



NEWPORT NEWS PUBLIC SCHOOLS PURCHASING DEPARTMENT

12465 Warwick Boulevard
Newport News, VA 23606-3041

Telephone: (757) 591-4525
Fax: (757) 591-4593

NOTICE OF INTENT TO AWARD

RFP #013-0-2025/SB

September 3, 2025

In Response to: **RFP #013-0-2025/SB**

RFP Issue Date: **April 3, 2025**

Description of Work to be furnished: **Document Management Services**

Contractor: **DOMA Technologies, LLC**

Shannon Bailey

Shannon Bailey, VCCO, VCO
Director of Procurement
shannon.bailey1@nn.k12.va.us

RECORDS OF THIS PROCUREMENT ARE NOW AVAILABLE FOR PUBLIC INSPECTION
BY ANY OFFEROR ON THIS RFP.



REQUEST FOR PROPOSALS

Newport News Public Schools
ISSUING OFFICE:

PURCHASING DEPARTMENT
12465 WARWICK BOULEVARD
NEWPORT NEWS, VA 23606-3041
TELEPHONE: (757) 591-4525
FAX: (757) 591-4593

DATE: April 3, 2025

Attention of Offeror is Directed to Section
2.2-4367 to 2.2-4377 Code of Virginia
(Ethics In Public Contracting)

SEALED PROPOSALS will be received in the issuing office above until Opening Date and Opening Time as specified in this solicitation to include any addendums issued by this office. Newport News Public Schools is not responsible for late delivery by U. S. Postal mail or other couriers.

ELECTRONIC PROPOSALS All proposals may be submitted electronically online via eVA until Closing Date and Closing Time as specified in this solicitation including any addenda issued by this office using Offeror's established eVA Supplier Account. The entire proposal response including any /all attachments and any/all addenda must be submitted electronically via eVA, no later than the closing date and time stated in the solicitation posting. Faxed or emailed proposals will not be accepted. Newport News Public Schools is not responsible for late electronic delivery. Offerors are highly encouraged to anticipate and plan for technical or heavy email transmission traffic at the last minute.

All inquiries for information regarding this Request for Proposal should be directed to Shannon Bailey at shannon.bailey1@nn.k12.va.us or 757-591-4525.

COMMODITY: Document Management Services

NIGP CODE: 95882, 92019, 92048, 91844, 20952

PLEASE FILL IN OFFEROR'S NAME & ADDRESS IN THE SPACES PROVIDED BELOW:

THIS IS NOT AN ORDER

RFP ITEM NO.
013-0-2025/SB

PROCUREMENT OFFICER
Shannon Bailey,
VCCO, VCO

CLOSING DATE

May 5, 2025

CLOSING TIME

2:00 pm EST

PRE-PROPOSAL CONFERENCE
OPTIONAL

DATE: April 15, 2025
TIME: 10:00 A.M. EST

THE SCHOOL BOARD OF THE CITY OF NEWPORT NEWS, HEREAFTER REFERRED TO AS NEWPORT NEWS PUBLIC SCHOOLS (NNPS), RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS IN WHOLE OR IN PART AND TO WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATION PROCESS. FURTHER, NNPS RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE ENTIRE CONTENTS OF THIS REQUEST FOR PROPOSAL, ANY ADDENDA, OFFEROR'S PROPOSAL AND NEGOTIATED CHANGES SHALL BE INCORPORATED BY REFERENCE INTO ANY RESULTING CONTRACT.

NNPS DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

DESCRIPTION OF GOODS/SERVICES

Document Management Services

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1___ #2___ #3___ #4___ (Please Initial)

IN COMPLIANCE WITH THIS SOLICITATION, AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO MAKE THIS COMMITMENT MAY RESULT IN PROPOSAL REJECTION.

Authorized Agent

Signature

Type or Print Name

Email Address

Company FEI/FIN#

Phone Number

FAX Number

SPECIFIC LEGAL REQUIREMENTS

ANTI-COLLUSION:

In the preparation and submission of this bid/proposal, said bidder/offeree did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in violation of the Sherman Act (15 U.S.C. Section 1), 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. The undersigned bidder/offeree hereby certifies that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, NNPS has an interest in, or is concerned with, this bid/proposal; and, that no person or persons, firm or corporation other than the undersigned, have, or are, interested in this bid/proposal.

DRUG-FREE WORKPLACE:

During the performance of this contract, the successful bidder/offeree agrees to (i) provide a drug-free workplace for the successful bidder's/offeree'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 successful bidder's/offeree'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 successful bidder/offeree that the successful bidder/offeree 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 successful bidder/offeree or vendor. For the purpose of this section, "drug-free workplace" means a site for the performance or work done in connection with a specific contract awarded to a successful bidder/offeree in accordance with federal law, 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.

EMPLOYMENT DISCRIMINATION BY THE SUCCESSFUL BIDDER/OFFEROR SHALL BE PROHIBITED:

- During the performance of this contract, the successful bidder/offeree agrees as follows:
Bidder/offeree shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any 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 successful bidder/offeree. The successful bidder/offeree agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
Successful bidder/offeree, in all solicitations or advertisements for employees placed by or on behalf of the successful bidder/offeree, shall state that such successful bidder/offeree is an equal opportunity employer.
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.
- Successful bidder/offeree shall include the provisions of the foregoing Subsections 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.

COMPLIANCE WITH STATE LAW; FOREIGN AND DOMESTIC BUSINESSES AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH:

- 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 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 or as otherwise required by law.
- A bidder/offeree organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 will include in its bid or proposal the identification number issued to it by the State Corporation Commission in the space provided below. Any bidder/offeree 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 or as otherwise required by law shall include in its bid or proposal a statement why the bidder/offeree is not required to be so authorized. Bidder/offeree is to include the VA Code reference authorizing the exemption in said statement.
- Any bidder/offeree described in the foregoing Subsection 2. that fails to provide the required information shall not receive an award unless a waiver of this requirement is granted by the Superintendent or designee.
- Any business entity described in the foregoing Subsection 1. that enters into a contract with NNPS shall not allow its existence to lapse or its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract.

Name and Address of BIDDER/OFFEROR:

Date: _____ Authorized Signature: _____

Printed Name: _____ Title: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Federal Tax Identification Number/Social Security Number: _____

State Corporation Commission Identification Number: _____

Is bidder/offeree a "minority" business? ☐ Yes ☐ No

If yes, please indicate the "minority" classification below:

☐ African American ☐ Hispanic American ☐ Native American ☐ Asian American ☐ Other; Please Explain:

Service Disabled Veteran? ☐ Yes ☐ No

Service Disabled Veteran Business? ☐ Yes ☐ No

No Woman Owned? ☐ Yes ☐ No

Small Business? ☐ Yes ☐ No

Faith-Based Organization? ☐ Yes ☐ No

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The following shall be submitted as part of your RFP submission:

- **Pricing Schedule (Must submit with proposal)**

I. PURPOSE

The purpose of this RFP is to solicit sealed proposals from qualified Offerors to provide Document Management Services to Newport News Public Schools (hereinafter referred to as NNPS) Departments, focusing on transfer and continued scanning of school division records. NNPS desires the contacted services to begin as quickly as possible within the logistic needs of both NNPS and the Contractor on or after July 1, 2025.

NNPS invites any qualified Offeror to submit a proposal. Offerors responding to this request must be responsible, regularly and practically engaged in providing the services requested in this RFP and possess ample resources for doing this work. Currently NNPS utilizes DOMA Technologies LLC for document storage services.

A. BACKGROUND

NNPS is the ninth largest school district in the Commonwealth. NNPS is an urban school system educating approximately 29,786 students. NNPS is a school system educating children in 3 early childhood centers, 24 elementary schools, 7 middle schools, 5 high schools, 1 middle/high combination school. NNPS also provides programs for at-risk students in addition to special education programs. A listing of NNPS and its locations may be accessed via NNPS official website at <http://sbo.nm.k12.va.us/schools>. NNPS employees approximately 4,688 employees in a variety of educational, managerial, professional, technical, clerical, service and maintenance positions.

B. STATEMENT OF NEEDS

- A. The Offeror is requested to provide processes and pricing for hard copy document scanning, software to process the former and future documents to be incorporated into the document management system.
- B. The Offeror should provide an overall pricing with multiple departments and individual department pricing.
- C. The Offeror is requested to provide processes and pricing for continued storage of electronic documents.
- D. The offeror explains how an employee can have viewer access to records. Just as an employee requesting to view their file.
- E. The offeror explains if they utilize cloud storage.
- F. Offeror is requested to provide information on industry best practices used for imaging, document management, and workflow in a single system for typical files located in Human Resources (personnel, benefits, compensation records, etc.)
- G. Newport News Public Schools is requesting information on systems (software and hardware) that are scalable and provide enhanced inter-operability, and integration with other systems that are already in place at NNPS such as MUNIS our current financial and human resources module, Synergy our student information system, Frontline, our evaluation software, and any other systems from other departments.
- H. Offeror is requested to help NNPS focus on improved records management, retention, indexing, workflow, and document access.
- I. Offeror is requested to focus on the need NNPS has to improve records management, retention, indexing, workflow, document access, and retrieval of documents created and utilized by NNPS. The goal is to implement a system that stores digital images quickly and effectively for archival permanency and to migrate the information to other mediums (hardware or software) in the future as technology changes for the full retention of a record and be able to remove records by date, type or number range.
- J. F The project will have three phases:
 - Implement a comprehensive system (software and hardware) that stores digital (ICR) (OCR) images quickly and effectively for archival permanency and to be able to migrate the information to other mediums (hardware or software) in the future as technology changes for the full retention of a record and be able to remove records by date, type or number range. This system should have at a minimum the capability to establish workflow, Web access, audit trail, agenda manager, quick link, auto sort, tagging and folders, data compression and any other tools that improve records management.
 - i. Phase 1: Indexing Human Resources: indexing options requested are Social Security Number, Employee ID Number, Last name, First name and status (active/inactive. NNPS requests documents be stored/retrieved under various fields as designed by the user. For example: Benefits, Contracts...etc.
 - ii. Phase 2: Indexing Student Records Assign appropriate index labels for this department. Phase 3: Indexing Transportation Assign appropriate index labels for this department. Phase 4: Indexing Payroll. Assign index labels that are appropriate for this department.
- K. Offeror is requested to provide on-site initial training and ongoing training and support as required by NNPS.

- L. Offeror is requested to provide software that will be supported into perpetuity with updates as required to enable the document management system to maintain functionality' conformance with all Commonwealth of Virginia Laws and Regulations. Offeror is also requested to ensure software will have an evolution capacity to advance as file types/storage change to accommodate current and future technological innovations/file types.
- M. Offeror is requested to ensure all processes from hard copy scanning to electronic storage and eventual electronic file destruction is done in cooperation with the Library of Virginia and is in compliance with all applicable laws and regulations of the Commonwealth of Virginia as current and evolved.
- N. Offeror is requested to provide all off-site processes be performed within the USA.
- O. Offeror is requested to provide method of off-site storage for stored NNPS content.
- P. Offeror is requested to ensure all software; hardware and training comply with any federally mandated requirements.
- Q. Offeror is requested to model a proposed timeline for the completion of document project as described.
- R. Offeror is requested to provide an operational service level agreement at 99.5% or greater and maintenance response time of no greater than two (2) hours from placement of service call.
- S. Offeror is requested to provide and offer NNPS the most energy-efficient hardware and the opportunity to upgrade as hardware efficiency increases.
- T. Offeror is requested to detail an emergency preparedness plan optimized for NNPS.
- U. Offeror is requested to address Wi-Fi access of document management system.
- V. Offeror is requested to ensure the proposed software can import MUNIS data, Frontline, DOMA, other systems, or can import from Microsoft Office Excel.
- W. Offeror is requested to outline emergency preparedness and response times.
- X. Offeror is requested to include relevant experience with school systems of like size to NNPS.
- Y. Offeror is requested to provide pricing for concurrent licenses and unlimited licenses, specify licenses when pricing accordingly.
- Z. Offeror is requested to provide pricing for any additional services listed in this RFP and services commonly required by organization like NNPS and optional recommended service that bring added value.
- AA. Offeror is requested to provide descriptions/pricing for models of total suite acquisition and module purchases with description of each module, availability to procure separately. A description of cost advantage or disadvantage should be included with each method of purchase.
- BB. Offeror is requested to provide all available levels of document preparation/assembly and quality assurance and reassembly and pricing for each level.
- CC. Offeror is to list all phases that will be outsourced and qualifications required by personnel performing said services.
- DD. Offeror is to provide overview of business process management including addressing ability to designate a destruction date for files.
- EE. Offeror is requested to provide costs for mutually agreed upon out of scope services or changed scope of services. BB. Offeror is requested to provide type of back up process and location of each.

I. SPECIAL INSTRUCTIONS TO THE OFFEROR:

A. Definitions:

1. Issuing Office:

Wherever used in this Request for Proposal, Issuing Office will

be:

Shannon Bailey, VCCO, VCO

Director of Procurement

Newport News Public Schools - Purchasing Department

12465 Warwick Boulevard

Newport News, VA 23606-3041

Phone: (757) 591-4560

Fax: (757) 591-4593

Email: shannon.bailey1@nn.k12.va.us

2. NNPS Contract Administrator:

Wherever used in this Request for Proposal and for purposes of any notices under this contract, the NNPS Contract Administrator will be:

Catherine Westphal
Employment Supervisor, Human Resources
Newport News Public Schools –
Newport News, VA 23606-3041
Phone: (757) 881-5061 ext. 56107
Fax: (757) 597-2967
Emails: catherine.westphal@nn.k12.va.us

B. Contact with NNPS Staff, Representatives, and/or Agents:

Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Director.

C. Offerors of Record:

Offerors receiving a copy of this RFP from a source other than the Issuing Office via the www.eva.virginia.gov web site must contact the Issuing Office and provide Offeror's name, address, contact person, telephone and fax number, and the RFP Item Number. Offerors will be added to the eVA plan holders' list and will receive notification of any addenda to the RFP.

D. Optional Pre-proposal Conference:

An optional Pre-proposal conference will be held via the following Zoom link on **April 15, 2025 at 10:00 AM EST** to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference or any other source that may affect the responses to the Proposal will be formally addressed by the Issuing Office via addenda. Attending this conference is optional.

Topic: Pre-Proposal Conference - Document Management Services

Time: Apr 15, 2025 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://nn-k12-va-us.zoom.us/j/87363447680?pwd=rbtXlYBxMJNQgBRxYmV5HnQhF3zxea.1>

Meeting ID: 873 6344 7680

Passcode: 266510

E. Questions:

Submit questions regarding this Request for Proposals in writing or by telephone to the Issuing Office at shannon.bailey1@nn.k12.va.us no later than **3:00PM on April 18, 2025**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the proposal documents.

Offeror is responsible for checking the www.eva.virginia.gov web site or contacting the Issuing Office within 48 hours prior to proposal deadline to secure any addenda affecting this RFP.

F. Changes or Modifications:

Changes or modifications to this Request for Proposals made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Acknowledge receipt of addenda in the space provided on the cover page of this Request for Proposals. Oral modifications shall not form a part of the Proposal documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

G. RFP Closing

Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the closing date and time shown on the cover page of this Request for Proposal. Proposals received after the specified date and time (time stamped 2:01 pm or later) will not be considered and will be returned to the Offeror unopened.

H. Proposal Submittal Requirements:

1. Each Proposal submission shall be submitted to the Issuing Office and will include the following documents:
 - a. The cover page of this Request for Proposals, which will contain:
 - (1) Original signature of an agent authorized to bind the company;
 - (2) Requested contact information;
 - (3) Company FEI/TIN; and
 - (4) Acknowledgment of any addenda on page one (1); and

- b. Completed and signed anti-collusion/nondiscrimination clauses on page 2;
2. Per the VPPA § 2.2-4303. (Effective January 1, 2025) Methods of Procurement, Newport News Public Schools will now provide an option to submit electronic copies of the requested bid/proposal through electronic means or hard copies/paper submissions. All bids/proposals may be submitted electronically online via eVA using the Bidder's established eVA Supplier Account, in person, or by mail. The entire bid/proposal response including any / all attachments and any / all addenda must be submitted electronically via eVA, in person, or mail no later than the closing date and time stated in the solicitation posting. Faxed or emailed bids will not be accepted.

To learn how to submit an online bid/proposal in eVA please refer to the online supplier training page at:
<https://eva.virginia.gov/supplier-training-materials.html>

The link to the video "Viewing and Responding to Solicitations" can be found on the Supplier Training Materials page at: <https://www.youtube.com/watch?v=KSxcAkOekW0>

It is the responsibility of the Bidder/Offeror to ensure all required attachments are properly completed, readable and uploaded to eVA by the date and time deadline stated on the electronic solicitation posting.

Bidders/Offerors should allow sufficient time to account for any technical difficulties they may encounter during online submission or uploading of documents. In the event of technical difficulties, suppliers should contact eVA Customer Care at 1-866-289-7367 or via email at eVACustomerCare@DGS.Virginia.gov.

3. Offerors are encouraged to submit their proposals on recycled paper and to use double side copying.
4. Proposals must be submitted utilizing the following requirements:
Submit proposals in a sealed envelope or package. Clearly label the shipping/mailing packaging as well as the outside of your sealed envelope or package with the Proposal Item No., Closing Date and Time, and your firm's name and address. **Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer outside of eVA shall not be accepted.**
5. Submit (3) three hard physical copies of the proposal with one (1) electronic copy on a flash drive. In accordance with the Virginia Public Procurement Act, § 2.2-4303, Methods of Procurement, Offerors may submit their electronic proposal copy via eVA prior to the Closing Date and Time, however, NNPS requires three (3) hard physical copies of proposals for committee review purposes.

I. Evaluation of Proposals:

1. After the proposal opening, NNPS will select for further consideration two or more Offerors deemed to be fully qualified and best suited among those submitting proposals based on the Offerors responses to the information requested in this RFP.
2. The following criteria will be used in the evaluation process:
 - a) Offeror's experience in providing the services requested;
 - b) Offeror's capability and skills to perform the services required, to include clearly demonstrated understanding of the proposed work;
 - c) Services to be provided by the Offeror, as described in the Scope of Work.
 - d) Price.
 - e) Exceptions/Alternatives will also be considered. Offerors are strongly encouraged to submit alternative proposals which enhance and include standard and innovated industry practices not included in the scope of work of this RFP.
- Overall proposal rating:
 - Exceptional: The submission exceeds expectations, excellent probability of success, and in achieving all objectives. Very innovative
 - Good: Very good probability of success. Achieves all objectives in reasonable fashion. Acceptable: Has reasonable probability of success. Some objectives may not be met. Poor: Falls short of expectations and has a low probability of success.
 - Unacceptable: Submission fails to meet requirements and the approach has no probability of success.
- Each proposal will be evaluated on the following criteria:

Criteria	Weight (PTS)
Experience and Qualifications	30
Capabilities, Skills, and Services to be Provided	40
Financial Proposal (Price)	25
References	5
Total	100

3. Give a brief description of your organization to include:

Experience-Provide a concise description of all work experienced as they relate to the scope of work outlined herein. Said description should include, but not limited to:

- a. Offeror's established record in providing document management system, as described in this RFP to other school divisions and organizations similar to NNPS.
- b. Number and types of customers the Offeror has completed services comparable services.
- c. Number of years Offeror has been providing these types of services.
- d. A minimum of (5) references for which Offeror has completed services comparable to those described in this RFP. Include references for work performed in an environment comparable to NNPS's. For each reference, detail:
 - Name of firm;
 - Address of firm;
 - Name, title, address, e-mail address, and phone and fax number of a contract for the firm;
 - Number of years Offeror has served the firm; and brief summary of scope of services provided.
 - Information detailing projects of similar scope Offeror is currently engaged in, including;
 - Name of firm;
 - Address of firm;
 - Name, title, address, e-mail address, and phone and fax number of a contract for the firm;
 - Number of years Offeror has served the firm; and
 - Brief summary of scope of services provided.
- e. Other available documentation to verify Offeror's experience.
- f. A statement detailing why the Offeror is the best candidate to provide the NNPS with the services requested in this RFP.

4. Capability and Skill- Describe the qualifications and skills of the organization to provide the services. Said description should provide, but not limit to, the following information:

- a. Background information about the organization, e.g., philosophy, ownership, size, facilities and locations, etc.
- b. Offeror's management structure of the firm-e.g., philosophy, ownership, size, facilities and locations, etc.
- c. Size and location of the office that will serve the NNPS;
- d. Offeror's qualifications to perform the services, including all resources available to Offeror for the performance of the contract.
- e. Qualifications and resumes of the team and other employees who will be managing and performing the services under this contract.
- f. Name, title, address, and e-mail address, phone and fax numbers, and work hours of the Offeror's Contract Representative for the following functions:
 - Contact for prompt contract administration upon award of the contract;
 - Contact during the period of evaluation
 - Authorized agent to accept any notices provided for in this contract.
- g. Indicate the type of organization you represent, ie. Individual, partnership or corporation. If the Offeror is
- h. Corporation, list the names of the President, Vice-President, Secretary, Treasurer and all principals. If the Offeror is a partnership, include the names of all principals or partners.
- i. A detailed history of all mergers or acquisitions.
- j. A copy of the certificate verifying the firm is registered to do business in the Commonwealth of Virginia.
- k. A detailed list of Offeror licenses held, including license class and number.
- l. Offeror's Current financial condition. Provide supporting documentation and audited annual reports for the past three (3) years. If the company is privately held, supply sufficient information to document the company's financial status and capability to perform under this contract. Include any financial ratings held by

- the firm.
- m. If Offeror intends to subcontract any part of the work under this contract, indicate services to be subcontracted and subcontractor(s) to provide said services.
5. **Services to be Provided-** Provide a detailed description of the services to be provided under this contract. Said description is to address, at a minimum:
- a. An introduction- An overview of Offeror's understanding of the scope of work and services to be provided.
 - b. Best practice approaches to providing services to NNPS that enhances efficiency and effectiveness. Innovative solutions will be considered by NNPS.
 - c. EACH of the Specific Requirements set forth under the Scope of work specified in this RFP to include the level of warranty provided with the materials and labor provided under the contract by Offeror and its subcontractors.
 - d. Describe offeror's response time for standard and emergency service requests. Include offeror's response time from initial request to time of resolution.
 - e. A detail of any assistance, equipment, or other items the Offeror will require the NNPS to furnish under this contract.
 - f. A statement explaining why the Offeror's proposed solution would be the most advantageous to the NNPS.
 - g. Describe the one attribute that places the Offeror ahead of the competition.
6. **Price**
- a. Complete and submit with the proposal the proposed pricing.
 - b. Offeror must provide any additional pricing information or alternative pricing structures to be offered in a separate attachment and include it in its proposal.
 - c. Offeror's prices will be subject to negotiations.
 - d. After negotiations and award of this contract, Successful Offeror's pricing for the services provided under this contract shall be a firm fixed-price during the term of the contract. Any proposed increases in price will only take effect during the contract term following the request for price increase. The request for price increase must be submitted by Contractor at least sixty (60) days prior to the start of the new term and is limited to the percentage increase documented in the CPI for the 12-month period immediately preceding the request.
7. **References**
- Include a minimum of three (3) references for which the Offeror has completed services comparable to those described herein. Include references for work performed in an environment comparable to NNPS. For each reference detail the following:
- Name and Address of Firm
- Name, title, address, email address, phone number and fax of a contact for the firm
- Number of years Offeror has severed the firm
- Brief summary of scope of services provided
- Information detailing project of similar scope that the Offeror is currently engaged in; to include name and address of firm, name, title, address email address, and phone number of contacts within firm
8. Exceptions/Alternatives- Detail any exceptions taken to the Scope of work and Terms and Conditions sections of this RFP. For each exception, specify the RFP page number, section number, and the exception taken. Offeror is not to incorporate its standard contract document into its proposal, by reference or in full text, without listing each exception it represents to the terms and conditions of the RFP, as described in the Exceptions/Alternatives section of this RFP. Offerors are strongly encouraged to submit alternative proposals which enhance and include standard and innovated industry practices not included in the scope of work of this RFP.
 9. Based on the initial evaluation, NNPS may request the selected Offerors to make oral presentations. Thereafter, NNPS will conduct negotiations with each of the selected short-listed Offerors. Individuals representing the Offeror during negotiations shall have the authority to negotiate and contractually bind the company to a contract.
 10. After negotiations are completed, NNPS will select the Offeror who, in NNPS's opinion, has made the best proposal and shall award the contract to that Offeror (referred to in this RFP as the Successful Offeror). Should NNPS 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.
 11. NNPS is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

J. Presentation/Demonstration:

If in NNPS's opinion, vendor presentations or demonstrations of the Offeror's proposed system's features and capabilities are warranted, NNPS will notify the appropriate vendors. Such presentation or demonstration will be at an NNPS site at a date and time mutually agreed to between NNPS and Offeror and will be at the Offeror's expense.

K. Preparation of Proposals:

In presenting their proposals, Offerors are encouraged to be thorough in addressing the Statement of Needs, the Preparation of Proposal Guidelines, and the Proposal Submittal Requirements as outlined in this RFP.

To facilitate the NNPS's evaluation of Offeror's proposal, Offeror is to number all pages of its proposal and provide tabs listing the evaluation criteria indicated above. Offerors should be completely responsive to this RFP, be able to conform to the terms and conditions provided, herein, and provide responses to the evaluation criteria outlined, below. Offeror should not incorporate its standard contract document into its proposal, by reference or in full text, without listing each exception it represents to the terms and conditions of this RFP, as described in the Exceptions/Alternatives section of this paragraph.

Offerors are encouraged to provide thorough and detailed information regarding the product and services being offered, based on the details provided, below.

L. Cost of Responding:

This solicitation does not commit NNPS to pay any costs incurred by the Offeror or any other party in the preparation and/or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is NNPS obligated to procure or contract for such services.

III. GENERAL TERMS AND CONDITIONS

A. Contract Document:

This RFP, its addenda, Successful Offeror's proposal, any additional information requested, and negotiated changes and will constitute the final contract hereafter referred to as this "contract". These documents will be incorporated by reference into the NNPS purchase order awarding this contract. This contract shall be governed by the contract documents in the following order of precedence:

- 1) This RFP document;
- 2) Any negotiated changes to the foregoing documents; and
- 3) Offeror's proposal

B. Proposal Binding For One-hundred Twenty (120) Days:

Offeror agrees that its Proposal shall be binding and may not be withdrawn for a period of one-hundred (120) calendar days after the scheduled closing date of this Request For Proposals.

C. Proprietary Information/Non-Disclosure:

Offeror is advised that the Virginia Public Procurement Act (Section 2.2-4342, Code of Virginia, 1950 as amended) shall govern public inspection of all records submitted by Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, Offeror shall:

1. Invoke the protections of this section prior to or upon submission of the data or other materials,
2. Provide a statement that identifies the data or other materials to be protected and that states the reasons why protection is necessary.
3. Submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "PROPRIETARY".
4. Information submitted that does not meet the above requirements will be considered public information in accordance with State statutes.
5. NNPS reserves the right to submit such information to the NNPS attorney for concurrence of the Offeror's claim that it is in fact proprietary.
6. References to the proprietary information may be made within the body of the Proposal; however, all information contained within the body of the Proposal shall be public information in accordance with State statutes.
7. Trade secrets or proprietary information submitted by an Offeror in conjunction with this RFP is not subject to public disclosure under the Virginia Freedom of Information Act (VFOIA).
8. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.
9. An all-inclusive statement that the entire Proposal is proprietary is unacceptable. A statement that Offeror's costs and/or Proposal pricing are to be protected is unacceptable. Offeror will be requested to remove any such statement(s) in order to be eligible for further consideration.

D. Contract Modification(s)

After award, any and all modifications to this contract shall be mutually agreed to by both parties, in writing, and authorized by the NNPS Purchasing Agent or his designee via issuance of a change order (purchase order).

F. Offeror Obligation:

Offeror shall carefully examine the contents of this Request for Proposals and any subsequent addenda. Failure to do so shall not relieve the Successful Offeror of its obligation to fulfill the requirements of any contract awarded as a result of this RFP.

G. Conditions of Work:

Offeror shall inform itself fully of the conditions relating to services required herein. Failure to do so will not relieve a Successful Offeror of the obligation to furnish all goods and/or services necessary to carry out the provisions of this contract.

a. Prime Contractor:

If in its performance of this contract, Successful Offeror supplies goods or services by or through another party or subcontractor, Successful Offeror agrees that:

1. Successful Offeror shall act as the prime contractor for the goods and services to be provided under contract and shall be the sole point of contact with regard to all obligations under this contract.
2. Successful Offeror represents and warrants that Successful Offeror has made third parties or subcontractors aware of the proposed use and disposition of the other party's products or services, and that such other party has agreed in writing that it has no objection and that NNPS is not liable to such third parties or subcontractors for any work performed under this contract.
3. The use of subcontractors and the work they perform must receive the prior written approval of NNPS. NNPS will designate a Contract Administrator to approve such work.
4. Successful Offeror shall be solely responsible for all work performed and materials provided by subcontractors.
5. Successful Offeror shall be responsible for the liability of subcontractors for the types and limits required of the Successful Offeror under this contract.

b. Subcontractors:

Contractor's use of subcontractors and the work they are to perform must receive written approval from the Contract Administrator at least ten (10) calendar days prior to the work being performed. Contractor shall be solely responsible for all work performed and materials provided by subcontractors. Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

c. Non-Assignment:

Successful Offeror shall not assign its rights and duties under this Agreement without the prior written consent of the NNPS Contract Administrator.

d. Antitrust:

Any perceived anti-trust violation will be reported to the State Attorney General for possible enforcement of anti-trust laws.

e. Anti-collision/Nondiscrimination Requirements Form:

The attached "Anti-collision/Nondiscrimination Requirements" form, on page 2 of this RFP, shall be executed by Offeror and is to be submitted with Offeror's Proposal. The requirements set forth on said form shall be considered to be binding terms and conditions in any contract resulting from this RFP. A contract will not be awarded to an Offeror who has not signed the anti-collision/nondiscrimination statement.

f. Hold Harmless/Indemnification:

It is understood and agreed that Successful Offeror hereby assumes the entire responsibility and liability for any and all material damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Successful Offeror, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Successful Offeror agrees to indemnify and hold harmless NNPS and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Successful Offeror or those for whom Successful Offeror is legally liable. Upon written demand by NNPS, Successful Offeror shall assume and defend at Successful Offeror's sole expense any and all such suits or defense of claims made against NNPS, its agents, volunteers, servants, employees or officials.

g. Notices:

All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) NNPS business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

To NNPS: NNPS Contract Administrator as designated in this RFP.

To Successful Offeror: Successful Offeror's Contract Administrator as defined in Successful Offeror's Proposal. Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

h. Non-Performance:

1. Delivery Delays: NNPS reserves the right to procure goods and/or services to be provided under this contract from other sources in the event Successful Offeror fails to deliver such goods and/or service deliverables in accordance with delivery dates and time frames set forth in this contract.

2. Unacceptable Deliveries (Rejections): Upon notification by NNPS that goods and/or service deliverables provided by the Successful Offeror under this contract are damaged and/or not of the quality specified by NNPS, such goods and/or service deliverables will be rejected. Successful Offeror shall replace such rejected goods and/or service deliverables immediately or within a reasonable time as determined by NNPS.

3. Successful Offeror shall remove all rejected materials, equipment or supplies from the premises of NNPS within ten (10) days of notification. Rejected goods and/or service deliverables not removed from NNPS' premises within ten (10) days will be regarded as abandoned, shall become the property of NNPS, and NNPS shall have the right to dispose of such items.

4. NNPS reserves the right to authorize immediate purchase from other sources against rejections.

5. Liability: Successful Offeror shall be liable to NNPS for all costs incurred by NNPS as a result of Successful Offeror's failure to perform in accordance with the contract. Successful Offeror's liability shall include, but not be limited to:

a. Damages and other delay costs, to include costs to procure goods/services from alternate suppliers.

b. Increased costs of performance, such as extended overhead and increased performance costs resulting from performance delays caused by Successful Offeror and/or rejections of Successful Offeror's goods and/or service deliverables.

c. Warranty and rework costs, liability to third party, excess costs, attorney's fees and related costs incurred by NNPS due to nonresponsive performance of Successful Offeror.

i. Termination Without Cause:

NNPS may at any time, and for any reason, terminate this Contract by written notice to Successful Offeror specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to Successful Offeror by certified mail/return receipt requested, addressed to the Successful Offeror's Contract Administrator. In the event of such termination, Successful Offeror shall be paid such amount as shall compensate Successful Offeror for the work satisfactorily completed, and accepted by NNPS, at the time of termination. If the event NNPS terminates this Contract, Successful Offeror shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to NNPS any work completed or in process for which payment has been made.

j. Termination With Cause/Breach:

In the event that Successful Offeror shall for any reason or through any cause be in default of the terms of this Contract, NNPS may give Successful Offeror written notice of such default by certified mail/return receipt requested, addressed to the Successful Offeror's Contract Administrator. Unless otherwise provided, Successful Offeror shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of the Successful Offeror to cure the default, NNPS may immediately cancel and terminate this Contract as of the mailing date of the default notice. Upon termination, Successful Offeror shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to NNPS any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by NNPS and provisions herein with respect to opportunity to cure default shall not be applicable.

k. Breach of Contract:

Successful Offeror shall be deemed in breach of this contract if the Successful Offeror: Fails to comply with any terms of this contract;

Fails to cure such noncompliance within ten (10) calendar days from the date of the NNPS written notice or such other time frame, greater than ten (10) calendar days, specified by the NNPS Contract Administrator in the notice.

Fails to submit a written response to NNPS's notification of noncompliance within ten (10) calendar days after the date of the NNPS notice.

All notices under this contract shall be submitted, either by fax or certified mail, return-receipt requested, to the respective contract administrator. Successful Offeror shall not be in breach of this contract as long as its default was due to causes beyond the reasonable control of and occurred without any fault or negligence on the part of both the Successful Offeror and its subcontractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of NNPS in its sovereign capacity, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes.

l. Applicable Law:

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

m. Compliance With All Laws:

Successful Offeror shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. Successful Offeror represents that it possesses all necessary licenses and permits required to conduct its business and/or will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Successful Offeror is a corporation, Successful Offeror further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions. All City of Newport News business license, personal property, real estate and other applicable tax requirements shall be met by Successful Offeror.

n. Venue:

Venue shall be in the Circuit Court of the City of Newport News, Virginia, and the United States District Court for the Eastern District of Virginia, Norfolk Division, compliant with applicable laws and regulations, as deemed appropriate by NNPS.

o. Severability:

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.

V. Non-Appropriation of Funds:

It is understood and agreed between the parties herein that NNPS shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, NNPS shall immediately notify the Successful Offeror of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to NNPS of any kind whatsoever.

W. Tax Exemption:

NNPS is exempt from federal excise tax and from all State and local taxes. Successful Offeror shall not include such taxes in any invoices under this agreement. Upon request, NNPS will furnish the Successful Offeror with tax exemption certificates or the NNPS tax exempt number.

X. Vendor's Invoices:

Successful Offeror shall submit to NNPS all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the Products and Services required under this contract. Invoices shall not include any costs other than those identified in the executed NNPS purchase order awarding this contract or any subsequent change orders issued by the NNPS Purchasing Division. All shipping costs are the Successful Offeror's responsibility, except to the extent such charges are identified in the executed NNPS purchase order or change orders. Successful Offeror's invoices shall provide at a minimum; Type and description of the Product or Service installed, delivered and accepted, Serial numbers, if any; Quantity delivered; Charge for each item; Extended total (unit costs x quantity); This RFP number and the NNPS Purchase Order Number.

Y. Contractual Disputes:

Any dispute concerning a question of fact as a result of a contract with NNPS which is not disposed of by agreement shall be decided by the NNPS Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to

the contractor within thirty (30) days. The decision of the NNPS Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

Z. Warranty/Guarantee:

Successful Offeror guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by NNPS. To furnish adequate protection from damage for all work and to repair damages of any kind for which Successful Offeror or Successful Offeror's workmen are responsible, to the building or equipment, to Successful Offeror's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Successful Offeror free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). Successful Offeror shall make any such replacement immediately upon receiving notice from NNPS.

AA. Payment Terms:

To be eligible for payment, all labor, equipment and materials covered under Successful Offeror's invoice must be completed and accepted by NNPS. NNPS agrees to make payments under this contract within thirty (30) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due NNPS under the terms of this or any other agreement may be applied against Successful Offeror's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between NNPS and Successful Offeror regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any Product or Service or the accuracy or correctness of any invoice. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of Proposals. All other payment terms shall be net thirty

(30) calendar days or greater. Payment terms not specified by Offeror shall be Net 45 days.

Special Educational or Promotional Discounts

Successful Offeror shall extend any special educational or promotional sale prices or discounts immediately to NNPS during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

BB. Prompt Payment:

NNPS will promptly pay for completed, delivered goods or services accepted under this Contract by the payment date established. The required payment date will be either: (i) the date on which payment is due under the terms of this Contract for the provision of the goods or services; or (ii) if a date is not established by this Contract, not more than forty-five (45) days after goods or services are received or not more than forty-five (45) days after the invoice is rendered, whichever is later.

Within twenty (20) days after the receipt of the invoice or goods or services, NNPS shall notify the supplier of any defect or impropriety that would prevent payment by the payment date. Should NNPS fail to pay the Contractor by the pay date, finance charges may be assessed by the Contractor. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of one percent (1%) per month. This will not apply to late payment provisions in any public utility tariffs or public utility negotiated Contracts. Contractor 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.

In cases where payment to Contractor is made by mail, the date of postmark shall be deemed to be the date payment is made for purposes of this Contract.

Individual Contractors shall provide to NNPS their social security numbers and proprietorships, partnerships, and corporations to provide their federal employer identification numbers.

Within seven (7) days after Contractor receives payment from NNPS, Contractor shall take one or more of the following actions:

1. Pay all subcontractors for the proportionate share of the total payment received from NNPS attributable to the work performed by the subcontractors under this Contract;
2. Notify NNPS and all affected subcontractors, in writing, of Contractor's intention to withhold all or a part of each affected subcontractor's payment including the reason for nonpayment.
3. Pay interest to the subcontractor on all amounts owed by the Contractor that remain unpaid after (7) seven days following receipt

by the Contractor of payment from NNPS for work performed by the subcontractor under that Contract, except for amounts withheld, as allowed in #2 above.

A Contractor's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in this section shall not be construed to be an obligation of NNPS. A Contract modification will not be made for the purpose of providing reimbursement by NNPS for interest charges owed by Contractor. A cost reimbursement claim to NNPS shall not include any amounts for reimbursement of interest charges owed by Contractor.

CC. Payment by Electronic Funds Transfer (EFT)

(a) Method of payment.

(1) All payments by Newport News Public Schools (NNPS) under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event NNPS is unable to release one or more payments by EFT, the Contractor agrees to either—

- (i) Accept payment by check or some other mutually agreeable method of payment; or
- (ii) Request NNPS to extend payment due dates until such time NNPS makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractor's EFT information.

(1) The Contractor is required to provide NNPS with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the NNPS Accounting Department (hereafter referred to as "Accounting") by no later than 15 days prior to submitting of the first request for payment. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the Accounting.

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to Accounting.

(c) Mechanisms for EFT payment. NNPS may make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association

(d) Suspension of payment.

(1) The NNPS is not required to make any payment under this contract until after receipt, by Accounting, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract.

(2) If the EFT information changes after submission of correct EFT information, NNPS shall begin using the changed EFT information no later than 30 days after its receipt by Accounting to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by Accounting. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because NNPS used the Contractor's EFT information incorrectly, NNPS remains responsible for—

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of NNPS' release of the EFT payment transaction, and—

- (i) If the funds are no longer under the control of Accounting, NNPS is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or
- (ii) If the funds remain under the control of Accounting, NNPS shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to Accounting, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that

shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to NNPS, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. NNPS is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) Payment information. Accounting shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. NNPS may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods Accounting is capable of executing.

However, NNPS does not guarantee that any particular format or method of delivery is available and retains the latitude to use the format and delivery method most convenient to NNPS. If NNPS makes payment by check in accordance with paragraph (a) of this clause, NNPS shall mail the payment information to the remittance address in the contract.

(j) EFT information. The Contractor shall provide the following information to Accounting. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement identification number).

(2) The Contractor's name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

(5) The Contractor's account number and the type of account (checking, saving, or lockbox).

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractor's financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

NNPS Accounting Department Designated Contact:

Accounting Department

NNPS Administration Building

12465 Warwick Blvd.

Newport News, Virginia 23606

Tel: (757)591- 4513

Kimberly Powell, Accounting Supervisor_

Kimberly.Powell1@nn.k12.va.us

DD. Audits:

NNPS shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Contract (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Successful Offeror, including, but not limited to those kept by Successful Offeror, its employees, agents, assigns, successors and subcontractors. Successful Offeror shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to NNPS, through its employees, agents, representatives, contractors or other designees, during normal business hours at Successful Offeror's office or place of

business in Newport News, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Newport News, Virginia, which is convenient for NNPS. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which NNPS may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

EE. Notice of Award:

Any contract resulting from this RFP will be publicly posted for inspection in the NNPS Purchasing Department, 12465 Warwick Boulevard, Newport News, Virginia as well as www.eVa.virginia.gov.

FF. Award:

NNPS intends to award a contract to a fully qualified Offeror submitting the best proposal based on the criteria set forth herein and as determined by NNPS in its sole discretion. At NNPS' sole discretion, NNPS may reject any or all proposals in whole or in part if

such action is determined to be in NNPS’ best interest. NNPS reserves the right to enter into any contract deemed to be in its best interest, including the award of this contract to more than one contractor.

GG. Disposition of Proposals:

All materials submitted in response to this RFP will become the property of the NNPS. One (1) copy of each proposal will be retained for official files, will become a matter of public record after award of the contract, and will be open to public inspection subject to the Proprietary Information/Disclosure section of this RFP.

HH. Non-Exclusivity:

NNPS reserves the right to procure goods or services covered under this contract from a third party when, in NNPS’ sole discretion, it is deemed to be in NNPS’ best interest.

M. SPECIAL TERMS AND CONDITIONS

a. Contract Term:

This contract term shall be for six (6) years, commencing on the date of award.

b. Contract Extension:

This contract may be extended upon mutual agreement of both parties for four (4) additional, one-year periods, upon the same prices, terms, and conditions set forth in the negotiated contract resulting from this RFP.

c. Time is of the Essence:

Time is of the essence in this Contract. Successful Offeror expressly acknowledges that in the performance of its obligations, NNPS is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Successful Offeror and may sustain substantial losses by reason of untimely performance.

d. Insurance:

- 1. Contractor shall submit to the NNPS Contract Administrator certificates of insurance, prior to beginning work under the Contract and no later than ten (10) days after award of the Contract.
- 2. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to Owner, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the Owner or to the extent permitted by Virginia law.
- 3. The certificates of insurance shall list NNPS, 12465 Warwick Boulevard, Newport News, Virginia, 23606-0130, as the additional insured for the specified project as outlined in this IFB. Copies of actual endorsements to the policy shall be required to confirm any special request, such as, additional insured status. A COI shall not be issued or delivered that gives the impression there are coverage terms the referenced policy does not specifically provide.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY THE OWNER SHOULD ANY POLICY BE CANCELLED. FAILURE TO NOTIFY THE OWNER SHALL CONSTITUTE A MATERIAL BREACH OF THE CONTRACT.

4. Insurance shall be maintained during the entire term of the contract and shall be of the following forms and

limits: <u>Forms</u>	<u>Limits</u>
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability,	\$1,000,000 Combined Single
Limit including Contractual Liability and	
Products and Completed	
Operations Coverage	
Miscellaneous Errors and Omissions	\$1,000
,000 with Intellectual Property Rights	
Coverage, Including Copyright Infringement	
Umbrella/Excess Liability	\$5,000,000

The establishment of minimum limits of insurance by Owner does not reduce or limit the liability or responsibilities of the Contractor.

e. Unauthorized Disclosure of Information:

Successful Offeror shall assume the entire responsibility and liability for any and all damages caused by or resulting from or arising out of the negligent or willful unauthorized disclosure of confidential information on the part of the Successful Offeror, its subcontractors, agents or employees under or in connection with this contract. The Successful Offeror shall save harmless and indemnify NNPS and its agents, volunteers, servants, employees and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with, any and all such unauthorized disclosures, real or alleged. The Successful Offeror shall, upon written demand by NNPS, assume and defend, at the Successful Offeror's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information.

Any negligent or willful unauthorized disclosure of confidential information on the part of the Successful Offeror, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. NNPS may proceed by appropriate court action, including seeking injunctive relief, to prevent continuing unauthorized disclosures, and Successful Offeror shall save harmless and indemnify NNPS for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

f. Using Entities/Regional /Cooperative Contracts

This solicitation was issued in accordance with Code of Virginia §2.2-4304 on behalf of the members of the Southeastern Virginia Governmental Purchasing Cooperative (SVGPC), as well as other public bodies, governmental jurisdictions and school divisions. In the event these entities opt to participate under any contract awarded as a result of this solicitation, each will enter into a separate contract directly with the Successful Offeror or Offerors, incorporating all terms and conditions set forth in this contract, including incorporated best and final offers. Each entity will be responsible for the contract administration of its contract directly with the Contractor. NNPS assumes no authority, liability or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this solicitation. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the solicitation response.

g. CERTIFICATION REGARDING DEBARMENT

This is to certify that this person/firm/corporation is not now debarred by the Federal Government or by the Commonwealth of Virginia or by any other state, or by any town, city, or county, from submitting Bids on contracts for construction covered by this solicitation, nor are they an agent of any person or entity that is now so debarred.

Name of Official

Title

Firm or Corporation

Date

h. Copyright/Patent Indemnity:

Successful Offeror shall pay all royalty and license fees relating to the items covered by this contract. In the event any third party shall claim that the manufacture, use and sales of the goods supplied under this contract constitute an infringement of any copyright, trademark, or patent, the Successful Offeror shall indemnify NNPS and hold NNPS harmless from any cost, expense, damage or loss incurred in any manner by NNPS on account of any such alleged or actual infringement.

i. Data Security Clauses

1. Network Security. Vendor agrees at all times to maintain network security that at a minimum includes: network firewall provisioning, intrusion detection, and regular (three or more annually) third party vulnerability assessments. Likewise, Vendor agrees to maintain network security that conforms to generally recognized industry standards (see “11. Industry Standards”) and best practices that Vendor then applies to its own network.
2. Application Security. Vendor agrees at all times to provide, maintain and support its Software and subsequent updates, upgrades, and bug fixes such that the Software is, and remains secure from those vulnerabilities as described in:
 - a) The Open Web Application Security Project’s (OWASP) “Top Ten Project” -see <http://www.owasp.org>; or
 - b) The CWE/SANS Top 25 Programming Errors -see <http://cwe.mitre.org/top25/> or <http://www.sans.org/top25-programming-errors/>; or
 - c) Other generally recognized and comparable industry practices or standards.
3. Data Security. Vendor agrees to preserve the confidentiality, integrity and accessibility of NNPS data with administrative, technical and physical measures that conform to generally recognized industry standards (see “11. Industry Standards”) and best practices that Vendor then applies to its own processing environment. Maintenance of a secure processing environment includes but is not limited to the timely application of patches, fixes and updates to operating systems and applications as provided by vendor or open source support.
4. Data Storage. Vendor agrees that any and all NNPS data will be stored, processed, and maintained solely on designated target servers and that no NNPS data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that device or storage medium is in use as part of the Vendor's designated backup and recovery processes and encrypted in accordance with “6. Data Encryption”.
5. Data Transmission. Vendor agrees that any and all electronic transmission or exchange of system and application data with NNPS and/or any other parties expressly designated by NNPS shall take place via secure means (using HTTPS or SFTP or equivalent) and solely in accordance with “7. Data Re-Use”.
6. Data Encryption. Vendor agrees to store all NNPS backup data as part of its designated backup and recovery processes in encrypted form, using a commercially supported encryption solution. Vendor further agrees that any and all NNPS data defined as personally identifiable information under current legislation or regulations stored on any portable or laptop computing device or any portable storage medium be likewise encrypted. Encryption solutions will be deployed with no less than a 128-bit key for symmetric encryption and a 1024 (or larger) bit key length for asymmetric encryption.
7. Data Re-Use. Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Current Agreement and this Addendum. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of Vendor. Vendor further agrees that no NNPS data of any kind shall be transmitted, exchanged or otherwise passed to other vendors or interested parties except on a case-by-case basis as specifically agreed to in writing by Newport News Public Schools.
8. End of Agreement Data Handling. Vendor agrees that upon termination of this Agreement it shall erase, destroy, and render unrecoverable all NNPS data and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of NNPS, whichever shall come first. At a minimum, a “Clear” media sanitization is to be performed according to the standards enumerated by the National Institute of Standards, Guidelines for Media Sanitization, SP800-88, Appendix A -see <http://csrc.nist.gov/>.
9. Security Breach Notification. Vendor agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of Vendor’s security obligations, or other event requiring notification under applicable law, Vendor agrees to:
 - a. Notify NNPS by telephone and e-mail of such an event within 24 hours of discovery, and;
 - b. Assume responsibility for informing all such individuals in accordance with applicable law, and;
 - c. Indemnify, hold harmless and defend NNPS and its trustees, officers, and employees from and against any claims, damages, or other harm related to such Notification Event.
10. Right to Audit. Newport News Public Schools or an appointed audit firm (Auditors) has the right to audit the Vendor and the Vendor’s sub-vendors or affiliates that provide a service for the processing, transport or storage of Newport News Public Schools’ data. Newport News Public Schools will announce their intent to audit the Vendor by providing at a minimum two weeks (10 business days) notice to the Vendor. This notice will go to the Vendor that this contract is executed with. A scope document along with a request for deliverables will be provided at the time of notification of an audit. If the documentation requested cannot be removed from the Vendor’s premises, the Vendor will allow the Auditors access to their site. Where necessary, the Vendor will provide a personal site guide for the Auditors while on site. The Vendor will provide a private accommodation on site for data

analysis and meetings; the accommodation will allow for a reasonable workspace, with appropriate lighting, electrical, a printer and Internet connectivity. The Vendor will make necessary employees or contractors available for interviews in person or on the phone during the time frame of the audit. In lieu of NNPS or its appointed audit firm performing their own audit, if the Vendor has an external audit firm that performs a certified SSAE16 SOC Type II review, NNPS has the right to review the controls tested as well as the results, and has the right to request additional controls to be added to the certified SSAE16 SOC Type II review for testing the controls that have an impact on NNPS data. Audits will be at Newport News Public Schools' sole expense, except where the audit reveals material noncompliance with contract specifications, in which case the cost will be borne by the vendor.

11. Industry Standards. Generally recognized industry standards include but are not limited to the current standards and benchmarks set forth and maintained by the:

Center for Internet Security -see <http://www.cisecurity.org>
Payment Card Industry/Data Security Standards (PCI/DSS) -see <http://www.pcisecuritystandards.org/>
National Institute for Standards and Technology -see <http://csrc.nist.gov>
Federal Information Security Management Act (FISMA) -see <http://csrc.nist.gov>
ISO/IEC 27000-series -see <http://www.iso27001security.com/>
Organization for the Advancement of Structured Information Standards (OASIS) -see
<http://www.oasis-open.org/>

12. Vendor agrees to provide SSAE 16 (SOC 1) Standard Type II reports to NNPS Contract Administrator annually which document verification of controls tested. Annual date determined to be thirty (30) days prior to the established contract renewal date.



PURCHASING DEPARTMENT

Newport News Public Schools

757-591-4525/ FAX 757-591-4593

12465 WARWICK BOULEVARD • NEWPORT NEWS, VIRGINIA 23606-3041

**April 28, 2025
Addendum #1
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposal:

**RFP 013-0-2025/SB Document Management
Services**

For Delivery To:

Newport News Public Schools

Proposals Due:

May 15, 2025 at 2:00 PM EST

The above is hereby changed to read:

1. **Proposal Due Date Extended: Reference Page 1: Closing Date.** The Proposal Due Date is hereby changed from May 5, 2025 at 2:00 P.M. EST to “**May 15, 2025 at 2:00 pm EST.**”

All other provisions of the RFP shall remain unchanged.

Sincerely,
Shannon Bailey, VCCO, VCO
Director of Procurement
shannon.bailey1@nn.k12.va.us
757-591-4560 x10752

Name of Firm

Signature/Title

Date



PURCHASING DEPARTMENT

Newport News Public Schools

757-591-4525/ FAX 757-591-4593

12465 WARWICK BOULEVARD • NEWPORT NEWS, VIRGINIA 23606-3041

**May 5, 2025
Addendum #2
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 2 TO ALL OFFERORS:

Reference – Request for Proposal:

**RFP 013-0-2025/SB Document Management
Services**

For Delivery To:

Newport News Public Schools

Proposals Due:

May 15, 2025 at 2:00 PM EST

The above is hereby changed to read:

1. **Pricing Schedule:** See below Attachment A to include with your proposal submission.
2. **Responses to Pre-Proposal Questions:** Please see the following.

All other provisions of the RFP shall remain unchanged.

Sincerely,
Shannon Bailey, VCCO, VCO
Director of Procurement
shannon.bailey1@nn.k12.va.us
757-591-4560 x10752

Name of Firm

Signature/Title

Date

RFP No. 013-0-2025/SB - Document Management Services
Attachment A - Price Proposal Worksheet

***Please include any additional pricing on supplemental pages

Offeror
Name:

A. Implementation Costs

List all costs associated with implementation.

Item	Description	Price
1	Project Management	\$ -
2	Configuration	\$ -
3	Interface / Integration Design, Development, and Implementation	\$ -
4	Data Conversion and Migration	\$ -
5	System and Functional Testing	\$ -
6	Staff Training	\$ -
7	Transition Operations	\$ -
8	Post Go-Live Support	\$ -
9	Software	\$ -
	TOTAL IMPLEMENTATION COST (Items 1 through 9)	\$ -

B. Maintenance Costs

List all license and support costs associated with ongoing use.

Item	Description	Price
1	Annual Fee (Year 1 of Initial Term)	\$ -
2	Annual Fee (Year 2 of Initial Term)	\$ -
3	Annual Fee (Year 3 of Initial Term)	\$ -
4	Annual Fee (Year 4 of Initial Term)	\$ -
5	Annual Fee (Year 5 of Initial Term)	\$ -
6	Annual Fee (Year 6 of Initial Term)	\$ -

7	Annual Fee (Year 7 Renewable Option Year)	\$ -
8	Annual Fee (Year 8 Renewable Option Year)	\$ -
9	Annual Fee (Year 9 Renewable Option Year)	\$ -
10	Annual Fee (Year 10 Renewable Option Year)	\$ -
	TOTAL INITIAL TERM COST (Items 1 through 10)	\$ -

GRAND TOTAL OF A AND B:	\$ -
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Questions and Responses – RFP 013-0-2025/SB Document Storage Services

1) How many GB or TB data do you currently have stored in your current Enterprise Content Management License? **N/A**

2) How many users in Total in all Departments will be accessing the system?

Human Resources: 29

Student Records: 5

Transportation: 13 (currently)

Payroll: 9

3) What is the name of the Software that the software is currently stored within?

Doma

4) From a storage perspective, do you have any growth trends? Example grew by 10 GB over the last year.

Yes

5) Does the School District prefer a cloud system for the ECM?

Yes

6) How many Document Types are currently setup in your existing ECM system?

Human Resources: 12

Transportation: 2 (personnel and training)

7) How many index values per existing Document Types are setup in your existing ECM system?

Human Resources: varies

8) In Regard to Munis and Frontline do you have API's currently in place for transfer of data between ECM? If not, how are you currently communicating with these systems from other applications?

Human Resources: Munis - Yes; Frontline - No

9) Can you please outline any current integrations that you have currently in place between Munis and Frontline with your current ECM?

Human Resources: Munis - nightly automatic feed

10) Is your current ECM hosted in the Cloud or On-Premises?

Munis is cloud-based

11) Physical

Is physical storage required for this RFP, if so... **question unclear**

Can you elaborate as to the physical box count and file count needed for physical storage

Human Resources: number of boxes vary per need for scanning; once scanned, documents can be destroyed

12) Indexing & Labeling

What are the indexing fields needed for each department

Payroll - SSN, Employee ID Number, Last name, First name

Transportation - Employee ID Number, First Name, Last Name, Middle Initial

Human Resources - Employee ID Number, Entity ID, Last Name, First Name, Middle Initial, DOB, SSN, Status, Location, Supervisor First Name, Supervisor Last Name, Created Date, Updated Date, Folder

What is the primary file type (e.g., paper, medical charts, legal folders)?

Payroll - Paper

Transportation - Paper

Human Resources - Paper

Student Records - Paper

How many files do you expect to add each month?

Payroll - 250-300 on average, higher during summer months

Transportation - unknown

Human Resources - varies

Student Records - varies

What is the end disposition of the file after scanning—store or shred?

Payroll - stored on site for 3 years, then shred.

Transportation - shred

Human Records - shred

Student Records - shred

Can you walk us through your preferred indexing format?

How would you like the files to be labeled electronically for easy retrieval?

Payroll - W4, VA4, Direct Deposit, W2 distribution election forms, misc

Human Resources - Application, VRS Forms, Contracts, Blue/PAF, Correspondence, Hiring Documents, Licensure Certifications, ER, Evaluations, Worker's Comp, Recognitions/Commendations, Employee Benefits, FMLA, Short-term Disability, Employment Medical Screening, COBRA

13) Current Workflow

How is the material currently stored in your office? (e.g., file cabinets, banker boxes)

Payroll - File cabinet for current year, then boxes for previous years until shredded.

Human Resources - File cabinet and banker boxes until shredded

Student Records - File cabinets, file room, and banker boxes

What is your ideal monthly scanning volume into the digital repository?

Payroll - 250-300 on average, higher during summer months.

Human Resources - varies

Student Records - varies

14) System Access & Use

How many team members will need access to the Unify system?

Payroll - 9

Transportation - 13 (currently)

Human Resources - 29

Student Records - 5

Are there specific departments or roles that require different levels of access?

Payroll - all the same level of access.

Transportation - We have four (4) levels of access (view only - 12, scan only - 0, scan/edit/view - 0 and Admin - 1 - we also have a root folder - 12 and a confidential folder for records - 2

Human Resources: We have role-based access for Admin (4 people), Confidential files for ER and Worker's Comp (7); there are options for view only, scan only, scan/edit/view, but all of HR has full access to scan/edit/view other than the confidential files mentioned above that are role-based.

15) Section B, Statement of Needs: Does the reference to hardware throughout the RFP pertain to storage devices, scanners, or other physical components like servers, computers, or networking equipment. **Please list all applicable hardware that is required by the Offeror to provide the services in accordance with the RFP.**

16) Data Security Clause: Could a SOC2 Type 2 report serve as a substitute for a SOC 1 report in regulatory compliance? **Yes, if the vendor is asking could they provide their SOC2 Type 2 as an attestation to security compliance.**

17) Data Security Clause: We conduct a single third-party vulnerability audit annually. We have a second, third-party automated vulnerability assessment that runs monthly. Are we required to add a third audit party? **No, but the selected vendor would be required to complete our third party insecurity verification process.**

18) Statement of Needs: Can you please provide more information on what applications/systems require interfacing?

Human Resources: Munis

19) Can you provide more details as to how the district is scanning documents today?

Human Resources - daily work with individual and shared large-format scanners; HR may request special scanning projects to be completed by the current vendor that may include up to 2,500 pages, once per year.

20) Does NNPS have specific workflow needs and requirements? Will NNPS require an approval workflow? Will there be multiple workflows created during implementation, or will all workflow configurations be performed post-implementation?

Human Resources - No, but are open to learning about different services vendors can offer

21) RFP indicates a requirement for importation of MUNIS, Frontline, DOMA data. What data format will be presented for importation? **This is a question for the owners of the database i.e., MUNIS and Frontline - this will determine the format. Will the data be exported first to Excel or will the vendor have direct access to our database via API?**

22) What is the volume of data that will need to be imported into the new system? **Refer to the above answer as well.**

23) What will be the method of integration will be provided for the solution to MUNIS, Frontline and DOMA from which we are to import data? **Refer to the answers to questions 21 and 22.**

24) Of the number of 40 estimated user licenses needed how many of those are search only? **Committee did not provide a response, as this number may change.**

25) How many departments are envisioned for the solution initially and how many users per department?

Four departments:

Payroll - 9

Transportation - 13 (currently)

Human Resources - 29

Student Records - 5

26) How many distinct user security groups are envisioned per dept? **N/A**

27) Will the option to utilize Active Directory sync for users and groups assignment be available during implementation? **Yes**

28) To clarify the requirements around hard copy document scanning: would the agency permit the use of a qualified subcontractor or partner who specializes in backfile scanning services, or is it a requirement that all work be performed solely by the primary vendor? **If outsourced, the subcontractor would have to be vetted as well to ensure they are located in sanctioned countries.**

29) To help us accurately develop both overall and individual department pricing, could you please provide the following:

- a. The total number of users at any given time within a department that would need to go in and view documents that are stored in the repository?

Payroll - 9

30) For each of the following systems—MUNIS, Synergy, Frontline, and any others—what is the expected level of integration?

31) Can NNPS please clarify whether there is a mandatory requirement for the proposed Document Management solution to be hosted in the cloud, or if on-premises deployment options are acceptable?

Preference is cloud-based

32) When does NNPS expect to make an award and/or complete contracting with the selected vendor? After review and ranking of all proposals.

33) When does NNPS anticipate to begin project implementation?

ASAP contract upon award.

34) When does NNPS anticipate to go live with the new solution?

NNPS needs a July 1, 2025 go live date.

35) Is the current solution on-premise or hosted in the cloud?

Cloud-based

36) Can you clarify if bidders submit through eVA do the additional 3 hard copies need to arrive by the due date? The only requirement for eVA submission is the electronic copy to determine responsiveness. However, NNPS will require the hard copies preferably on the same day so that the proposals can be distributed to the committee for review purposes timely.

37) What are the total number of documents to be migrated? NNPS requests Offeror to provide document migration number limitations for your firm, if applicable.

38) What is the total storage size of the documents to be migrated? NNPS is not aware.

39) For future growth, how much additional storage do you anticipate needing annually?

40) What is the total number of unique document types?

Payroll - 5 categories

Transportation - 2 categories

41) How many unique forms are currently in use?

Payroll - 4 forms, 1 misc document.

42) How many workflow routing rules do you have? Which ones make updates to your business\SIS apps?

Human Resources: none

43) Is the current solution on-premise or hosted in the cloud? Cloud-based solution

Cloud-based

44) Are there any requirements that if not met will result in automatic disqualification? All proposals received will be evaluated/scored and those that are ranked low will not move on to presentations (if NNPS elects to conduct) or negotiations.

45) What is NNPS's budget for the project? NNPS does not release our internal budget to the public.

46) What is the total student population at NNPS?

26,000 students

47) We require an NDA in place before divulging some information required in this bid. Would it be possible to have our mutual NDA signed by NNPS ahead of the submission deadline? If so, could you please let us know how we can accomplish this? **Please send the NDA to shannon.bailey1@nn.k12.va.us and it will be forwarded to Legal for review.**

48) The RFP cover page states that "All proposals may be submitted electronically online via eVA." Additionally, RFP 1.H.2 reiterates that "All bids/proposals may be submitted electronically online via eVA using the Bidder's established eVA Supplier Account." However, RFP 1.H.5 requests offerors to submit proposals in hard copy with an accompanying flash drive and describes eVA submission as optional ("Offerors may submit their electronic proposal copy via eVA prior to the Closing Date and Time, however, NNPS requires three (3) hard physical copies of proposals for committee review purposes." Can NNPS please clarify which method of submission is required: eVA only? eVA and hard-copy submission? Hard-copy submission only? **Offerors may submit their electronic copy via eVA. If you are not using the eVA system to submit your proposal, provide a usb flash drive with the three (3) hard copy physical proposals. To determine responsiveness, your electronic version, whether you submit by mail, in person, or via eVA must be received at the Issuing Office by the closing date and time. For example, if an Offeror submits their electronic proposal via eVA on time, but hard copies are received after the close date and time, the proposal will still be responsive because the electronic was submitted on time. Another example, if an Offeror elects to submit by mail and their flash drive with the three (3) copies are both received late, then their proposal will be deemed as late. At the minimum, the electronic version must be received at the issuing office before the closing date and time whether by mail, in person, or via eVA.**

49) If hard-copy submission is required, please confirm the address where offers should mail their proposals. **Newport News Public Schools - Purchasing Department Attention: Shannon Bailey 12465 Warwick Blvd. Newport News, VA 23606**

50) Regarding hard-copy submission, does NNPS have a preferred carrier (FedEx, UPS, USPS)? **No, NNPS does not have a preferred courier service.**

51) RFP 1.I.7, References, asks offers to submit three references; however, RFP 1.I.3.d asks for a minimum of five references. Can NNPS please confirm the number of references required? **Evaluations of Proposals, Letter I., #7 References is hereby changed to the following: Include a minimum of five (5) references for which the Offeror has completed services comparable to those described herein.**

52) RFP 1.I.8, Exceptions/Alternatives, asks offerors to "Detail any exceptions taken to the Scope of work and Terms and Conditions sections of this RFP." If vendors do not include exceptions in their responses, will NNPS allow contractual exceptions to be negotiated with the selected offeror during the contract negotiations period? Or is submitting exceptions with the proposal offerors' only opportunity to indicate desired areas of negotiation? **In the event an Offeror wants to take any exception to the Scope of Work or any Terms and Conditions, please redline those terms or create a section titled exceptions in your proposal submission. If your firm is one of the shortlisted offerors, we will discuss during negotiations.**

53) RFP 1.B.A states: "The Offeror is requested to provide processes and pricing for hard copy document scanning, software to process the former and future documents to be incorporated into the document management system." Can you please clarify if the comma between the words scanning is intentional or a typo? E.g., should that part of the sentence be interpreted as "hard copy document scanning software" or "hard copy document scanning AND software"? **Please submit pricing in accordance with the attached pricing schedule.**

54) If scanning/OCR/digitization is in scope, can NNPS please provide the anticipated workload for scanning and indexing? For example, how many physical records does NNPS have, and what file and/or media types are in use (e.g., paper, microfilm, etc.)? **NNPS is not aware. Please provide your company capabilities in your proposal response.**

55) RFP section 1, Purpose, final sentence, states: "Currently NNPS utilizes DOMA Technologies LLC for document storage services." Will the successful offeror need to convert data from DOMA to their solution? If so, please specify the amount of data that will need to be converted. This is dependent on the record amount requested above. **The NNPS member with access to the record amount(s) in the database should respond to this.**

56) Are both current students and former students within the scope of the RFP? **Yes.**

57) RFP section III, General Terms and Conditions, subsection M.a, states: "This contract term shall be for six (6) years, commencing on the date of award." M.b continues: "This contract may be extended upon mutual agreement of both parties for four (4) additional, one-year periods." Can NNPS please confirm that this contract will be for one initial six-year term and four one-year extensions, for a potential total of 10 years? **The contract will be a total of ten (10) years if all contract renewals are exercised.**

58) Should offerors provide pricing for years 1-6 of the initial contract? If offerors should provide fewer or additional years in their price proposals, please specify. **Offerors are requested to submit pricing for years 1-6. If your company has alternate pricing structures, please submit with your proposal.**

59) Does NNPS actively maintain and use a Microsoft365 Enterprise license? If so, is it G/E 3, G/E 5? Is Microsoft365 used by the departments responsible for Human Resources, Student Records, Transportation, and Payroll?

60) What document management software is in place today? Are there gaps in that document management software that NNPS needs to fill? **NNPS currently uses Doma Technologies. The RFP is being issued because the current contract is expiring.**

61) Does the current document management software provide the capability to support all long-term and permanent content in perpetuity? **Yes**

62) Can NNPS provide a Price Schedule worksheet/template with the core line items that are a part of this contract? **See attached.**

63) How much data is within the scope of this contract? Is the data structured and/or unstructured? **NNPS is not aware.**

64) Where is DOMA data currently stored? On Prem? In the Cloud?

Cloud-based

65) Do you have a requirement to integrate with O365? **No**

66) Do you currently use Azure or other cloud services? **In some areas**

67) Any specific nonstandard file types that need support for long-term preservation? **Not to my knowledge, please verify with HR.**

68) What document capture platform is currently in use? **Is it off the shelf or proprietary/custom? I believe DOMA has a Custom Off The Shelf (COTS) platform.**

69) Is the current DOMA ECM platform a custom product, or a commercial off the shelf white labeled solution? **Please see answer to 68.**

70) The Offeror is requested to provide processes and pricing for hard copy document scanning, software to process the former and future documents to be incorporated into the document management system. Please confirm if there are "former" documents that need to be physically scanned into the "awardee" system or if all current scanning would be up to date daily for July 1, 2025, Go "Live" date? **NNPS is not aware. In this scenario, during implementation, the incumbent and the new awarded vendor would work with NNPS on transition plan of existing document.**

71) The Offeror should provide an overall pricing with multiple departments and individual department pricing. Please confirm if ALL departments expect to utilize the same centralized system with role-based permissions in place to determine access and user capabilities? Do all users currently login to the DOMA system via the same URL? Or separate URLs for some users/departments? Which is your preference for the “awardee” system?

NNPS is not aware.

72) The Offeror is requested to provide processes and pricing for continued storage of electronic documents. What is the current storage capacity of your DOMA system? GBs or TBs? Also, quantity of Folders and individual Files? What is the size of the Database (i.e., SQL)?

NNPS is not aware.

73) The offeror explains how an employee can have viewer access to records. Just as an employee requesting to view their file. Do all employees have access to DOMA? If so, how are employees currently requesting access? Can they login to DOMA and see only files they are allowed to see and request to see others? If not, do they simply request certain documents via email and then HR emails them the documents? Do you have or would you like to have a more formal process such as an E-Form that is submitted by the employee that is routed directly to HR and/or their department Manager for approval? Employees in this scenario do not necessarily need access to any files in DOMA because HR could ultimately grant them temporary secure access to only files they are allowed to see based on the circumstances.

No, not all NNPS employees and department have access to the current system DOMA. Only the departments mentioned in the RFP.

74) The offeror explains if they utilize cloud storage. Our Cloud/SaaS offering does utilize cloud storage. However, our more affordable “On-Premise” system would not necessarily require it as your IT/IS department would manage your own data. Is cloud storage a requirement or preference?

Yes

75) Offeror is requested to provide information on industry best practices used for imaging, document management, and workflow in a single system for typical files located in Human Resources (personnel, benefits, compensation records, etc.) Are there any current workflows and/or approval processes already configured within DOMA that you would like for the “awardee” to replicate? If so, can you provide a listing or quantity of existing workflows to understand the migration process in more detail?

NNPS is not aware.

76) Newport News Public Schools is requesting information on systems (software and hardware) that are scalable and provide enhanced inter-operability, and integration with other systems that are already in place at NNPS such as MUNIS our current financial and human resources module, Synergy our student information system, Frontline, our evaluation software, and any other systems from other departments. Which information systems are currently integrated with DOMA? Can you provide details as to which systems (that are currently integrated with DOMA) are sending data to DOMA vs. receiving data from DOMA?

For Human Resources, data is integrated with Munis only. Data is being sent to DOMA from Munis, not from DOMA to Munis.

77) Offeror is requested to help NNPS focus on improved records management, retention, indexing, workflow, and document access. Are there any specific requests about these topics you would like for us to include in our proposal? Or is this request just something you hope the “awardee” is willing to provide upon winning the contract?

The bidders should provide information for the services they offer.

78) Offeror is requested to focus on the need NNPS has to improve records management, retention, indexing, workflow, document access, and retrieval of documents created and utilized by NNPS. The goal is to implement a system that stores digital images quickly and effectively for archival permanency and to migrate the information to other mediums (hardware or software) in the future as technology changes for the full retention of a record and be able to remove records by date, type or number range. Does DOMA currently manage retention policies within your current archive?

Not to our knowledge.

79) The project will have three phases: Please confirm there are 4 phases as listed below and not 3 as mentioned here? Is the expectation that all 4 Phases be fully implemented by July 1, 2025? Or are the phases listed in terms of Priority-level?

Yes, all 4 phases complete.

80) Implement a comprehensive system (software and hardware) that stores digital (ICR) (OCR) images quickly and effectively for archival permanency and to be able to migrate the information to other mediums (hardware or software) in the future as technology changes for the full retention of a record and be able to remove records by date, type or number range. This system should have at a minimum the capability to

establish workflow, Web access, audit trail, agenda manager, quick link, auto sort, tagging and folders, data compression and any other tools that improve records management. Is it possible to provide more details as to how you are currently utilizing the listed “minimum capabilities” within DOMA? While terminology in the industry is similarly explained customers can occasionally have completely different expectations. **NNPS committee is not aware.**

- Workflow: Does DOMA currently provide any Workflow capabilities? If so, does this mean they automate certain processes, include document routing for approval process, automatically send email notifications, apply digital signatures?
- Audit Trail: Does DOMA provide this at the Document-level and allow users (with permissions) to see older versions of the document? Or is this an Admin-only Feature?
- Web Access: How many users’ access DOMA via web-access?
- Agenda Manager: Is this simply utilized as a reminder of tasks or is it more involved within HR, Transportation, Payroll, and Student Records?
- Quick-Link: Is this for accessing documents for non-users from outside of DOMA? Or simply the link that exists in email notifications that drive them directly to the document within DOMA? Or other function?

81) Phase 1: Indexing Human Resources: indexing options requested are Social Security Number, Employee ID Number, Last name, First name and status (active/inactive. NNPS requests documents be stored/retrieved under various fields as designed by the user. For example: Benefits, Contracts...etc.

- Do all HR documents currently have these listed indexed values associated with them?

Yes Would you like for us to mirror the existing structure or provide additional recommendations? **Yes but please provide additional recommendations to review.**

82) Phase 2: Indexing Student Records Assign appropriate index labels for this department. Can you provide us with the list such as provided for HR? Would you like for us to mirror the existing structure or provide additional recommendations? **NNPS committee is not aware.**

83) Phase 3: Indexing Transportation Assign appropriate index labels for this department. Can you provide us with the list such as provided for HR? Would you like for us to mirror the existing structure or provide additional recommendations?

Transportation - Employee ID Number, First Name, Last Name, Middle Initial. Mirror existing.

84) Phase 4: Indexing Payroll. Assign index labels that are appropriate for this department. Can you provide us with the list such as provided for HR? Would you like for us to mirror the existing structure or provide additional recommendations? Do you expect other departments to potentially utilize the “awardee” system in the future? Purchasing? Accounting? Legal? Etc.

Payroll - SSN, Employee ID Number, Last name, First name. Mirror existing.

85) Offeror is requested to provide on-site initial training and ongoing training and support as required by NNPS.

- Is “on-site” training expected at all ~40 locations by July 1, 2025? Or is most of the on-site training going to take place at your Administrative Building or other Centralized location with follow-up Zoom training? **On-site training at 4 locations: Human Resources office, Central Records office, Transportation office, and Payroll office.**

86) Offeror is requested to provide software that will be supported into perpetuity with updates as required to enable the document management system to maintain functionality' conformance with all Commonwealth of Virginia Laws and Regulations. Offeror is also requested to ensure software will have an evolution capacity to advance as file types/storage change to accommodate current and future technological innovations/file types.

- a. Can you further define your expectation of “supported into perpetuity with updates”? **Product to be supported while NNPS is under contract and beyond if access is needed for documents beyond contract length.**

87) Offeror is requested to ensure all processes from hard copy scanning to electronic storage and eventual electronic file destruction is done in cooperation with the Library of Virginia and is in compliance with all applicable laws and regulations of the Commonwealth of Virginia as current and evolved. **File destruction will only be performed when authorized to do so by the department requesting services.**

88) Offeror is requested to provide all off-site processes be performed within the USA. **Yes.**

89) Offeror is requested to provide method of off-site storage for stored NNPS content.

a. Does DOMA currently provide off-site storage of NNPS content? Is this regarding individual bulk-scan jobs? **No; however, temporary storage may be required during bulk-scan jobs, then documents can be shredded after scanned. No other off-site storage is required.**

90) Offeror is requested to ensure all software; hardware and training comply with any federally mandated requirements. **Federal, State, and local.**

91) Offeror is requested to model a proposed timeline for the completion of document project as described. **Yes.**

92) Offeror is requested to provide an operational service level agreement at 99.5% or greater and maintenance response time of no greater than two (2) hours from placement of service call. **Yes.**

93) Offeror is requested to provide and offer NNPS the most energy-efficient hardware and the opportunity to upgrade as hardware efficiency increases.

a. Please explain further. Does DOMA currently provide/include hardware within the existing contract? If so, please provide a listing of included hardware and let us know what you expect replaced by the "awardee". **NNPS committee is not aware.**

94) Offeror is requested to detail an emergency preparedness plan optimized for NNPS. **This should be expressed in the SOC report to address data security.**

95) Offeror is requested to address Wi-Fi access of document management system.

a. Please explain your expectation of this concern. Is Wi-Fi access not allowed with DOMA? Is there a problem that you want to "awardee" to fix? **NNPS committee is not aware. The cloud based system should be accessible with wi-fi access.**

96) Offeror is requested to ensure the proposed software can import MUNIS data, Frontline, DOMA, other systems, or can import from Microsoft Office Excel. **Yes.**

97) Offeror is requested to outline emergency preparedness and response times. **See #94 response.**

98) Offeror is requested to include relevant experience with school systems of like size to NNPS. **Yes, please include in the reference section of your submittal.**

99) Offeror is requested to provide pricing for concurrent licenses and unlimited licenses, specify licenses when pricing accordingly.

a. "Concurrent Licenses" generally means Unlimited Users with only a certain quantity of users being able to access at any given time based on the quantity of licenses. Does this definition meet your expectation? **NNPS committee is not aware.**

b. "Unlimited License" is also known as a singular Site License, and it allows for Unlimited Users to all access

at any given time even all at the same time. Does this definition meet your expectation? **NNPS committee is not aware.**

c. Does NNPS currently have Concurrent Licenses or an Unlimited License with DOMA? **NNPS committee is not aware.**

d. If concurrent licenses, what quantity do you currently have with DOMA? Does the current total suffice, or would you like to increase or decrease to a specific amount? **NNPS committee is not aware.**

e. How many total users currently have access to login to DOMA? **NNPS committee is not aware.**

f. Do all employees have a username for DOMA? **Yes**

g. Do you have read-only users? If so, what is the quantity? **NNPS committee is not aware.**

h. How many users currently access DOMA within HR, Student Records, Payroll and Transportation? **NNPS committee is not aware.**

100) Offeror is requested to provide type of back up process and location of each.

a. Please explain. Does this essentially mean "Provide data back-up capabilities and where data can be stored"? **NNPS committee is not aware.**

101) Does your IT/IS department have a preference of a Cloud/SaaS vs. On-Premise?

Cloud-based

i. Cloud/SaaS essentially means NNPS pays a subscription of licenses on an annual basis for the length of the contract. The subscription includes software licensing, annual maintenance and remote technical support, dedicated MS Server/SQL licensing and daily data back-ups. Users access over the internet securely via URL and login with their credentials for access.

ii. On-Premise is the exact same system (based on our offering), however NNPS pays for the licenses upfront with a one-time payment and each subsequent year pays a small percentage of the license value to cover Annual Maintenance remote technical support. Users can still access over the internet securely via URL and login with their credentials for access. The main difference is that the MS Server/SQL licensing and data backups fall under the responsibility of your IT/IS department. This can be managed with a physical server and/or a 3rd party virtual server that your IT/IS department already trusts. On-Premise also opens the door to secure access behind your firewall and ability to utilize ODBC drivers for easy integration with other systems.

102) Are you comfortable with utilizing AI processing? Weird question, I know but I think it is worth asking in 2025. You mentioned digital processing technology such as ICR and OCR but didn't mention AI. Our proposal will include an AI capture solution that leaves ICR and OCR in the dust. Please confirm if AI software is acceptable? **We are interested in learning more about the options associated with AI.**

103) Do any non-NNPS employees have access to files such as parents requesting student records?
No

- 104) Does NNPS utilize MS Active Directory for user management? **Yes**
- 105) Does NNPS utilize any SSO (Single-Sign-On) technology currently with or without DOMA?
Yes
- 106) On the NNPS website there seems to be several web forms including the Contact Us page as well as Connected At Home. Do these web forms generate electronic forms within DOMA? Or do they simply just send an email to someone in which the user then has to manually data enter another system? **The latter applies.**
- 107) <https://sbo.nn.k12.va.us/hr/forms.html> This website includes 25+ forms in multiple formats such as PDF, Fillable PDF, and MS Word. The assumption is that after the person fills out the form(s) with a computer/phone or handwriting it is then emailed or physically given to someone in HR. HR then reviews the document to see if it is filled out correctly and if so, files it away in the correct employee folder and potentially also manually enters data into a 3rd party system. Would NNPS like a solution to eliminate the data entry and provide a more efficient form submission and approval process? **No**
- 108) Does Doma Technologies LLC provide hardware and software, or do they only provide the Archive? **NNPS committee is not aware.**
- 109) Is the current solution cloud-based? **Yes, cloud-based.**
- 110) Was the initial back file scanned by Doma Technologies or was it outsourced to another vendor (if so who)? **NNPS committee is not aware.**
- 111) What image format are the scanned records in (.tif, .pdf, ect)? **Most are PDF**
- 112) In the statement of needs under J. it lists the following: Phase 1: Indexing Human Resources: indexing options requested are Social Security Number, Employee ID Number, Last name, First name and status (active/inactive. NNPS requests documents be stored/retrieved under various fields as designed by the user. For example: Benefits, Contracts...etc. **NNPS committee is not aware.**
- 114) Do you actually mean migrate the records? **NNPS committee is not aware.**
- 115) What is the estimated volume in GB or TB? **NNPS committee is not aware.**
- 116) Phase 2: Indexing Student Records: Assign appropriate index labels for this department.
- 117) Do you actually mean migrate the records? **NNPS committee is not aware.** What is the estimated volume in GB or TB? **NNPS committee is not aware.**
- 118) Phase 3: Indexing Transportation: Assign appropriate index labels for this department. **NNPS committee is not aware.** Do you actually mean migrate the records? **NNPS committee is not aware.**
- 120) What is the estimated volume in GB or TB? **NNPS committee is not aware.**
- 121) Phase 4: Indexing Payroll: Assign index labels that are appropriate for this department. **NNPS committee is not aware.**
- 122) Do you actually mean migrate the records? **NNPS committee is not aware.**

123) What is the estimated volume in GB or TB? **NNPS committee is not aware.**

124) You state that "NNPS desires the contacted services to begin as quickly as possible within the logistic needs of both NNPS and the Contractor on or after July 1, 2025." If you award the contract to a vendor other than Doma Technologies, on what date will the awarded vendor have access to the exported images in order to be able to start up-loading them? **This date may tentatively change. In this scenario, it will be expected that the incumbent vendor and new vendor to work to transition duties.**

126) Can you please provide the amount of data (in terms of gigabytes and terabytes) that would need to be converted from DOMA into the new document management system? **NNPS committee is not aware.**

127) Can you please confirm if the current DOMA solutions is installed locally or is a cloud-based solution?

Cloud-based

128) If DOMA is locally installed, who manages the database on the districts servers?

Technology department

129) If DOMA is cloud-based, is there an administrator at the district that manages users and their access to certain documents types and data?

Each department has assigned administrators that manage users and access.

130) Has NNPS determined DOMA's capability to export the images and indexes associated with NNPS' data from the DOMA system? **NNPS committee is not aware.**

131) Currently, does NNPS own the data stored in DOMA? (i.e. does DOMA require any fees to exit NNPS' data from the DOMA system) **NNPS committee is not aware.**

132) If DOMA has fees for exporting NNPS data, has NNPS determined the total costs associated with exporting NNPS' data from DOMA? **NNPS committee is not aware.**

133) If NNPS has not determined the total costs associated with exporting your data from DOMA, please provide this information before RFP responses are due. **NNPS committee is not aware.**

134) Regarding Statement of Needs letter U, can you please clarify what this is stating? **Web-based solution**

135) During the pre-proposal call, NNPS mentioned that Munis and DOMA integrate. Can NNPS please explain further how the two systems integrate? What are all of document types moving direct from Munis to DOMA? **NNPS committee is not aware.**

136) What is the process for the user to move records from Munis into DOMA? (i.e. is it automatic, to they push a button to “Save”, Download a file, etc.) **NNPS committee is not aware.**

137) Additionally, how often does data transfer via the Munis and DOMA integration? (i.e. in real time, in batches every few hours, overnight, etc.)

Nightly automatic feed

138) How many users will this RFP serve?

Payroll - 9

Transportation - 13 (currently)

Human Resources - 29

Student Records - 5

139) Is NNPS looking for an on-prem or cloud storage solution? If cloud, does NNPS have a preferred managed cloud provider?

Cloud-based

140) Are there other departments that will use this document management system outside of Human Resources? If so, which departments?

Payroll, Transportation, Student Records and Human Resources. 4 departments; however, each department could choose to award a contract to different vendors

141) Will any existing documents need to be migrated to the new system? If so, how many documents and how many individual pages? What is the total storage of those documents? **See response to #124**

142) With what other systems besides MUNIS, Synergy, and Frontline will the new document management system need to integrate? **Only the systems listed in the RFP.**

143) What types of workflows is NNPS looking to improve? Which lines of business do those workflows affect? (Employee / Student onboarding, contract review & approval, etc...)? **NNPS committee is not aware of any additional workflows outside of the needs in the RFP.**

144) Under statement of needs, item J references the need to index records. Can you please provide more details as to what exact outcome an index should look like? **NNPS committee is not aware. Please provide your companies capabilities in you proposal submission.**

145) Is there a need for metadata application to the documents? Will the documents only need be searchable? Would indexing include classifying or tagging the documents? **NNPS committee is not aware.**

146) What are the formats of the documents as they come in? (Paper based, scanned, digital, PDF, .doc, etc.) **NNPS committee is not aware.**

147) How many users (if any) are drafting or generating documents in the document management system?

Payroll - 9

Transportation - 13 (currently)

Human Resources - 29

Student Records - 5

148) How many users are viewing, approving, or revising documents?

Payroll - 9

Transportation - 13 (currently)

Human Resources - 29

Student Records - 5

149) Are any of the users external to NNPS? No

150) How is workflow performed today? (Contracts routed via email / system workflow for approval, etc. What workflow system is currently utilized?) NNPS committee is not aware.

151) Can NNPS provide an example of one business process workflow? NNPS committee is not aware.

152) What happens to your current licenses and services after June 30th? Does your current solution completely cease operations? NNPS will consult with the incumbent on continuity of services in the event the new contract is not in place by June 30th.

153) Is NNPS looking to purchase hardware with the RFP? If so, please define your hardware needs. NNPS committee is not aware.