Statement	1
Response Format	3
Proposal Certification	4
General Information	4
Experience and History	5
Unique Attributes	5
References	5
Insurance Requirements	5
Prices and Fees	5

PURPOSE:

The Lafourche Parish School Board, hereinafter referred to as the School Board, desires to solicit proposals for various firms to provide a Digital Signature and Document Workflow System for the School Board.

The purpose of this Request for Proposal (RFP) is to evaluate respondents' experience relative to the stated plans, with an emphasis on quality control measures as well as innovative concepts pertaining to a Digital Signature and Document Workflow System. Strict adherence to the points outlined in the RFP is necessary.

TERMS OF SERVICES

The Term of the initial contract will be awarded for up to a three (3) year term. Either party may terminate the agreement thereto with at least ninety (90) days prior notice of termination. The remaining contract term(s) may be renewed for the annual period with prior board approval. The proposed price(s) must be a total price for the contract period and prices must remain firm for the contract period.

SCOPE OF SERVICES REQUIRED

Digital Signature and Document Workflow system:

- Create and distribute paper-based forms electronically
- Ability to electronically sign documents and collect electronic signatures
- Ability to create workflows that request multiple signatures
- Ability to track status of document workflow
- Ability for users outside of the organization to sign forms
- PDF Creation and editing software
- Secure and compliant document storage
- Integration with Microsoft and Google services

Options:

Adobe Sign
NitroPDF
ReadySign
SignNow
DocuSign
HelloSign
Foxit

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, or hand to:

Jennifer Tobias
701 East 7th Street
Thibodaux, LA 70301
jtobias@mylpsd.com

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

1. General Requirements:

- a. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. One original and three (3) copies of each proposal must be submitted to the Lafourche Parish School Board. The response may be submitted on paper or electronically through centralbidding.com. No other distributions shall be made by the Offeror.
- b. Technical Requirements: Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in your proposal being considered as non-responsive and, therefore, rejected. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Oral Presentation: Offerors who submit a proposal in response to this RFP may be requested to give an oral presentation of their proposal to the Lafourche Parish School Board. This will clarify or elaborate on the proposal but will in no way change the original proposal. The Lafourche Parish School Board will schedule the time and location of these presentations. Oral presentations are

an option of the Purchasing Department and may not be conducted; therefore, proposal should be complete.

2. **Specific Requirements:**

- a. **NO PROPOSAL WILL BE CONSIDERED IF DEEMED NON-RESPONSIVE.** It is the respondent's responsibility to comply with the instructions in the Proposal Preparation and Submission Requirements as well as completion of the Proposal Response Package which follows this section.
- b. The School Board requires the firm selected to provide the requested services, illustrate a successful record of experience in providing these specific types of service to the governmental entities. The attached proposal form is provided to ascertain the qualifications of each firm.
- c. Your response **MUST** include all text contained on pages 1-6 of the attached proposal package.
- d. Your response **MUST** be included after appropriate text of the item that it pertains to.
- e. **ALL ITEMS** requiring responses **MUST** be addressed.
- f. **ALL ITEMS** requiring signatures **MUST** be signed by the appropriate person
- g. You **MUST** provide at least three copies of the proposal.
- h. If you include supplementary brochures or other documentation not required, you should also have at least three copies available.

EVALUATION AND SELECTION

1. The responses will be scored by a selected scoring committee.
2. The three respondents with the highest scores may be asked to attend an interview conducted by the Contracts Coordinator at which time he will open the envelopes containing the respondent's fee structure so that evaluation scores can be finalized.
3. The Finance Committee will consider the evaluation scores, interview results and other factors considered important to make its recommendations to the School Board.
4. The School Board and the Finance Committee reserve the right to require additional information before the final acceptance of a proposal.

EVALUATION

All Proposals will be evaluated and scored on the following criteria with total potential points of 100.

Financial Proposal --Potential Value of 35 points

A proposer's base cost score (BCS) will be based on the cost information provided.

$$\text{BCS} = (\text{LPC}/\text{PC} \times 35)$$

Where: BCS = Computed cost score (points) for proposer being evaluated
 LPC = Lowest proposed cost of all proposers
 PC = Total cost of proposer being evaluated

Technical Proposal – Potential Value of 65 Points

The following criteria are of importance and relevance to the evaluation of this RFP and will be used by the Evaluation Committee in the evaluation of the technical proposal. Such factors may include but are not limited to:

<u>GRADING CRITERIA</u>	<u>POINTS</u>
1. Company Background and Experience Professional qualifications Client service and support Stability	15
2. Confidence in Approach & Methodology Quality and clarity of proposal presentation Conformance with proposal response format Strategic vision	15
3. References & Performance on Similar Jobs Quality of references On-going support procedures	10
4. Confidence in Accounting & Management Capabilities Financial stability Organizational structure	10
5. Evaluation of Service the Contractor can provide Clarity and detail Appears adequate for entity requirements	15

Total Possible Points

VI

65

**RESPONSE PACKAGE COVERSHEET
PROPOSAL NO. RFP#2022-031422-2
DIGITAL SIGNATURE AND DOCUMENT WORKFLOW SYSTEM FOR LAFOURCHE PARISH
SCHOOL DISTRICT**

PROPOSAL OPENING: MONDAY, MARCH 14, 2022 AT 2:00 P.M.

NOTE: Proposal response now required in TRIPLICATE.

PROPOSER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

EMAIL: _____

THE PRINCIPALS OF THE COMPANY ARE:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

PROPOSER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

EMAIL: _____

**NON-COLLUSION STATEMENT
FOR RFP#2022-031422-2**

State of Louisiana
Lafourche Parish

_____, states that he/she is
_____ (a partner of the firm, officer of the corporation, or individual making the foregoing proposal); that said proposal is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to put in a sham proposal or to refrain from proposal, collusion, or communication or conference, with any person, to fix the proposal price or to fix any overhead, profit or cost element, or that of any other Proposer, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said proposal or proposal are true.

(Signature)

**RESPONSE FORMAT
FOR RFP#2022-011022-2
DIGITAL SIGNATURE AND DOCUMENT WORKFLOW SYSTEM**

PROPOSAL CERTIFICATION

We certify that in compliance with your invitation to propose we have fully examined all documents in conjunction with the advertisement for proposal on **DIGITAL SIGNATURE AND DOCUMENT WORKFLOW SYSTEM FOR THE LAFOURCHE PARISH SCHOOL BOARD**, we hereby propose to furnish the items listed in said specifications as called for by documents and in accordance with specifications for the sums indicated below.

We understand that the Lafourche Parish School Board requires that the firm is being selected to provide should illustrate a successful record of experience in providing these types of services. We also understand the following questionnaire is provided to ascertain the qualifications of each firm, and that the following proposal form must be completed and include with your proposal.

GENERAL INFORMATION

1. Name of Firm
2. Address: (Branch) (including web page)
3. Address" (National) (including web page)
4. Describe the organization of your firm and its ownership or control relationship to other financial institutions, if any.
5. Primary Account Representative (s): Name/Title/Phone/E-mail Address.
6. Has the account executive (s) listed in (5) above been given clearance by the firm to be a representative for Lafourche Parish? (yes or no). By whom?
7. Identify those individuals who would perform the work in this engagement. Describe how their work would be managed and their responsibilities assigned.
8. Which of these people will be available to meet with School Board Personnel? How often?
9. If this person is unavailable, who else in your organization can be contacted in the event of operations problems?
10. Provide overviews of the Primary Account Representative, his/her backup, and any individuals identified as working on the School Board's account with primary emphasis on their professional qualifications and experience relative to managing services for governmental clients.

11. Enclose a copy of your firms proposed service agreement.

EXPERIENCE AND HISTORY

12. State in succinct terms your understanding of the scope of the engagement and your approach to fulfilling it.
13. Provide at least 5 years historical service performance for government accounts that are reasonably similar to those covered by this RFP.
14. Please describe your approach to customer contact and service. Include a description of any ongoing education programs, user conferences, publications or other means you have of keeping clients informed and providing a forum for new ideas.
15. Describe the statements that are provided as part of your standard package. How frequently they are produced and how they are distributed. Provide a sample of each statement.
16. Describe any regulatory censure or litigation within the past three years involving any services that are subject of this RFP.

UNIQUE ATTRIBUTES

17. Please comment on any characteristics of your organization that is considered unique in the industry.

REFERENCES

18. The names, addresses, telephone numbers and contact names are requested for four governmental clients for whom you actively manage service accounts. Louisiana Government clients preferred. Make sure to include public sector clients with whom your primary representative has an established business relationship with.

INSURANCE REQUIREMENTS

19. The Contractor will maintain Insurance Coverage. Please provide a declaration sheet with the identity of your insurance carrier, limits of coverage and scope of coverage.

PRICES/FEES

20. In a separate envelope, provide a comprehensive schedule of fees that will be charged and/or received by the firm in connection with the management of this account (include management fees, service fees, administrative fees, any applicable deposits required for inception of services).

Using the above schedule of fees, provide a comprehensive calculation of the total annual cost for services, maintaining a monthly balance of \$_____.

Identify the entities that will receive the fees identified above and the approximate amount of the fees they will receive.

BID SHEET

BID SHEET – CONTRACT SERVICES 1 YEAR- 3 YEAR

ONE YEAR CONTRACT	BASE PROPOSAL PRICE	\$
TWO YEAR CONTRACT	BASE PROPOSAL PRICE	\$
THREE YEAR CONTRACT	BASE PROPOSAL PRICE	\$