



Palliser Regional Schools

Palliser Centre

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REQUEST FOR INFORMATION FILE NO. RFI-PAL01

HUMAN RESOURCES, PAYROLL, AND FINANCIAL INFORMATION SYSTEMS

1. OBJECTIVE

Palliser Regional Division No. 26, hereafter referred to as the Division, invites qualified firms possessing the expertise, proven experience and the financial and personnel resources, to submit a written Statement of Qualifications outlining their ability to provide a Human Resources, Payroll and Financial Information Systems Solution in accordance with the specific needs of the Division.

2. BACKGROUND

Palliser Regional Division No. 26 is a rural school jurisdiction in Southern Alberta. The geographical area stretches from just south of Lethbridge to the Bow River south of Calgary. The division has six elected Trustees. Palliser Centre is located in Lethbridge and provides central office administration, transportation and maintenance services. A satellite maintenance shop is located in Vulcan. In keeping with the jurisdiction's strong belief in the value of education partnerships, Palliser Centre also provides lease space to Canadian Union of Public Employees (CUPE) and Southwest Alberta Child and Family Services.

The Division offers full public education services to approximately 7,200 students Preschool through Grade 12. As of the 2013-2014 school year, Palliser has 15 community schools, 17 Hutterian colony schools, 10 Christian alternative schools, 9 of which are in Calgary on 7 different campuses, 4 outreach programs, an online school and 2 Low German Mennonite alternative programs. The Division currently employs 1375 regular and substitute employees.

3. ASSIGNMENT/SCOPE

Interested parties are invited to provide a written response describing their ability to provide a comprehensive, integrated and efficient Human Resources, Payroll and Financial Information System that would include the following components:

- Analysis and validation of system requirements;
- The appropriate application(s) software;
- Software installation, configuration, and reference data entry;
- Hardware configuration (if applicable);

- Data conversion planning, development, testing and execution;
- Data interface analysis, development and testing;
- Report development and testing;
- Staff training;
- Acceptance testing and parallel run;
- System cut-over;
- Post-implementation review; and
- Post-implementation system maintenance and upgrades.

4. **QUALIFICATIONS**

Firms interested in responding to this request should provide the following information in their written response:

- A brief corporate profile describing the primary business nature of the company, its financial viability, the number of years conducting business in an educational environment, the number of staff employed and the geographical location of head office, additional satellite locations or service centres.
- Description of the software products and services your firm could offer the Division (in relation to the assignment described above). If your firm did not design and develop the software listed, please provide the name of the author and who would provide the on-going support to the Division.
- The qualifications, expertise and the roles of all staff, contract personnel and agents employed or contracted by your firm who may be assigned to Human Resources, Payroll and Financial Information System project.

If your firm subcontracts any component(s) of the described assignment, please specify those components.

- Outline the future technology direction for your firm's financial information software for the next three to five year period.
- A list of clients demonstrating your firm's success implementing and servicing Human Resources, Payroll and Financial Information Systems.
- A list of Canadian school districts that your firm presently has as Human Resources, Payroll and Financial Information System clients. In reference to three or four of these school districts, please include:
 - Address, phone, fax, email address;
 - Contact person;
 - A brief description of the project, client solution; and
 - Implementation date.

5. CUSTOMER SERVICE, SUPPORT AND MAINTENANCE

Describe your firm's:

- Post implementation customer support services you offer to your clients;
- Maintenance agreements (include a sample); and
- Software updates, upgrades, (including a sample document provided to a client describing features and requirements of an upgrade).

6. STAFF TRAINING

Outline your firm's training program available to the Division, its methodology, timing, location as well as any specialized aspects that enhance the program.

7. SECURITY

- Levels of security offered by your system;
- Incorporation of operating system security features in application software;
- Ability of the software to allow for the creation and maintenance of security profiles for users or groups of users; and
- Security and confidentiality of Division information.

8. WARRANTIES AND GUARANTEES

- Description of your firm's warranty policy that accompanies and applies to the Human Resources, Payroll and Financial Information System you offer to your clients;
- What exclusions, limitations and disclaimers apply?
- Please include a copy of your firm's "Standard Forms Agreements" (between the company and the client) along with all applicable Terms and Conditions that would apply to those agreements.

9. IMPLEMENTATION SCHEDULE

Outline a hypothetical implementation schedule, with specific project phases and estimated completion dates, or enclose a sample of such a schedule created for another client who contracted your firm for a similar assignment.

10. INTENT OF REQUEST FOR INFORMATION FILE NO. RFI-PAL01

This request for information is not a legal offer, but only an invitation for interested parties to provide information to the Division. Should the Division decide to upgrade its Human Resources, Payroll and Financial Information System, this request for information process and the subsequent responses will provide the necessary information to pre-qualify and short-list potential vendors in the event direct negotiations or competitive bids are deemed necessary. However, should it be evident from the information provided that one party clearly appears more qualified, the Division, at its sole and exclusive discretion, reserves the right to

negotiate with that party to enter into a contract without soliciting offers from others. Parties responding to the request are further advised that no contract may result from the request for information.

11. INQUIRIES

Inquiries relating to this request for information should be made in writing and addressed to:

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