

# Request for Proposal



## REQUEST FOR PROPOSAL (RFP)

### FOR SCHOOL DISTRICT FINANCIAL AND HUMAN RESOURCES SOFTWARE

**ISSUED BY:** Platte County R-III School District  
998 Platte Falls Road  
Platte City, MO 64079  
[www.plattecountyschooldistrict.com](http://www.plattecountyschooldistrict.com)

**DATE ISSUED:** Thursday, February 6, 2025

---

## 1. INTRODUCTION

The Platte County R-III School District is seeking proposals from qualified vendors to provide integrated financial and human resources software solutions to support the district's:

- Financial operations and applications including accounting, budgeting, payroll, accounts payable, accounts receivable, and integration of the Missouri Department of Elementary and Secondary Education (DESE) accounting structure and principles.
  - Human Resources applications to include: applicant tracking, employee records, personnel management, absence and time management, and reporting.
  - The selected solution should enhance efficiency, and effective data management, ensure compliance with applicable state and federal regulations, and provide user-friendly functionality for staff.
- 

## 2. OBJECTIVE

The primary objective is to procure a robust and scalable financial and human resources software solution(s) that:

- Supports compliance with federal, state, and local financial regulations.
- Provides real-time reporting and analytics.
- Streamlines and automates key financial and human resources processes.
- Enhances data security and integrates with existing systems.
- Offers comprehensive training and ongoing support for district staff.

## 3. SCOPE OF SERVICES

The proposed solution should include, but is not limited to, the following functionalities:

- **General Ledger:** Ability to manage financial transactions and generate reports.
  - **Accounts Payable and Receivable:** Efficient management of vendor payments and receivables.
  - **Budget Management:** Tools for forecasting, creating, monitoring, and adjusting budgets.
  - **Payroll Processing:** Comprehensive payroll functionality, including tax reporting and deductions.
  - **Personnel System:** Employee records including tracking of demographic data, position history, certification, FMLA, ADA, leave balances and history, employee benefits, background check, emergency contact information, etc.
  - **Compensation and Position Management:** Tools to support staffing model development and budgeting process.
  - **Applicant Tracking:** Tools for requisitions, job postings (to multiple platforms), workflows, real-time analytics, collaboration tools for hiring teams, integration with one-way video screening tools, and integration with payroll system for employee records set-up.
  - **Absence and Time Management:** Mobile-friendly tool with self-service leave requests, time tracking, and approvals, automated substitute finding, seamless integration with the payroll system for accurate time calculations and payment, geo-fencing capability, and real-time absence tracking and analytics.
  - **Employee Records:** Tool for paperless forms, online checklists, e-Verify integration, digital storage, centralized tracking, automated alerts, contract engine, and real-time analytics.
  - **Reporting and Analytics:** Customizable reports and dashboards.
  - **Integration Capabilities:** Seamless integration with other systems such as HR and student information systems.
  - **Security Features:** Role-based access controls and data encryption.
- 

## 4. PROPOSAL REQUIREMENTS

Vendors should include the following in their proposal:

- **Cover Letter:** Introduction and summary of qualifications.
- **Company Background:** Overview of the company, including experience with school districts.
- **Proposed Solution:** Detailed description of the software's features and functionalities.
- **Implementation Plan:** Timeline, milestones, data conversion, and resources required.
- **Training and Support:** Description of training programs and ongoing technical support.
- **Technical Specifications:** Description of technical specifications and system security.
- **Cost Proposal:** Breakdown of all costs, including licensing, implementation, training, and maintenance.
- **References:** At least three references from similar-sized school districts (Missouri school districts preferred).

# Request for Proposal

**Please note:** The Platte County School District Business Services and Human Resources Teams are seeking financial applications and human resources applications/platforms ***presented separately and packaged.*** We will evaluate each application/module and may select one company that can provide a comprehensive service or select separate companies based on the evaluation criteria below. We reserve the right to choose not to select any solutions and operate with our current software platforms.

---

## 5. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- **Functionality and Features:** Ability to meet the district's requirements.
  - **Cost:** Total cost of ownership, including implementation and ongoing expenses.
    - We are seeking implementation and first-year costs, as well as continued cost structures for year two and beyond that, include annual subscription fees and other ancillary fees.
  - **User Experience:** Ease of use and accessibility for staff.
  - **Vendor Experience:** Demonstrated success in serving similar clients.
  - **Training and Support:** Quality of training and availability of technical support.
- 

## 6. SUBMISSION INSTRUCTIONS

Proposals must be submitted via email no later than **12:00 PM on Friday, February 21st** to the following email addresses (proposals must include both): Put in the subject line **"RFP Proposal PCR3"**

Brian Noller  
Executive Director of Business Services  
[noller.brian@pcr3schools.org](mailto:noller.brian@pcr3schools.org)

Ashley Jones  
Executive Director of Human Resources  
[jones.ashley@pcr3schools.org](mailto:jones.ashley@pcr3schools.org)

---

## 7. TIMELINE

- **RFP Issuance Date:** Thursday, February 6, 2025
- **Questions Due Date:** Tuesday, February 18, 2025 at 12:00 PM
  - Submit questions to both email addresses prior to this deadline
- **Proposal Submission Deadline:** Friday, February 21, 2025 at 12:00 PM
  - Submitted electronically to both email addresses above
- **Evaluation and Vendor Selection:** Friday, February 21, 2025 at 1:00 PM
- **Notification of Top Selections:** Monday, February 24, 2025
- **Interview of Top Selections:** Tuesday, March 4, 2025 - Thursday, March 6, 2025
- **Presented to Board of Education:** Thursday, March 20, 2025 at 6:30 PM
- **Implementation Start Date:** April 1, 2025
- **Launch Date:** July 1, 2025
- **Training of District Staff:** Late July, 2025

## Request for Proposal

---

### 8. QUESTIONS

Questions regarding this RFP may be directed to (Include both addresses):

Brian Noller  
Executive Director of Business Services  
[noller.brian@pcr3schools.org](mailto:noller.brian@pcr3schools.org)

Ashley Jones  
Executive Director of Human Resources  
[jones.ashley@pcr3schools.org](mailto:jones.ashley@pcr3schools.org)

---

**The Platte County R-III School District reserves the right to accept or reject any or all proposals and to negotiate with any vendor as deemed in the district's best interest.**

# Request for Proposal

## Appendix A - Platte County Relevant Data

Below is some relevant data to support the proposals that software firms/developers will provide to the Platte County R-3 School District as a response to this RFP

### **Total number of staff**

- Certified - 398
- Classified - 318
- Substitutes - 153

### **Total number of students**

- 4424 - Includes Pre-K - 12th grade

### **Total number of sites/attendance centers**

- 1 high school
- 2 middle schools
- 4 elementary schools
- 1 early childhood program
- 1 share time vocational school (Students from 7 school districts and 17 high schools attend in ½ day format)

### **Annual Budget**

- \$79,414,287.00 which includes all operational expenses, capital expenditures, and debt services expenditures
- A link to our annual board presented and approved budget document can be found [HERE](#)

### **Payroll Periods**

- There are 24 payroll periods - [LINK](#)
- Team members are paid the 10th and 25th of each month