

**HOUSTON COUNTY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**For**

**Student Activity Software System**

**RFP NUMBER**

**25-003**

For all questions concerning this RFP contact via email:

L. Renee Langston, CPPB, Issuing Officer

[renee.langston@hcbe.net](mailto:renee.langston@hcbe.net)

478-988-6211 ext. 4

**RELEASED ON:**

**May 14, 2024**

**DUE ON:**

**June 14, 2024, 2:00 PM. Eastern Time**

1.0 INTRODUCTION

## Purpose of Procurement

The purpose of this Request for Proposals (RFP) is to solicit proposals from vendors for a Student Activity Software system as specified within this solicitation, for multiple locations within the Houston County School District.

## 1.2 Proposal Certification

The Houston County School District certifies the use of competitive sealed bidding will not be practical or advantageous to the District in completing the acquisition described in this RFP.  Competitive sealed proposals will be submitted in response to this RFP. All proposals submitted pursuant to this request will be made in accordance with the provisions of this RFP.

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## 1.3 Schedule of Events

This Request for Proposals will be governed by the following schedule:

|  |  |
| --- | --- |
| Release of RFP | May 14, 2024 |
| Deadline for written questions Email questions to: renee.langston@hcbe.net | May 27, 2024, 4:30 PM EST |
| Deadline for question response posted on our webpage | May 29, 2024 |
| Proposal Due Date | June 14, 2024, at 2PM EST |
| Demo Dates | July 23, 2024 |

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Dates listed above may be amended as appropriate by the Director Purchasing. Potential Offerors should check the website, <https://www.hcbe.net/purchasing/openbids>, daily.

## 1.4 Issuing Officer:

L. Renee Langston, CPPB

200 Jerry Barker Drive

Warner Robins, GA 31088

Email: [renee.langston@hcbe.net](mailto:renee.langston@hcbe.net)

Fax: 478-988-6212

## 1.5 Definition of Terms

Board – Houston County School District

Contractor – Respondent to this Request for Proposal

District – Houston County School District

HCSD – Houston County School District

OCGA – Official Code of Georgia Annotated (State Statute)

Offeror – Respondent to this Request for Proposal

RFP – Request for Proposal

Vendor – Respondent to this Request for Proposal

## 1.6 Contract Term

Code section 20-2-506 of the laws of the State of Georgia as of this date and as may be amended apply to this agreement. In addition to other requirements, the following are specifically enumerated.

a) If it is determined that a contract is established for this project, the initial contract term is one (1) year, or less, from July 1, 2024, with annual renewal options for a maximum of (5) years or (60) months. Notification of non-renewal will be in writing by HCSD. The contract can be extended beyond 60 months, not to exceed 90 days. This extension will be utilized only to prevent a lapse of contract coverage and only for the time necessary to issue and award a new contract.

b) **MULTI-YEAR CONTRACTS** - Pursuant to O.C.G.A. 20-2-506, the contract shall terminate absolutely and without further obligation at the close of the calendar year. Renewals shall be based on the calendar year, shall depend upon funding, contractor performance, and agreement by both parties. The contract shall automatically renew, unless positive action is taken by the school system, and shall terminate at the end of the contract period.

## 1.7 Background

For information on the Houston County School District please go to [www.hcbe.net](http://www.hcbe.net).

1. **Instructions to Offerors**

By submitting a response to this RFP, the supplier is acknowledging that the supplier:

1. Has read the information and instructions, and
2. Agrees to comply with the information and instructions contained herein.

**2.1 General Information and Instructions**

**2.1.1 Restrictions on Communicating with Staff**

From the issue date of this RFP, until a selection has been made and the contract is completed, Offerors are not allowed to communicate for any reason with any District staff except through the Issuing Officer named herein, or during the Offeror's demonstration (if requested), or as provided by existing work agreement(s). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The District reserves the right to reject the proposal of any Offeror violating this provision.

**2.1.2 Submitting Questions**

All questions concerning this RFP must be submitted in writing via email to the Issuing Officer identified in Section 1.4 “Issuing Officer” of this RFP. No questions other than written will be accepted. No response other than written will be binding upon the District. All suppliers must submit questions by the deadline identified in the Schedule of Events for submitting questions. Suppliers are cautioned that the HCSD may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this RFP must be submitted in the following format:

Company Name

Question #1 Question, Citation of relevant section of the RFP

Question #2 Question, Citation of relevant section of the RFP

Questions and answers will be posted to the HCSD website as they are received. Website address is [www.hcbe.net](http://www.hcbe.net); click on Departments, click on Purchasing, click on Open Bids & Proposals.

**2.1.3 HCSD’s Right to Request Additional Information – Supplier’s Responsibility**

Prior to contract award, HCSD must be assured that the selected supplier has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, HCSD is unable to assure itself of the supplier’s ability to perform, if awarded, they have the option of requesting from the supplier any information deemed necessary to determine the supplier’s responsibility. If such information is required, the supplier will be notified and will be permitted approximately seven business days to submit the information requested.

**2.1.4 Failing to Comply with Submission Instructions**

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the RFP will not be considered. Suppliers’ responses must be complete in all respects, as required in each section of this RFP.

**2.1.5 Rejection of Proposals; HCSD’s Right to Waive Immaterial Deviation**

HCSD reserves the right to reject any or all responses, to waive any irregularity or informality in a supplier’s response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the HCSD. It is also within the right of the District to reject responses that do not contain all elements and information requested in this RFP. A supplier’s response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by the HCSD on a case-by-case basis.

**2.1.6 HCSD’s Right to amend and/or Cancel the RFP**

The HCSD reserves the right to amend this RFP prior to the end date and time. Amendments will be made in writing and publicly posted as one or more addenda to the HCSD website at [www.hcbe.net](http://www.hcbe.net), click on Departments, click on Purchasing, Click on Open Bids & Proposals. Each supplier is individually responsible for reviewing amendments or addenda and any other posted documents and making any necessary or appropriate changes and/or additions to the supplier’s response. All suppliers are encouraged to frequently check the website for additional information. Finally, the HCSD reserves the right to cancel this RFP at any time.

**2.1.7 Costs for Preparing Proposals**

Each supplier’s response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process is the sole responsibility of the supplier. The HCSD will not provide reimbursement for such costs.

**2.1.8 Vendor Presentations**

Vendor presentations may be requested by HCSD. All costs for vendor to make a presentation will be the sole responsibility of the vendor.

**2.1.9 Proposal Withdrawal**

A submitted proposal may be withdrawn prior to the due date by a written request to the Issuing Officer. A request to withdraw a proposal must be signed by an authorized individual.

## 3.0 SUBMISSION REQUIREMENTS/INFORMATION

3.1 The Offeror **must** submit their response to this RFP in **two** separate labeled parts which are Technical Proposal and Cost Proposal.

3.2 The Technical Proposal package shall include:

Mandatory Requirement Response Form with any additional explanation pages clearly organized, utilizing specific item number and explanation.

Attachment A – Proposal Certification

Attachment B – Contractor Affidavit

Attachment C – Certificate Regarding Debarment

Attachment D – Exceptions to Sample Contract - Proposed exceptions must not conflict with or attempt to preempt mandatory requirements.

Attachment E – Non-Collusion Affidavit

Attachment F – Financial Proposal

3.3 The Offeror will submit one original with original signatures, two (2) hard copies of the Technical Proposal, and a flash drive with entire submission (Technical and Cost) on it.

3.4 No cost information shall be included in the Technical Proposal.

3.5 Technical Proposal is provided in Excel format and must be submitted on the Excel spreadsheet provided and must be sealed and labeled appropriately.

3.6 Cost Proposal must be sealed and labeled appropriately. Only one original hard copy is to be provided. Original Cost Proposal form must be included in your package. Cost Proposal must be in a separate sealed envelope/package and must be clearly marked “Cost Proposal”.

3.7 Offeror shall mark the outside of entire package or envelope as follows:

Name of Company

Point of Contact for Company and Phone Number

RFP # 25-003 –Student Activity Software System

Due Date: June 14, 2024, 2 PM EST

3.8 Proposals must be submitted to:

HCSD – Purchasing Dept.

Renee Langston, CPPB

200 Jerry Barker Drive

Warner Robins, Georgia 31088

3.9 Any proposal received after the due date and time will not be evaluated.

3.10 Faxed or emailed proposals will not be accepted.

# 4.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements, which must be addressed in the proposal before further consideration will be given. A Mandatory Requirements Response Form is provided in Excel format which addresses all mandatory requirements. Each item must be addressed. If the vendor is supplying additional information for an item, it should be noted in the “Comments” section of the Mandatory Requirements Response Form. Additional information must be clearly organized and reference the mandatory item number.

The completed Mandatory Requirements Response Form must be returned as a part of your Technical Proposal. Proposals received without this form will not be evaluated.

**Project Objective**

Houston County School District is the fourteenth largest school district in Georgia. The district is made up of 40 elementary, middle, and high schools, and multiple district sites. Student Activity Software may be used for as many as 100 users to include faculty, school-based administrators, and central office staff. HCSD’s goal is to obtain software to record daily receipts for money received from students, parents, and others; provide documentation electronically of receipts; issue disbursements using an invoice entry system that allows for automatic and manual printing of checks; and retains scanned records of documents to support transactions. The software should allow for ease in retrieving monthly, quarterly, and annual reports; completing monthly bank reconciliations; categorizing within the system for specific events which result in a report; and exporting data in a manageable format (Excel, etc.). Please describe in detail how your solution addresses the following elements:

**MINIMUM SPECIFICATIONS:**

4.1 Must have school-based processing and fund accounting where all activity is captured by account codes that include fund, activity, revenue/expense, and school location. Account segments are easily created and assigned to the specified set of schools (e.g., all schools, all high schools, customizable to each school) as administered by Central Office personnel.

4.2 Must have the ability of system to handle school-based processing where each school retains, manages, and reconciles its own separate bank account and general ledger using the cash basis method of accounting.

4.3 Must have ability to roll revenues and expenses into ending fund balance for each school-based set of accounts at fiscal year-end.

4.4 Must have ability to limit and define user access.

(restricted user/bookkeeper/principal/district user, etc.).

4.5 Bank reconciliation process, must include automated processes which close out the month and prevent updates to previous months’ data when the monthly closing is completed at the school level.

4.6 Electronic receipting process, must have the ability to summarize receipts into a batch for ease of bank deposit process and tracks the flow of funds from the point-of-sale or receipt of funds to the general ledger and to the bank reconciliation process.

4.7 Must allow for electronic receipts or paper, while automatically creating a unique system-generated receipt number. \*\*Each school must have its own, separate receipt numbering scheme.

4.8 Must have the ability to print and re-print issued receipts.

4.9 Must have the ability to void receipts.

4.10 Must have an invoice entry system with electronic disbursement process, including automated check printing, along with the ability to issue manual checks when needed, using a sequential check numbering scheme. \*\*Each school must have its own, separate check numbering scheme, and check stock must include pre-printed school and banking information (school name, school address, check number, bank name, routing number and account number in MICR print, etc.)

4.11 Must allow for an unlimited number of invoices and account codes on each check.

4.12 Must have ability to limit check issuance to only approved vendors included in the vendor tracking system.

4.13 Must have ability to prevent duplicate invoice numbers.

4.14 Must have the ability to prevent duplicate check numbers.

4.15 Must have the ability to view/update accounts payable transactions prior to printing checks.

4.16 Vendor tracking system with one-time vendor feature. Ability to search the system for a vendor.

4.17 Must have ability to import or transfer vendors from the district’s financial software (Munis).

4.18 Must have ability to limit vendor use, de-activate vendors while keeping the transaction history associated with them, store multiple remit-to addresses, and store data on vendor usage (by school and consolidated), along with the ability to flag or classify a vendor as an employee, a parent, or 1099 independent contractor.

4.19 Must have the ability to restrict access for the adding of vendors to the vendor system and ability to limit bookkeepers to adding names/addresses to the one-time pay vendor only.

4.20 Must have the ability to void checks with the option to re-issue the check or cancel the invoice. Please provide a description of how the system would date the void (current date or back-date the void to the original check date).

4.21 Access for school bookkeepers or district personnel to enter correcting transactions for posting errors, such as journal entries, with the system creating a unique system-generated journal entry number. \*\*Each school must have its own separate journal entry numbering scheme.

4.22 Must have the ability to consolidate employee travel reimbursement/payment information for Georgia CS1 State reporting at the Central Office level. Ability to provide a report of employee travel reimbursement payments by detail transaction for the fiscal year (including employee vendor name, vendor EIN/SS#, school payment was made by, amount paid, date, check number, account number), as well as a report of travel reimbursement payments totaled by employee for the fiscal year. Ability to export this information into Excel format.

4.23 Must have the ability to consolidate 1099 independent contractor payments for IRS 1099 reporting at the Central Office level. Ability to provide a report of 1099 vendor payments by detail transaction for the calendar year (including vendor #, vendor name, vendor EIN/SS#, school payment was made by, amount paid, date, check number, account number, etc.), as well as a report of 1099 payments totaled by vendor for the calendar year. Ability to export this information into Excel format.

4.24 Must have the ability to summarize all transactions by school for a fiscal year period and provide totals by account code for fiscal year end closing purposes. Ability to export this summarized data into Excel for the purpose of importing it into the district’s financial system (Munis). Ability to provide a year-end consolidated trial balance by school.

4.25 Reporting capability - Please provide examples of the following reports and describe the type of search parameters available with each that would affect the report data output:

* + 1. Check or Disbursement Listing with customizable search parameters (date range, school location, etc.)
    2. Receipt Listing with customizable search parameters (date range, school location, etc.)
    3. Journal Entry Listing with customizable search parameters (date range, school location, etc.)
    4. General Ledger or other detail transaction listing with customizable search parameters (date range, school location, fund selection, activity selection, transaction type selection, purpose of payment, etc.) while showing each transaction in detail (check, receipt, journal entry). Data is sorted by account code.
    5. Trial Balance
    6. Summary by Fund
    7. Summary by Activity
    8. Cash reconciliation reports
    9. Customizable activity reports by type of activity (club, athletics, etc.)
    10. Vendor Reports (For example, 1099 consolidation and reporting)
    11. Deposit detail reports, including the amount of checks and cash deposited
    12. Access to prior years’ reports
    13. Audit Reports (individual school or consolidated reporting)
    14. After School Program Reports, including but not limited to:
        1. Daily Rosters
        2. Account Balances, including past due balances.
        3. Daily payments received by payment type.
        4. End of year tax receipts.
        5. All activity by student
    15. Please describe how the above reports are made available and if they are available for print, export, and email attachment. Please also describe if they are output in the form of PDF, Excel, or text format.

4.26 Must have the ability to scan/capture, manage, and retrieve supporting transaction paper documentation in the system and how the scanned documentation links to the individual transactions. Please describe other capabilities of this records management system.

4.27 Must have the ability to keep audit logs of transactions or of changes made by users. Ability to track that data.

4.28 Electronic Payment System: HCSD envisions an interfaced unified payment recording system that encompasses electronic, cash and check receipting with transactional data recorded and tracked from the point of fund transmission to bank deposit and reconciliation. Describe in detail how your solution addresses the following elements:

1. Low fees (convenience and processing). All end user convenience/handling and/or other fees charged by the chosen provider must be billed to and paid by the end-user (purchaser), not HCSD.
2. Ability to process credit/debit card transactions in person at the school using a card reader or other device. Explain type(s) of devices required and whether the devices work with the POS system. Please provide a cost estimate for the devices.
3. System provision for universal receipts using other payment types (e.g., check and cash) that will track all receipts by sales item. Describe the process of receipting these items, batching deposits, and the reporting available.
4. Provide payment types accepted (e.g., types of credit cards, debit cards, checking accounts, Venmo, Zelle, etc.).
5. Types of receipts generated for different payment types and how these are provided to customers.
6. Ability to administer on-line products for sale. Explain the overall structure for parent access and product administration, including but not limited to the following items:
   1. Ability to set up individual school products including setting active time ranges for products.
   2. Flexibility and ease in setting up product variation, such as sizes, and pricing allowing fixed (with set amount) or variable prices.
   3. Ability to assign products to students based on individual data such as grade or class.
   4. Product purchases are set up with the ability to capture the payment account, general ledger account number, sub account, and student data.
   5. Process to administer products including adding, removing, and inactivating items.
   6. Ability to have a POS system for multiple school stores, to include inventory tracking system, online webpage for easy viewing of School Store Product (with photos), ability to run inventory, and sales reports with access defined by administrator.
7. Identifiable description of purchase on credit card statement for customers.
8. Identify any float or holding time from the day/time a customer makes a payment until the funds are deposited into the schools’ bank accounts.
9. Consolidated and comprehensive reporting tools include but are not limited to:

* Report of deposit amounts available by student, account number, and by product
* Each school must have access to reports reflecting, at a minimum, sales activity by General Ledger account, sub-account, product, student, and date range.
* The proposer must submit sample reports showing what the proposed solution is capable of providing.
* Also discuss the ability to customize reports.

1. Online access to all activity through secure internet access. Describe administration of system users and whether there are any limitations on number of users.
2. The proposer shall provide a description of charge-back or refund procedures, and timeline of these types of transactions. Please provide details on any cost or fees that may be associated with these types of transactions.
3. Explain the ability and process for reversal and correction of payment in cases of incorrect payment. Describe how the correction (void or refund) would be handled and the length of time before the customer receives their funds or the funds are released.
4. Ability of the proposed solution to interface receipt data with the financial accounting software utilized by HCSD (currently Munis). Include frequency of interface. If an interface is not available, can the proposed system generate a receipt data export file based on the financial accounting software specifications for import into the financial accounting software?

4.29 General and Technical Specifications:

1. Must have the ability to transfer/import current and historical data from our legacy system (AS400), preferably in CSV format. Please describe what data can be transferred, the method of transferring, and how many years of historical data can be transferred.
2. Must allow for having multiple users in the database at the same time, multiple school bookkeepers at multiple school locations.
3. Please provide the printer specifications required for the purpose of printing from the School Activity Accounting System (printing of checks, receipts, reports, etc.). Currently, most of our school bookkeepers use an HP Pro M4001DN, but there are other models in use.
4. Please provide the scanner specifications required for the purpose of scanning documentation into the financial system. Currently, most of our school bookkeepers use a Fujitsu fi-6110.
5. Ability to interface and exchange data with other systems used by the district:
   * 1. Student system (Infinite Campus)
     2. Library book system (Destiny Library Manager)
     3. District’s primary accounting system (Munis/Enterprise ERP) – must have the ability to export data for importing into the Munis system.
6. Server requirements if hosted on-site – would need to work on Microsoft Windows Server 2022 or greater. If hosted off-site, please describe the technology required for off-site hosting.
7. The software must facilitate Single Sign-On (SSO) capabilities by integrating with SAML, ADFS, Microsoft Azure AD, and Google authentication systems. It should allow seamless and secure authentication and authorization of users across different applications and domains, regardless of the identity provider used.
8. Please describe the ability to access database tables for SQL queries, in addition to supplied reporting options.
9. Must be accessible via the internet and support modern browsers without any plugin requirements. Chrome browser preferred.
10. System must be available for use 24 hours a day, 365 days per year.
11. System must be accessible on multiple platforms, such as desktop, laptop PC, tablet, etc.
12. System must have regular, nightly backups.
13. System must have a disaster recovery plan.
14. Please describe the process and timeline of scheduled or required updates/upgrades to the system. Please specify if the recommended or required updates/upgrades have an additional cost.
15. Technical support must be available. Please provide a description of the days and times support is available.

4.30 Implementation/Training/Support

1. The proposer must include a detailed plan, describing how they would implement their system, including a timeline.
2. The proposer must provide a point of contact that will be utilized throughout the implementation.
3. The proposer must provide training of system use to major end users as identified by the HCSD and describe their training process, i.e., numbers of days required, etc. If the cost for training is an additional charge, it must be noted in the cost proposal part of the response.
4. The proposer must be able to provide a separate system database that is a replica of the live system for the purpose of training users and testing data.
5. The proposer must describe how they will offer continued support of the system after implementation, including how and when support can be contacted. If there is an additional charge for continued support, the cost should be noted in the cost proposal.
6. The proposer shall include a list of any specific equipment, software, or products needed for the HCSD to utilize the product they are proposing.
7. The proposer must include a list of any known software programs or equipment that is incompatible with the product they are proposing.

**OPTIONAL SPECIFICATIONS:**

4.31 Must have the ability to track NSF checks.

4.32 Must have ability to issue, track, and receipt monies for student parking passes. Please describe if the system can utilize interactive maps of the school parking areas for the purpose of students choosing their parking spot.

4.33 Must have a ticketing feature for school events (athletics, drama, chorus, etc.) – describe if ticket issuance with receipt of funds is available and the interfacing with electronic payments and the accounting system. Please describe whether the system will allow for portable credit card readers that can be used at school events. If so, please also describe the types of machines that would be required and the cost of the machines.

4.34 Must have an After School Program (ASP), which includes an invoicing system, racking days paid and used by student or family, real-time balance access, generating class rosters and year-end tax reporting, etc., while integrating with the student information system (Infinite Campus).

4.35 Please describe if the system has the ability for purchase order entry without an approval workflow for PO tracking purposes.

4.36 Parent Payment and Activity Portal: HCSD’s vision is that parents are provided one portal to access all financial transactional activity for their students across grade levels, schools, and products. Parents can make payments in this portal including invoice payments, recurring payments, and donations. They are also able to review prior payments and transactional history and to set up notification guidelines. They can access receipts and generate statements for their activity by student and by product. Based on the system wide high volume of transactions, the parent pays a minimal percentage transaction charge of purchase cost to cover the cost of the portal functionality. This application is web based and available on a multitude of platforms.

* 1. Does the proposed solution offer parents the ability to pay for all of their student fees and school payments at one time with a single transaction? How would this apply if a parent is making a payment for multiple students, each attending a different school? Describe the order process, including parent login details and if users can view student transaction history.
  2. When parents pay multiple fees for students at different schools at one time, how does the system distinguish which school accounts the payments are deposited/recorded to?
  3. Can the proposed solution provide integration with After School program software for payment processing and to provide students, administrators, teachers, and parents with status of payments, outstanding fees, credits and/or transaction history? Please explain the process for this setup.
  4. Can parents set up recurring electronic payments?
  5. Can parents set up account notifications? If so, what types of notifications are available and what methods can be used to send them?
  6. Ability to extract and integrate data with third party systems.

5.0 **COMPANY BACKGROUND AND EXPERIENCE**

5.1 **Company Structure**

The Offeror will include in the proposal the legal form of their business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships, as they relate to this RFP.

## 5.2 Experience

The Offeror must include the total number of full consecutive years as current business. The Offeror will provide a list of school systems or organizations (preferably in Georgia) similar in size as HCSD, for whom similar services, as detailed in this RFP, have been provided during the past three years.  The list must include:

* Name of School System
* dates of service
* name of contact person
* title of contact person
* phone number of contact person
* email address of contact person

The offeror must include a minimum of three (3) letters of recommendation dated within the previous three (3) calendar years. Letters from organizations and projects similar to scope and size of Houston County School District are preferred. Each letter must contain contact information including organization/firm, contact name, telephone, and email.

## 6.0 EVALUATION PROCESS

The evaluation of proposals received on or before the due date and time will be conducted in the following phases:

## 6.1 Administrative Review

The proposals will be reviewed by the Issuing Officer for the following administrative requirements:

1. Submitted by deadline

2. Separately sealed Technical Submission and Cost Proposal

3. All required documents have been submitted

4. Technical Submission does not include any information from the Cost Proposal

5. All documents requiring an original signature are signed and included

## 6.2 Mandatory Requirements Review

Proposals which pass the administrative review will then be reviewed by the Evaluation Committee and will be scored individually.

The following are the maximum possible points of each category:

|  |  |
| --- | --- |
| **Student Activity Software** | |
| **Point Category** | **Points Allotted** |
| Cost of services (including annual renewal, hosting fees, data integration fees, software maintenance fees, support and training, and all other fees) | 35 |
| Provide at least three Georgia Districts that are using your platform | 15 |
| Completeness of Proposed Solution | 10 |
| Implementation, training, and support | 25 |
| Ability to meet functional and technical requirements | 15 |
| **Total Possible Points** | **100** |

## 6.3 Cost Proposal Evaluation

Offerors will use and submit the Cost Proposal form provided with the RFP along with their responses as directed on the Cost Proposal form. The lowest cost will receive the total points available; remaining proposals will be prorated accordingly.

## 6.4 Identification of Apparent Successful Offeror

The Offeror with the highest combined technical and financial score will be identified as the apparent successful Offeror.

6.5 Approval of Expenditure of Funds

The apparent successful Offeror’s proposal will be presented to the Houston County School District for approval at a Board meeting, if required by HCSD policy. Once approved, a notice of award will be posted to the HCSD website.

# 7.0 TERMS AND CONDITIONS

## 7.1 Sample Contract - The Sample Contract, which the District intends to use with the successful Offeror, is attached to this RFP and identified as Attachment D. Exceptions to the Contract should be identified and submitted with the Offeror's Technical Proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in Section 4.0.

## The Houston County School District is a political subdivision of the State of Georgia. Be advised that state entities are unable to agree to certain clauses in a standard contract. Prior to award, the apparent winning Offeror will be required to enter into discussions with the District to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve contractual differences will lead to rejection of the Offeror's proposal.

The District reserves the right to modify the Contract to be consistent with the successful offer and to negotiate with the successful Offeror other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.

The contract, once signed by both parties, shall not be amended or modified, nor shall any of its terms be waived, except in writing and agreed upon in writing, by both parties.

## 7.2 Conflict of Interest - If an Offeror has any existing client relationship that involves the Houston County School District, the Offeror must disclose each relationship.

## 7.3 Compliance with Laws - The Contractor will comply with all State of Georgia and Federal laws, rules, and regulations.

7.4 The HCSD will not be responsible for any RFP responses not received at the posted time/location prior to proposal due date/time. It is the responsibility of the vendor to insure proposals are received at the proper time/location regardless of delivery method.

7.5 Delivery of all materials from this RFP must be FOB destination. Vendor is responsible for all delivery costs.

7.6 All merchandise and services shall be subject to inspection after arrival at HCSD or completion of work. In the case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the District has the right to reject such items and/or services and return them at Vendor’s expense or require that Vendor return to site, if service is performed on HCSD property, to correct the issue.

7.7 HCSD shall make payment for goods and services within thirty (30) days upon receipt, inspection and acceptance by HCSD personnel and receipt of invoice unless a prior agreement is made. Payment may be made by check or by credit card. If an additional fee will be added to the invoice for use of a VISA credit card, it must be noted on Cost Proposal.

7.8 The Vendor shall be responsible for the protection of HCSD premises and property, and will be held liable for any damages caused by the Vendor, Vendor’s employee(s) or Vendor’s agent(s) during the execution of purchase orders or contracts resulting from this RFP.

7.9 The Vendor shall be responsible for the removal of all packing material and debris when installing or delivering items that require installation.

7.10 A. The Vendor does hereby indemnify and shall hold harmless Houston County School District, it’s Board members, employees, agents, and servants (each of the forgoing being hereafter referred to individually as “Indemnified Party”) against all claims, demands, causes of actions, actions, judgments or other liability including attorney’s fees (other than liability solely the fault of the Indemnified Party) arising out of, resulting from or in connection with the Vendor’s performance or failure to perform this agreement, including but not limited to:

(1) All injuries or death to persons or damage to property, including theft.

(2) Vendor’s failure to perform all obligations owed to the Vendor’s employees including any claim the Vendor’s employees might have or make for privilege, compensation or benefits under any HCSD benefit plan.

(3) Any and all sums that are due and owing to the Internal Revenue Service for withholding FICA, and unemployment or other State and Federal taxes.

B. The Vendor’s obligation to indemnify the Indemnified Party will survive the expiration or termination of this agreement.

7.11 Contracts are not exclusive as the Houston County School District reserves the right to purchase any products from any vendor at any time.

7.12 REMEDY FOR NON-PERFORMANCE

Remedy For Non-Performance - In the event that either the vendor or HCSD defaults in the performance of any obligation specified in the contract, the non-defaulting party shall notify the other party in writing and may suspend the contract, in whole or in part, pending remedy of the default. If such default is not remedied within fifteen (15) days from the date of receipt of such notice or if the other party is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such notice, then the non-defaulting party shall have the right to terminate the contract immediately by providing written notice of termination to the other party.

7.13 EVIDENCE OF INSURANCE

a) The successful Vendor, at its expense, shall carry and maintain in full force at all times during the term of the contract resulting from this RFP the following insurance:

|  |  |
| --- | --- |
| Coverage Limits of Liability | |
| Workmen’s Compensation | Statutory |
| General Liability/Property Damage | $1,000,000 each occurrence  $2,000,000 aggregate |
| Personal Injury | $1,000,000 each occurrence  $2,000,000 aggregate |
| Automobile Liability/Property Damage | $1,000,000 each occurrence  $2,000,000 aggregate |
| Bodily Injury | $1,000,000 each occurrence  $2,000,000 aggregate |

b) Prior to commencement of performance of this Agreement, Contractor shall furnish to HCSD a certificate of liability insurance evidencing all required coverage in at least the limits required herein, naming the Houston County School District, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten (10) days advance written notice to the District. Such certificate shall be issued to: Houston County School District.

c) Said policies shall remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Contractor, whichever shall occur later.

# Attachment A

## PROPOSAL CERTIFICATION

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify and acknowledge that the laws of the State of Georgia, including the Georgia Open Records Act, require procurement records and other records to be made public unless otherwise provided by law.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor. .

SUBMITTED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_ST\_\_\_\_\_ZIP\_\_\_\_\_\_\_

TELEPHONE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FAX NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY WEBSITE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Attachment B

**Must be completed and returned with proposal.**

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Houston County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Work Authorization User Identification Number Date of Authorization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name of Contractor Name of Project

Houston County School District\_\_\_

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on ­­­\_\_\_\_\_\_, \_\_\_, 202\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(city), \_\_\_\_\_\_(state).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE ­­­\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_,202\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachment C

**Certificate Regarding Debarment, Suspension, Ineligibility**

The Houston County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the proposal, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

# Attachment D

## DISTRICT STANDARD CONTRACT

## SAMPLE CONTRACT

**CONTRACT**

This writing shall constitute the entire agreement between the Houston County School District, and (VENDOR)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**AGREEMENT:** The Houston County School District agrees to the services provided by (VENDOR)\_as listed herein and as modified from time to time. This agreement supersedes any purchase order issued in the course of executing this agreement. (VENDOR) agrees to provide the services and equipment listed herein in accordance with the terms and conditions herein and certifies that such services and equipment is as proposed in response to Houston County School District RFP # \_25-003. Said proposal shall be considered a part of this agreement. This agreement may be modified only by written agreement and not by course of performance. This agreement becomes effective on July 1, 2024, or on the day it is signed by all parties, whichever is later and will continue as indicated below.

**DEFINITIONS:** The meanings of the words below as used herein are defined as follows.

1. "District” as used herein means the Houston County School District, a political sub-division of the State of Georgia.
2. “Vendor or Contractor” as used herein means the company that will be awarded the contract.

**LAW:** The laws of the State of Georgia shall prevail in all matters concerning this contract.

**PRICE:** The District agrees to pay a total of $\_\_\_\_for the products or services proposed by the Vendor.

**YEARLY MAINTENACE**: The District agrees to pay a yearly sum of $\_\_\_\_\_\_\_\_\_\_\_\_as a maintenance/support fee.

**TERM:** Code section 20-2-506 of the laws of the State of Georgia as of this date and as may be amended apply to this agreement. In addition to other requirements, the following are specifically enumerated.

This contract will terminate absolutely and without further obligation on the part of the School District at the close of each calendar year. Unless the Board votes to cancel or non-renew, the contract will automatically renew at the end of each calendar year for a successive calendar year.

**TERMINATION:**

1. The Houston County School District may terminate this contract in accordance with O.C.G.A. 20-2-506.
2. The Houston County School District may terminate this contract for non-performance of Contractor in any material respect and at the close of each calendar year by giving not less than 60 days notice to contractor.
3. The Contractor may terminate this contract for non-performance of the District in any material respect or at the close of each calendar year by giving written notice to the District not less than 60 days prior to termination.
4. The Contractor and the Houston County School District may mutually agree to terminate this contract at any time.
5. Upon total termination of this contract due to any reason, the District shall only be liable for the cost of unpaid past service periods. This District will release all equipment provided by this contract.
6. This contract will terminate absolutely and immediately at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of this contract.
7. In the event of termination at the end of any calendar year period, the District shall only be liable for the cost of unpaid past service periods.

**TAXES:**

1. The Contractor shall be responsible for all taxes and fees and shall pay all taxes and fees brought about by this agreement.
2. The District shall provide the Contractor with a Sales & Use Tax Exemption Form.

**INDEMNITY:** To the extent permitted by law:

1. The parties to this Agreement will indemnify, defend and hold each other harmless from all losses, damages, claims, suits and actions (including court costs and reasonable attorney's fees) ("claims") arising out of any breach of this Agreement except to the extent caused by the negligence or intentional acts or omissions of the other.
2. The District shall not be required to insure the equipment provided under this contract from loss.
3. The District shall not be responsible for loss or damage to equipment.

**ASSIGNMENT:**

1. The Contractor shall not sell, assign, or transfer this agreement without the written consent of the District.

Houston County School District Offeror\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

# 

**Attachment E**

**Non-Collusion Affidavit**

(Form must be completed and returned with submission.)

Houston County School District C/O HCSD, Perry, GA 31069

I state that I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Name of Vendor

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal and I state that this proposal is made in good faith.

I state that:

1. The price(s) and amounts of this proposal have been arrived at independently and without consultation, communication or agreement with any other Vendor, Offeror, or potential Offeror; neither the approximate price(s) have been disclosed nor will they be disclosed before proposal opening to any other Vendor, Offeror or potential Offeror.
2. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a financial proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complimentary proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, its affiliates, subsidiaries, officers,

Name of Vendor

Directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting a proposal on any public contract.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the HCSD of the true facts relating to submission of proposals for this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Date Title or Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

# Attachment F

**FINANCIAL PROPROSAL**

**COST PROPOSAL**

**RFP 25-003**

Cost of Student Activity System as proposed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recurring yearly maintenance fee to begin 2nd year: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Installation fees: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addition costs (itemize):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBMITTED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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COMPANY NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

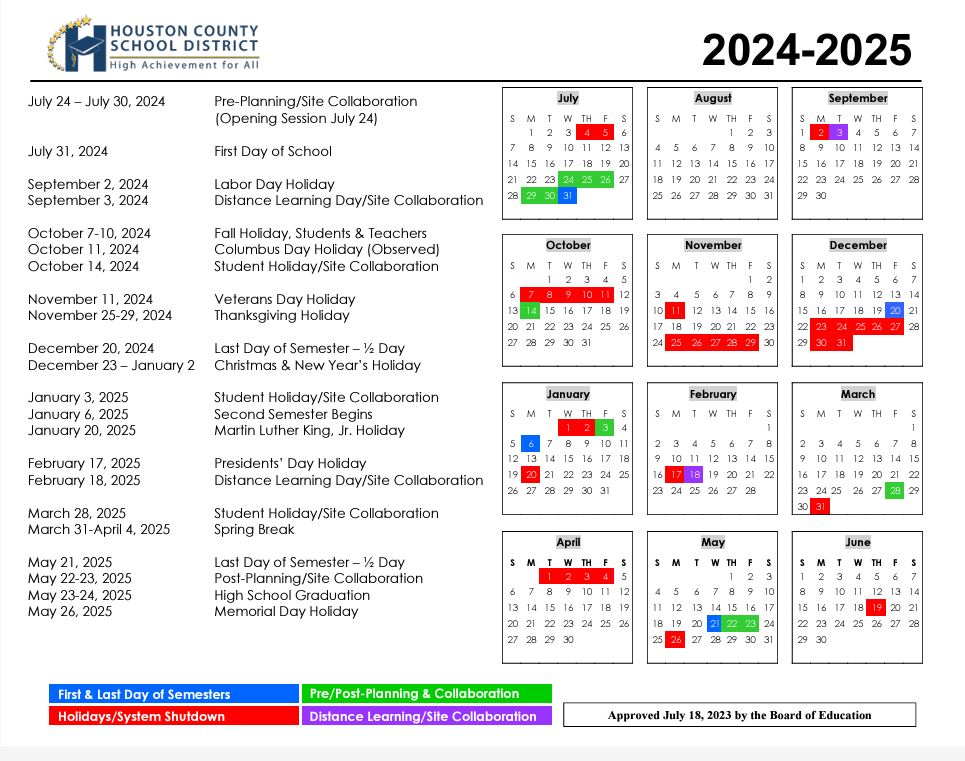
EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEB ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT G**

**SCHOOL CALENDAR**



<https://www.hcbe.net/calendar>