

REQUEST FOR INFORMATION

RFI 002-21 DIVERSITY STUDY



CLAYTON COUNTY PUBLIC SCHOOLS

DR. MORCEASE J. BEASLEY
Superintendent of Schools

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DBrewer

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Department of Purchasing
218 Stockbridge Road, Jonesboro, Georgia, 30236

Submission Deadline:
September 28, 2020
3:00 p.m. Eastern Standard Time (EST)

SCHEDULE OF EVENTS

EVENT	DATE OR DEADLINE Eastern Standard Time (EST)
RFI Release	August 18, 2020
Deadline for Submission of Questions	August 27, 2020 @ 3:00 p.m. Submit questions to: purchasing@clayton.k12.ga.us
Answers Posted to Website by Addendum	September 3, 2020 @ 3:00 p.m.
RFI Submission Deadline	September 28, 2020 @ 3:00 p.m.
Purchasing Representative	Jenel McMillian

RESPONSE SUBMISSION FORM

This form must be completed in its entirety and signed by the authorized representative or official submitting the response. This form must be returned with each response. Failure to do so will render a response non-responsive.

Company Name:	
Mailing Address: (Street, City, State, Zip Code)	
Email Address:	
Phone Number:	
Fax Number:	
Social Security or Tax ID#:	
Name of Authorized Representative: (printed or typed only)	
Title of Authorized Representative:	
Signature of Authorized Representative:	
Date of Signature:	

RFI 002-21 DIVERSITY STUDY

Clayton County Public Schools ("CCPS") is inviting all interested parties with knowledge and expertise in conducting disparity, utilization and availability studies for Minority Business Enterprises, Women Business Enterprises, Local and Local Small Business Enterprises, Veteran Owned Enterprises and similarly classified enterprises to submit an informational response to RFI 002-21 Diversity Study.

1. OBJECTIVE

It is the intent of CCPS that Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), and Local and Small Business Enterprises (L/SBE) have an equal opportunity to participate in CCPS procurement opportunities. Respondents to CCPS Solicitations are encouraged to use said MBE, WBE and L/SBE's whenever possible in the execution of any contract, however, CCPS does not provide a contracting preference and it is not the intent of CCPS to violate any local, state or federal laws. CCPS is interested in obtaining information on current best practices and cost in the area of diversity studies and any related MBE, WBE, L/SBE, Veterans or other contracting programs.

The intent is to use the information gathered in the best interest of CCPS, including the possible development of specifications for future Invitation for Bids (IFB) or Requests for Proposals (RFP). While CCPS will evaluate responses to establish budgetary and functional requirements for anticipated future solicitations, CCPS does not intend to award a contract as the result of this RFI and does not represent or guarantee that a future solicitation will be issued. Any future solicitation will be through a separate process and subject to budget. There is no mandatory requirement for interested parties to respond and the lack of a response will not prevent participation in future solicitations or awards.

2. BACKGROUND

CCPS is the fifth largest school system in the State of Georgia and is ranked amongst the 100 largest school districts in the U.S. with a student enrollment of approximately 55,000. CCPS is fully accredited through AdvanceED-Southern Association of Colleges and Schools Council on Accreditation and School Improvement. CCPS is culturally diverse with over 72 languages spoken in the District and twenty-two percent (22%) of students speaking languages other than English. CCPS has approximately 7,400 active employees. Most CCPS employees live within the ten county Atlanta Metropolitan Statistical Area.

CCPS replaced an outdated AS400 financial system with a new Tyler MUNIS ERP system in January 2019. The general ledger, accounts payable, budget, payroll, human resources, purchasing, and warehousing / inventory systems are all maintained in MUNIS. Except for limited authority granted to individual school principals, all purchasing for goods, services and professional services are managed by the CCPS Purchasing Department. All Construction is handled by a separate Construction Department. CCPS utilizes several funding sources, including general funds, state and federal funds, and local sales tax funds including Special Local Option Sales Tax (SPLOST) funds.

3. SUBMITTALS

Responses to this RFI will be received by Clayton County Public Schools (CCPS) e-Procurement Portal, at claytonk12ga.bonfirehub.com prior to the submittal deadline of **Monday, September 28, 2020** at 3:00 p.m., Eastern Standard Time (EST). Late submittals may not be accepted.

CCPS reserves the right not to accept any submittals and to reject any and all submittals.

Respondents are responsible for all costs incurred in the preparation of responses. CCPS shall incur no obligation or liability whatsoever to any respondent or third party by issuance of this RFI.

4. SOLICITATION QUESTIONS

Any questions regarding this RFI should be submitted on or before **Thursday, August 27, 2020** at 3:00 P.M., EST. All questions must be submitted in writing to Debra B. Brewer, Director, CCPS, Purchasing Department, by email with the RFP name and number in the subject line to purchasing@clayton.k12.ga.us. Questions received after the designated period may not be considered. Verbal responses are not authoritative. Answers to questions will be made by addendum posted to the CCPS website and CCPS Bonfire no later than 3:00 P.M., EST on **Thursday, September 3, 2020**. It is the responsibility of each Proponent to obtain a copy of any Addendum issued for this solicitation by monitoring the CCPS website at <http://www.clayton.k12.ga.us/cms/One.aspx?portalId=54515&pageId=95198> or the CCPS e-Procurement Portal, at claytonk12ga.bonfirehub.com.

5. PROHIBITED CONTACTS

All Respondents and representatives of Respondents are strictly prohibited from contacting CCPS Officials, Elected Officials or any third party representatives of CCPS on any matter having to do with this RFP. All communications by any Respondent concerning this RFP must be made in writing to the CCPS Purchasing Department.

6. RESPONSE REQUIREMENTS

- 6.1 Please submit a response highlighting your firm's ability to provide a solution for CCPS;
- 6.2 Responses should include answers to all questions proposed, along with estimated, non-binding price to meet specifications or suggested solutions. Marketing materials, including Compact Disks (CD) or USB flash drives containing digital brochures and technical documentation are encouraged, but are not a substitute for Respondent

answering each question or providing the information as requested. Please do not simply refer to attached Marketing Materials. Respondents should address each of the following:

6.2.1 COMPANY INFORMATION

- 6.2.1.1 Company Name and Headquarters Mailing Address;
- 6.2.1.2 Type of Organization (Corporation, Partnership, etc.);
- 6.2.1.3 How long the company has been in business in its current form;
- 6.2.1.4 Name, Title, Telephone Number and Email Address of Primary Contact Person;
- 6.2.1.5 Company Website URL; and
- 6.2.1.6 Location closest to CCPS and location of Customer Support Staff.

6.2.2 APPROACH AND METHODOLOGY

Based on the need described in this RFI, please describe your methodology, approach and proposed solution for:

- 6.2.2.1 Determining relevant geographical market areas;
- 6.2.2.2 Collection of data, utilization, disparity and anecdotal analysis;
- 6.2.2.3 RFP processes and best practices;
- 6.2.3.4 Timeframes for conducting a study; and
- 6.2.2.5 Other required information specific to the nature of this RFI and deemed important by the respondent.

6.2.3 FINANCIAL AND RESOURCE COMMITMENT

Due to competing budgetary priorities, the cost of conducting a disparity study is a significant concern for CCPS. To assist CCPS in determining if such a study is financially feasible, please provide information relative to:

- 6.2.3.1 Range of cost and proposed budget for a typical study; and
- 6.2.3.2 Internal CCPS staff and resource commitment required for a successful study.

6.2.4 REFERENCES

Please provide two (2) customer references, including customer name, contact information, contact telephone and email addresses, for customers most similar to CCPS that have utilized your services. Please include time frames and cost of the projects. CCPS, in its discretion, may contact these references to confirm cost and capability issues.

7. GEORGIA OPEN RECORDS ACT

Information provided to CCPS is subject to disclosure under the Georgia Open Records Act, O.C.G.A. § 50-18-70 et. seq. Pursuant to O.C.G.A. § 50-18-72(a)(34), “[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]”.

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