



DEPARTMENT OF FINANCE
CECELIA H. STOWE, CPPO, C.P.M.
PURCHASING DIRECTOR

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

RFP # 18-1594-2EMF

March 19, 2018

**REQUEST FOR PROPOSAL
ELECTRONIC FORMS MANAGEMENT SYSTEM
HENRICO COUNTY PUBLIC SCHOOLS**

Your firm is invited to submit a proposal to provide an Electronic Forms Management System for Henrico County Public Schools in accordance with the enclosed specifications. The submittal, consisting of the original proposal and **Seven (7)** additional copies, and an electronic copy in a “.pdf” format on a USB/Flash Drive marked, **“A Proposal for an Electronic Forms Management System”** will be received no later than **2:30 p.m., April 13, 2018, by:**

IN PERSON OR SPECIAL COURIER

County of Henrico
Department of Finance
Purchasing Division

OR

8600 Staples Mill Road - NEW LOCATION
Henrico, Virginia 23228

U.S. POSTAL SERVICE

County of Henrico
Department of Finance
Purchasing Division
P O Box 90775
Henrico, Virginia 23273-0775

This RFP and any addenda are available on the County of Henrico Purchasing website at <https://henrico.us/finance/divisions/purchasing/>

To receive an email copy of this document, please send a request to: Fal51@henrico.us

Time is of the essence and any proposal received after **2:30 p.m., April 13, 2018**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for ensuring that their proposal is stamped by Purchasing Division personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is the Purchasing Director.

Technical questions concerning this Request for Proposal should be submitted to fal51@henrico.us **no later than March 26, 2018.**

Very truly yours,
Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director
Eileen M. Falcone
Procurement Analyst IV
804-501-5637

**REQUEST FOR PROPOSAL
ELECTRONIC FORMS MANAGEMENT SYSTEM
HENRICO COUNTY PUBLIC SCHOOLS**

I. INTRODUCTION:

The intent and purpose of this Request for Proposal (RFP), and the resulting contract, is to obtain the services of a qualified firm to provide an Electronic Forms Management Systems for Henrico County Public Schools (HCPS) in accordance with the Scope of Services section of the solicitation.

II. BACKGROUND:

HCPS is a large metropolitan school district that has over 52,000 students in 79 schools (See Attachment G) for the 2017-18 school year. The end users will include school-based administrative staff and their respective principals, school-based instructional staff and central office-based staff. HCPS estimates they conduct over 200,000 transactions annually with respect to school based forms.

HCPS currently has 100 unique forms. These forms consist of a wide variety of communications but would include things like permission slips, applications, student information forms, immunizations health forms, and student contact and information forms.

HCPS current contract is with Permissions Safe Inc. dba Zipp Slipp, and the cost per student for the last four years has been \$1.25 per student.

III. SCOPE OF SERVICES:

The Successful Offeror shall provide a comprehensive system including all hardware, software and operating systems, installation, technical support, staff training, and project management, all of which shall be provided on a “turnkey” basis.

A. General:

The proposed solution shall:

1. Be fully compliant with the Federal Education Rights and Privacy Act (FERPA);
2. Retain and provide HCPS access to student data online for the term of the contract;
3. Return forms to the person that sent the form out. (i.e. school based form should return to the school and not the district);
4. Translate forms to other languages other than English. (The top five languages currently being utilized at HCPS are, Spanish, Arabic, Telugu, Vietnamese, and Chinese); and

5. Allow HCPS to retrieve student data and reports from the Successful Offeror's system at the end of the contract and provide proof that the data has been removed at no additional cost to HCPS.

B. Technical Specifications:

The current Student Information Systems (SIS) is PowerSchool, version 10.1.4. The proposed solution shall provide a mechanism for forms being sent to staff, students, parents or guardians, by HCPS, that will maintain the following: distribution to targeted audiences, and collect responses electronically, for all school and district communications.

1. The proposed solution shall provide the following minimum technical specifications:
 - a. Allow forms to be created and maintained at the district and individual school level;
 - b. Maintain a relationship between the school district, the parent or guardian, and the staff through electronic form distribution and collection;
 - c. Allow for targeted electronic distribution of forms to student's, parent's or guardian's preferred method of notification (i.e. email and SMS);
 - d. Allow for forms to be completed on common mobile devices (e.g. devices using iOS, Android or Windows);
 - e. Provide for central management and reporting of responses of electronic forms;
 - f. Extract data received from the form responses into formats accessible by standard data management utilities (i.e. Excel, .txt) (See Attachment H);
 - g. Import data into the electronic form management system from common data formats (i.e. comma delimited, .txt, XML) (See Attachment I);
 - h. Provide functionality for requesting and recording electronic signatures for forms and require a user name and password requirement in order to sign;
 - i. Provide a mechanism to send and receive data between other applications and systems in the County (i.e. the SIS);
 - j. Allow HCPS staff to create and edit forms for distribution without requiring intervention or assistance from the Successful Offeror;
 - k. Allow for maintenance of all forms used in the district in a central repository for reuse throughout the district;

- I. Facilitate use of dynamically populated fields in forms which can be populated with student specific information;
 - m. Provide functionality for reporting metrics collected through online form submissions within the product; and
 - n. Provide the functionality to notify end users who submit electronic forms, the form has been completed, as well as reminders and updates (i.e. Submission confirmation, system maintenance through email/SMS).
2. The proposed solution must support the following browsers at a minimum, but should show support for other common browsers that may be in use by parents and guardians.
 - a. Internet Explorer - 11
 - b. Google Chrome - 58.x or above
 - c. Microsoft Edge 38.14393.1066.0
3. HCPS' preferred implementation for the Electronic Form Management System is a Software as a Service (SaaS) solution. A non-vendor hosted solution can be proposed, however if proposed, the Offeror shall provide a full listing of hardware and software requirements associated with the solution, an estimation of the level of effort required to implement and support the solution and include a proposal for the Offeror to perform the implementation.

C. Reporting:

The proposed solution shall provide real-time reporting that provides instant access to all data collected from the forms and reports and shall be delivered in the following formats:

1. Excel,
2. csv, or
3. .txt formats

D. Invoicing:

Invoices shall be mailed to the following address:

Henrico County Public Schools
Attention: Angela Melton
P.O. Box 23120
Henrico, VA 23223

IV. COUNTY RESPONSIBILITIES:

The County will designate an individual to act as the County's representative with respect to the work to be performed under this contract. Such individual shall have the authority to transmit instructions, receive information, and interpret and define the County's policies and decisions with respect to the contract.

C. Collusion

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

D. Compensation

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice.

E. Controlling Law and Venue

The Contract will be made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

F. Default

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County's notice of default.
2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

G. Exceptions to the RFP or Contract

For architectural or engineering services, the County shall not request or require Offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to Code of Virginia §2.2-1132, until after the qualified Offerors are ranked for negotiations.

Exceptions to the RFP requirements will be required of the top ranked Offeror and will be resolved to the satisfaction of the County before any contract negotiations.

H. Drug-Free Workplace to be Maintained by the Contractor (Va. Code § 2.2-4312)

1. During the performance of this Contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
2. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

I. Employment Discrimination by Contractor Prohibited

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):
 - (a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - (b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

J. Employment of Unauthorized Aliens Prohibited

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

K. Indemnification

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County's officers, agents and employees, from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County's sole negligence.

L. Insurance Requirements

The Successful Offeror shall maintain insurance to protect itself and Henrico and Henrico's elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment A).**

M. No Discrimination against Faith-Based Organizations

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

N. Offeror's Performance

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.
2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
3. The Successful Offeror shall cooperate with Henrico officials in performing the Contract work so that interference with normal operations will be held to a minimum.

4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

O. Ownership of Deliverable and Related Products

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.
2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.
3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

P. Record Retention and Audits

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of five years from the completion of the Contract, all records pertaining to the Successful Offeror's proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror's normal working hours.
2. County personnel may perform in-progress and post-audits of the Successful Offeror's records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

Q. Severability

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

R. Minority-, Woman-, Service Disabled Veteran-Owned, Small Businesses and Employment Services Organizations

It is the policy of the County of Henrico to actively seek out and provide contracting opportunities to minority-, woman-, service disabled veteran-owned, small businesses and employment services organizations in procurement transactions made by the County.

The County strongly encourages all suppliers to respond to Invitations for Bids and Request for Proposals and supports the use of minority, woman-, service disabled veteran-owned, small businesses and employment services organizations for sub-contracting opportunities.

All formal solicitations are posted on the Commonwealth of Virginia eVA the County's internet site at <https://henrico.us/finance/divisions/purchasing/> and may be viewed under the Bids and Proposals link. Construction related solicitations are located on eVA and County internet sites and on eBid at www.ebidexchange.com/henrico

S. Subcontracts

No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Bidder desires to subcontract some part of the work specified in the contract, the Successful Bidder shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Bidder shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

T. Taxes

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between Henrico and the Successful Offeror, as the taxes shall be solely an obligation of the Successful Offeror and not of Henrico, and Henrico shall be held harmless for same by the Successful Offeror.
2. Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

U. Termination of Contract

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.
2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days' written notice to the Successful Offeror.
4. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

V. County License Requirement

If a business is located in Henrico County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

W. Environmental Management

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations. The Successful Offeror is required to abide by the County's Environmental Policy Statement:

https://henrico.us/pdfs/hr/risk/env_policy.pdf which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation. The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

X. Safety

1. The Successful Offeror shall comply with and ensure that the Successful Offeror's personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.
2. Each job site shall have a supervisor who is competent, qualified, or authorized on the worksite, who is familiar with policies, regulations and standards applicable to the work being performed.

The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and is capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror's personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

Y. Authorization to Transact Business in the Commonwealth

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.
2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. (Attachment D) Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.
3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the County Manager.
4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.
5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

Z. Payment Clauses Required by Va. Code § 2.2-4354

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

AA. CONTRACT PERIOD:

1. The contract period shall be from July 1, 2018 through June 30, 2019. Contract prices shall remain firm for the contract period.
2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.
3. The resulting contract should require the Successful Offeror to give at least a ninety (90) day written notice if they do not intend to renew the contract at any annual renewal.

4. After the initial five (5) year period the County may choose to add additional years at the discretion of the County.

BB. TOBACCO-FREE REQUIREMENT

County Public Schools (“HCPS”) has a tobacco-free policy on school property. Therefore, the use or display of tobacco products by the Contractor, its suppliers and/or subcontractors on school property is strictly prohibited at all times, including days and/or hours when school is not in session. This includes, but is not limited to, outdoor areas of school properties and personal or business vehicles present on school property.

“Tobacco products” include any lit or unlit cigarette (including candy cigarettes), cigar, pipe, smokeless tobacco, dip, chew, and snuff in any form. This includes electronic cigarettes, cigarette packages, smokeless tobacco containers, lighters, and any other items containing or reasonably resembling tobacco, tobacco product images and tobacco company logos, such as key chains, t-shirts, ash trays, and coffee mugs.

“School property” includes land, buildings, facilities, and vehicles owned or rented by HCPS. School property includes parking lots, playgrounds and recreational areas.

CC. Contact with Students

Offerors shall certify that any of its employees or agents who will provide services under the Contract resulting from this procurement and will be in direct contact with Henrico County Public School students on school property during regular school hours or during school-sponsored activities has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Offerors shall cause any of its subcontractors to provide the same certification described herein with regard to the subcontractors’ employees and agents.

Henrico County cannot award a contract to an Offeror that does not complete the Attachment E as part of their proposal/submission.

DD. Conduct

1. Fraternalization between supplier and teachers or students is strictly prohibited.
2. Use, consumption, and/or possession of any controlled substance, substances considered to be illegal, and alcohol are strictly prohibited on school grounds.
3. Cigarette smoking is prohibited on school grounds.
4. Use of vulgar, suggestive or abusive language or gestures is strictly prohibited on school grounds.

5. Use of radios/stereos or other noise producing equipment shall not be used. No weapons of any kind are allowed on school grounds.

EE. Cooperative Procurement

This procurement is being conducted by Henrico County, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the *Code of Virginia*, as amended. If agreed to by the Successful Offeror, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Offeror agrees. The Successful Offeror shall deal directly with any public body it authorizes to use the resulting contract. Henrico County, Virginia, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Offeror and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Henrico County contract. Henrico County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Offeror may conduct such notification.

VII. PROPOSAL SUBMISSION REQUIREMENTS:

- A. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
- B. All erasures, interpolations, and other changes in the proposal shall be signed or initialed by the Offeror.
- C. The Proposal Signature Sheet (**Attachment B**) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
- D. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
- E. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division. Offerors are responsible for insuring that their proposals are stamped by Purchasing Division personnel by the deadline indicated.

- F. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
- G. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
- H. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment C)**
- I. A proposal may be modified or withdrawn by the Offeror anytime prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division in writing of its intentions.
1. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
 2. Modified and withdrawn proposals may be resubmitted to the Purchasing Division up to the time and date set for the receipt of proposals.
 3. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
- J. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved. Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall submit technical questions concerning the Request for Proposal no later than **March 26, 2018** in writing. Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative. **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
- K. All proposals received in the Purchasing Division on time shall be accepted. All late proposals received by the Purchasing Division shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

VIII. PROPOSAL RESPONSE FORMAT:

A. Offerors shall submit a written proposal that present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.

B. The Offeror should include in their proposal the following:

1. Table of Contents – All pages are to be numbered
2. Introduction

Cover letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal

Proposal Signature Sheet – **Attachment B**

Proprietary/Confidential Information – **Attachment C**

Bid/Proposal Response – **Attachment D**

Virginia State Corporation Commission Identification Number Requirement – **Attachment E**

3. Executive Summary

Response to Scope of Services –The Offeror should address each section of the Scope of Services with an indication of the response under each item, **Sec. III.A-E**. The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub section titled “Exceptions”.

Company Profile – Offerors are to present a Company profile that shows the ability, capacity and skill of the Offeror, their staff, and their employees to perform the services required within the specified time.

References – provide a minimum of three (3) references, who could attest to the Offeror’s past performance to provide services similar to those required for the contract. The list should include contact persons and telephone numbers. Offerors may not use Henrico County as one of their references.

4. Business Health Summary – Please provide responses to the following specific questions:
 - a. Years in business
 - b. Years in business under your present name
 - c. Five-year history of same product sales

- d. Total installed base:
 - i. By number of customers
 - ii. By seat license count if applicable
 - e. Most recent audited financial statements to include a balance sheet and income statement.
 - f. Project and Support Staffing – Please provide responses to the following specific questions:
 - i. Total number of staff:
 - a) In the entire company
 - b) In software development, if applicable
 - c) In product sales
 - d) In technical support
 - ii. Describe the involvement, if any, of subcontractors in the work. Information on any sub-consultants that is necessary to provide the services required. Provide name, experience, address, telephone number and qualifications. **(If Applicable)**
5. Provide a preliminary statement of work, detailing your approach to this project and what type of system is being proposed.
 6. Implementation Plan
 - a. Provide a timeline for the implementation of services.
 - b. Discuss the firm’s current workload with particular reference to the personnel and other resources being proposed along with staff continuity during the contract period.
 - c. Delineate the role that County staff will need to take in the project.
 - d. Provide a statement that the firm has the necessary resources to undertake an engagement of this magnitude and shall have demonstrated an ability to do the work required.
 7. Offerors shall include detailed information with their proposal submittal as to the processes that will be established to ensure successful implementation and testing of the proposed solution.
 8. Offerors shall include detailed information with their proposal submittal as to the processes that will be established for a final system acceptance of the proposed solution. The final acceptance shall be signed off by the HCPS project manager.
 9. Offerors shall state the minimum requirements of the approved web browser required to ensure successful operation of the application.
 10. Provide information about security and location of servers.
 11. Provide the % of Uptime the proposed system is successfully operational (#of 9s).

12. Provide sample of forms with your submission packet such as Student Demographic Records and Start of School forms.
13. Include resumes of key staff that will be assigned to this project.
14. Offerors shall provide a detailed explanation of how your proposed solution automates the exchange of student information both to and from the SIS. As part of your explanation be sure to include the following:
 - a. Requirements for setting up the exchange
 - b. Minimum data requirements for exchange
 - c. How your proposed solution for populating student information reconciles students that have been manually entered with the automated process proposed for populating student information from the SIS
 - d. Support for resolving synchronization errors
 - e. How are students inactivated when they withdraw from the division, and how does the proposed solution process transfers of student information when students transition between schools within the division during the school year.
15. Offerors shall include detailed information with their proposal submittal as to the processes that will be established to ensure successful implementation and testing of the proposed solution.
16. Offers shall provide a Project Schedule that includes phases for deliverables or milestones such as, project kick off meeting, training, implementation, acceptance and testing, etc.
17. Pricing – Attachment J (Pricing Spreadsheet)
 - a. Offerors shall provide a proposed payment schedule that clearly defines payment amounts based on a deliverable or milestone bases. The payment schedule shall have a percentage held back as a retainage payment which will be paid after system acceptance.
 - b. Deliverables or milestones shall be based on the Project Implementation Schedule.
 - c. Offers shall provide all costs associated with providing the services solicited in the Request for Proposal. The pricing shall be based on 79 schools and approximately 52,000 students, and approximately ten (10) form creators and should include, at a minimum, the following:
 1. Implementation cost;
 2. Subscription costs;
 3. Maintenance costs. (if separate from Subscription costs);
 4. Training costs (to include number of hours, days, participants, onsite days, and number web based training);
 5. Customization costs;
 6. Professional development; and

7. Hardware required.
 - d. How would changes within the HCPS community affect pricing? (For example: new schools, increase in student population.)
 - e. Should the County decide to continue use of the proposed system after year five (5) of the contract, what would the percentage of increase be for support and maintenance?
 - f. Provide information as to the availability of which data and forms HCPS would have access to upon completion of the contract. Provide any pricing that may be associated with this.
18. Offers shall include detailed information on how each deliverable will be signed off on in order to receive payment for that particular deliverable.
 19. Provide copies of all documents that would need to be signed by the County if awarded the contract.
 20. Assumptions – list any assumptions made when responding to Scope of Services requirements.
 21. Exceptions – list any exceptions to the Scope of Services in a separate section of the Offeror’s proposal response and mark section as “Exceptions”; except for, exceptions to liability provisions continued in this Request for Proposal.
 22. Appendices – are optional for Offerors who wish to submit additional material that will clarify their response.

IX. PROPOSAL EVALUATION/SELECTION PROCESS:

- A. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.

- B. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

EVALUATION CRITERIA	WEIGHT
Functional Requirements <ul style="list-style-type: none"> ● Extent to which the proposed solution satisfies the Scope of Services ● Quality of sample forms ● Reporting capabilities 	25
Technical Requirements <ul style="list-style-type: none"> ● Extent to which the proposed solution satisfies the technical requirements ● Ease of use 	20
Implementation Services <ul style="list-style-type: none"> ● Project Approach ● Project Management ● Project Team ● Current Workload and ability to complete required work within County schedule 	15
Experience and Qualifications <ul style="list-style-type: none"> ● Professional competence ● Financial Stability of Firm ● References ● Resumes of proposed staff ● Experience 	15
Price	20
Quality of proposal submission/oral presentations	5
TOTAL	100

- C. For goods, nonprofessional services, and insurance, selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. In the case of a proposal for information technology, as defined in Va. Code § 2.2-2006, the County shall not require an Offeror to state in a proposal any exception to any liability provisions contained in the Request for Proposal. Negotiations shall then be conducted with each of the Offerors so selected. The Offeror shall state any exception to any liability provisions contained in the Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror

**ATTACHMENT A
INSURANCE SPECIFICATIONS**

The Successful Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than "A-" with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

Workers' Compensation

Statutory Virginia Limits

Employers' Liability Insurance - \$100,000 for each Accident by employee
\$100,000 for each Disease by employee
\$500,000 policy limit by Disease

Commercial General Liability - Combined Single Limit

\$1,000,000 each occurrence including contractual liability for specified agreement

\$2,000,000 General Aggregate (other than Products/Completed Operations)

\$2,000,000 General Liability-Products/Completed Operations

\$1,000,000 Personal and Advertising injury

\$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage, unless given the scope of the work this requirement is waived by Risk Management.

Business Automobile Liability – including owned, non-owned and hired car coverage

Combined Single Limit - \$1,000,000 each accident

Technology Errors & Omissions - \$1,000,000 per occurrence, aggregate

Cyber Liability - \$2,000,000 per occurrence

NOTE 1: The commercial general liability insurance shall include contractual liability. The contract documents include an indemnification provision(s). The County makes no representation or warranty as to how the Vendor's insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor's responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any

combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total \$3,000,000 per occurrence. This insurance shall apply as primary and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers' compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

NOTE 4 **The certificate holder on the Accord form shall be:**

**County of Henrico, Virginia
Department of Risk Management
P O Box 90775
Henrico, VA 23273-0775**

**ATTACHMENT B
PROPOSAL SIGNATURE SHEET
Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal ("RFP").

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
ADDRESS:
SIGNATURE:
NAME OF PERSON SIGNING (print):
TITLE:
TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE:

**ATTACHMENT B
PROPOSAL SIGNATURE SHEET
Page 2 of 2**

Company Legal Name: _____

This form completed by: Signature: _____ Title: _____

Date: _____

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- SMALL BUSINESS
- WOMEN-OWNED BUSINESS
- MINORITY-OWNED BUSINESS
- SERVICE-DISABLED VETERAN
- EMPLOYMENT SERVICES ORGANIZATION
- NON-SWaM (Not Small, Women-owned or Minority-owned)

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <https://eva.virginia.gov>.

eVA Registered? Yes No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

NUMBER	DATE
--------	------

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

"Small business" means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

"Women-owned business" means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

"Minority-owned business" means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

"Minority individual" means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

"Service disabled veteran business" means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

"Service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

"Employment services organization" means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

ATTACHMENT C

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

NAME OF FIRM/OFFEROR: _____

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342.F in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

ATTACHMENT D

VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION INFORMATION

The Bidder or Offeror:

is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**
- is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's/Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals:

**ATTACHMENT E
BID/PROPOSAL RESPONSE**

Name of Bidder/Offeror: _____

Pursuant to Va. Code § [22.1-296.1](#), as a condition of awarding a contract for the provision of services that require the contractor, his employees or subcontractors to have **direct contact with students** on school property during regular school hours or during school-sponsored activities, the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

As part of this submission, I certify that the employees of, or subcontractors to, the above mentioned contractor that will be providing services that require direct contact with students to the School Board under the resulting contract will have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Furthermore, I understand that the duty to certify is ongoing and extends to future employees and employees of subcontractors for the duration of the contract.

Signature of Authorized Representative

Printed Name of Authorized Representative

Printed Name of Vendor (if different than Representative)

**ATTACHMENT F
SUBMITTAL OF REFERENCES**

Reference #1

Name of firm: _____

Description of work: _____

Name of Contact Person: _____

Telephone Number: _____

Dates work performed: _____

Reference #2

Name of firm: _____

Description of work: _____

Name of Contact Person: _____

Telephone Number: _____

Dates work performed: _____

Reference #3

Name of firm: _____

Description of work: _____

Name of Contact Person: _____

Telephone Number: _____

Dates work performed: _____

SUBMIT THIS FORM WITH PROPOSAL

ATTACHMENT G

Henrico County Schools

<i>School Name</i>	<i>Address</i>
Adams Elementary School	600 South Laburnum Avenue Henrico VA 23223
Ashe Elementary School	1001 Cedar Fork Road Henrico VA 23223
Baker Elementary School	6651 Willson Road Henrico VA 23231
Carver Elementary School	1801 Lauderdale Road Henrico VA 23238
Chamberlayne Elementary School	8200 St. Charles Road Henrico VA 23227
Colonial Trail Elementary School	12101 Bacova Drive Glen Allen VA 23059
Crestview Elementary School	1901 Charles Street Henrico VA 23226
Davis Elementary School	8801 Nettlewood Drive Henrico VA 23229
Donahoe Elementary School	1801 Graves Road Sandston VA 23150
Dumbarton Elementary School	9000 Hungary Spring Road Henrico VA 23228
Echo Lake Elementary School	5200 Francistown Road Glen Allen VA 23060
Fair Oaks Elementary School	201 Jennings Road Highland Springs VA 23075
Gayton Elementary School	12481 Church Road Henrico VA 23233
Glen Allen Elementary School	11101 Mill Road Glen Allen VA 23060
Glen Lea Elementary School	3909 Austin Avenue Henrico VA 23222
Greenwood Elementary School	10960 Greenwood Road Glen Allen VA 23059
Harvie Elementary School	3401 Harvie Road Henrico VA 23223
Highland Springs Elementary School	600 West Pleasant Street Highland Springs VA 23075
Holladay Elementary School	7300 Galaxie Road Richmond VA 23228
Johnson Elementary School	5600 Bethlehem Road Henrico VA 23230
Kaechele Elementary School	5680 Pouncey Tract Road Glen Allen VA 23059
Laburnum Elementary School	500 Meriwether Avenue Richmond VA 23222

Henrico County Schools

<i>School Name</i>	<i>Address</i>
Lakeside Elementary School	6700 Cedar Croft Street Richmond VA 23228
Longan Elementary School	9200 Mapleview Avenue Richmond VA 23294
Longdale Elementary School	9500 Norfolk Street Glen Allen VA 23060
Maybeury Elementary School	901 Maybeury Drive Richmond VA 23229
Mehfoud Elementary School	8320 Buffin Road Richmond VA 23231
Montrose Elementary School	2820 Williamsburg Road Richmond VA 23231
Nuckols Farm Elementary School	12351 Graham Meadows Drive Richmond VA 23233
Pemberton Elementary School	1400 Pemberton Road Henrico VA 23238
Pinchbeck Elementary School	1225 Gaskins Road Henrico VA 23238
Ratcliffe Elementary School	2901 Thalen Street Henrico VA 23223
Ridge Elementary School	8910 Three Chopt Road Richmond VA 23229
Rivers Edge Elementary School	11600 Holman Ridge Road Glen Allen VA 23059
Sandston Elementary School	7 Naglee Avenue Sandston VA 23150
Seven Pines Elementary School	301 Beulah Road Sandston VA 23150
Shady Grove Elementary School	12200 Wyndham Lake Drive Glen Allen VA 23059
Short Pump Elementary School	3425 Pump Road Henrico VA 23233
Skipwith Elementary School	2401 Skipwith Road Richmond VA 23294
Springfield Park Elementary School	4301 Fort McHenry Parkway Glen Allen VA 23060
Three Chopt Elementary School	1600 Skipwith Road Henrico VA 23229
Trevvett Elementary School	2300 Trevvett Drive Richmond VA 23228
Tuckahoe Elementary School	701 Forest Avenue Henrico VA 23229
Twin Hickory Elementary School	4900 Twin Hickory Lake Drive Glen Allen VA 23059
Varina Elementary School	2551 New Market Road Henrico VA 23231

Henrico County Schools

<i>School Name</i>	<i>Address</i>
Ward Elementary School	3400 Darbytown Road Richmond VA 23231
Brookland Middle School	9200 Lydell Drive Henrico VA 23228
Elko Middle School	5901 Elko Road Sandston VA 23150
Fairfield Middle School	5121 Nine Mile Road Henrico VA 23223
Holman Middle School	4701 Pouncey Tract Road Glen Allen, VA 23059
Hungary Creek Middle School	4909 Francistown Road Glen Allen VA 23060
Moody Middle School	7800 Woodman Road Henrico VA 23228
Mount Vernon Middle School	7850 Carousel Lane Henrico VA 23294
New Bridge Middle School	5915 Nine Mile Road Henrico VA 23223
Pocahontas Middle School	12000 Three Chopt Road Richmond VA 23233
Quioccasin Middle School	9400 Quioccasin Road Henrico VA 23238
Rolfe Middle School	6901 Messer Road Henrico, VA 23231
Short Pump Middle School	4701 Pouncey Tract Road Glen Allen VA 23059
Tuckahoe Middle School	9000 Three Chopt Road Henrico VA 23229
Wilder Middle School	6900 Wilkinson Road Henrico VA 23227
Deep Run High School	4801 Twin Hickory Road Glen Allen VA 23059
Freeman High School	8701 Three Chopt Road Henrico VA 23229
Glen Allen High School	10700 Staples Mill Road Glen Allen VA 23060
Godwin High School	2101 Pump Road Henrico VA 23238
Henrico High School	302 Azalea Ave. Henrico VA 23227
Hermitage High School	8301 Hungary Spring Road Henrico VA 23228
Highland Springs High School	15 S. Oak Ave. Highland Springs VA 23075
VA Randolph Community High School	2204 Mountain Road Glen Allen VA 23060

Henrico County Schools

<i>School Name</i>	<i>Address</i>
Tucker High School	2910 N. Parham Road Henrico VA 23294
Varina High School	7053 Messer Road Henrico VA 23231
Hermitage Technical Center	8301 Hungary Spring Road Henrico VA 23228
Highland Springs Technical Center	100 Tech Drive Highland Springs VA 23075
Adult Education Center	201 East Nine Mile Road Highland Springs VA 23075
Evening School of Excellence	2204 Mountain Road Glen Allen, VA 23060
General Academic Development	201 East Nine Mile Road Highland Springs VA 23075
Code RVA	3751 Nine Mile Road Henrico VA 23223
Governor's School	3820 Nine Mile Road Henrico VA 23223
Empowerment Academy	5915 Nine Mile Road Henrico VA 23223
Grad/PLC	2915 Williamsburg Road Henrico VA 23231

Attachment H
Sample Export File Layout (tab delimited) – Student Information Record

STUDENTID
SCHOOL_CODE
MODIFIED
STUDENT_NUMBER
LAST_NAME
FIRST_NAME
MIDDLE_NAME
PREFERRED_NAME
LINEAGE
GENDER
BIRTH_DATE
DOCTOR_NAME
DOCTOR_PHONE
HOMEROOM_NUMBER
APARTMENT NUMBER
ADDRESS
CITY
STATE
ZIP_CODE
FULL_NAME_1
RELATION_DESC_1
HOME_PHONE_1
WORK_PHONE_1
WIRELESS_PHONE_1
ALLOWS_TEXT_1
EMAIL_ADDRESS_1
FULL_NAME_2
RELATION_DESC_2
HOME_PHONE_2
WORK_PHONE_2
WIRELESS_PHONE_2
ALLOWS_TEXT_2
EMAIL_ADDRESS_2
EMERGENCY_CONTACT
EMERG_CONTACT_RELATION
EMERG_CONTACT_HOME_PHONE
EMERG_CONTACT_WORK_PHONE
GRADE_LEVEL_CODE
HISPANIC_LATINO_FLAG
AMINDIAN_ALNATIVE_FLAG
ASIAN_FLAG
BLACK_FLAG HAWAIIAN_PACIFIC_ISLANDER_FLAG
WHITE_FLAG
HOMESCHOOL
STUDENT_HOME_PHONE
PREFERRED_LANGUAGE_CODE_1
PREF_LANGUAGE_DESCRIPTION_1
PREFERRED_LANGUAGE_ORAL_1
PREFERRED_LANGUAGE_WRITTEN_1
DENTIST_NAME

Attachment H Continued

DENTIST_PHONE
EMERG_CONTACT2_NAME
EMERG_CONTACT2_RELATION
EMERG_CONTACT2_HOME_PHON
EMERG_CONTACT2_WORK_PHONE
EMERG_CONTACT3_NAME
EMERG_CONTACT3_RELATION
EMERG_CONTACT3_HOME_PHONE
EMERG_CONTACT3_WORK_PHONE
EMERG_CONTACT4_NAME
EMERG_CONTACT4_RELATION
EMERG_CONTACT4_HOME_PHONE
EMERG_CONTACT4_WORK_PHONE
PARENT_SIGNATURE
SIGNATURE DATE

Attachment I
Current import files sent to the vendor for nightly updates

Transportation file that contains bus and route information

Student ID
Stop
Bus Stop Address
Pickup Time
Pickup Location
Drop Off Time
Drop Off Location
Transportation System Route ID
Bus #

Student Profile

HOMESCHOOL_CODE
STD_NUMBER
LAST_NAME
FIRST_NAME
MIDDLE_NAME
GRADE
GENDER
BIRTH_DATE
ACTIVE STATUS
HOMEROOM HOMEROOM_TEACHER
APART_NUMBER
ADDRESS
CITY
STATE
ZIPCODE

Staff Profile

SCHOOL_ID
EMPLOYEEID
USER_EMAIL
FIRST_NAME
LAST_NAME
POSITION
USER_TYPE IS_ACTIVE
LDAP_ENABLED

Student Information Record Updates

STUDENTID
SCHOOL_CODE
STUDENT_NUMBER
LAST_NAME
FIRST_NAME
MIDDLE_NAME
PREFERRED_NAME

Attachment I - Continued

LINEAGE
GENDER
BIRTH_DATE
DOCTOR_NAME
DOCTOR_PHONE
ACTIVE_STATUS
HOMEROOM_NUMBER
APARTMENT_NUMBER
ADDRESS
CITY
STATE
ZIP_CODE
FULL_NAME_1
RELATION_DESC_1
LIVES_WITH_1
CUSTODY_1
HOME_PHONE_1
WORK_PHONE_1
WIRELESS_PHONE_1
ALLOWS_TEXT_1
EMAIL_ADDRESS_1
FULL_NAME_2
RELATION_DESC_2
LIVES_WITH_2
CUSTODY_2
HOME_PHONE_2
WORK_PHONE_2
WIRELESS_PHONE_2
ALLOWS_TEXT_2
EMAIL_ADDRESS_2
EMERGENCY_CONTACT
EMERG_CONTACT_RELATION
EMERG_CONTACT_HOME_PHONE
EMERG_CONTACT_WORK_PHONE
GRADE_LEVEL_CODE
HISPANIC_LATINO_FLAG
AMINDIAN_ALNATIVE_FLAG
ASIAN_FLAG BLACK_FLAG
HAWAIIAN_PACIFIC_ISLANDER_FLAG
WHITE_FLAG HOMESCHOOL
STUDENT_HOME_PHONE PREFERRED_LANGUAGE_CODE_1
PREF_LANGUAGE_DESCRIPTION_1
PREFERRED_LANGUAGE_ORAL_1
PREFERRED_LANGUAGE_WRITTEN_1
MILITARY_CONNECTED
DENTIST_NAME
DENTIST_PHONE
EMERG_CONTACT2_NAME
EMERG_CONTACT2_RELATION
EMERG_CONTACT2_HOME_PHONE
EMERG_CONTACT2_WORK_PHONE
EMERG_CONTACT3_NAME

Attachment I – Continued

EMERG_CONTACT3_RELATION
EMERG_CONTACT3_HOME_PHONE
EMERG_CONTACT3_WORK_PHONE
EMERG_CONTACT4_NAME
EMERG_CONTACT4_RELATION
EMERG_CONTACT4_HOME_PHONE
EMERG_CONTACT4_WORK_PHONE

Homeroom Teacher

HOMESCHOOL_CODE
HOMEROOM
HOMEROOM_TEACHER