



MAGNOLIA PUBLIC SCHOOLS

**Request for Proposal to Provide
ERP (Enterprise Resource Planning)
Due Date: 07/7/2023**



Magnolia Public School is seeking proposals for the implementation of a new Enterprise Resource Planning (ERP) system. We invite qualified vendors to submit their proposals to meet our organization's ERP needs.

Objective:

Our primary objective is to implement a comprehensive ERP system that will enhance our operational efficiency, improve data management, and support informed decision-making across various departments. The system should have robust features and modules to cater to our specific business needs.

Scope of Work:

1. **Evaluation and Needs Assessment:** Conduct a comprehensive analysis of our current business processes and requirements to determine the key functionalities and features needed in the ERP system.
2. **System Customization and Configuration:** Provide a detailed plan for customizing and configuring the ERP system to align with our specific business needs. This includes but is not limited to modules such as finance, procurement, inventory management, human resources, and customer relationship management.
3. **Data Migration:** Develop a strategy and methodology to migrate existing data from our legacy systems to the new ERP system, ensuring data integrity and minimizing downtime during the transition.
4. **System Integration:** Integrate the ERP system with existing software applications and databases within our organization to ensure seamless data flow and interoperability. The selected ERP system should offer robust integration capabilities to seamlessly connect with external systems and applications. Specifically, the system should be able to integrate with Paycom, a leading payroll and HR software provider, as well as Adaptive Insights, a popular financial planning and analysis software. The integration requirements include real-time data synchronization, automated data transfer, and the ability to exchange employee data, salary information, benefits details, time and attendance records with Paycom. For Adaptive Insights integration, the ERP system should support the transfer of financial data to enable comprehensive financial reporting, budgeting, and forecasting within the ERP platform. Please provide details on the integration approach, supported integration methods (API, web services, file transfers, etc.), data formats, authentication mechanisms, and security protocols related to Paycom and Adaptive Insights integration.



5. **Training and Support:** Provide comprehensive training programs for our employees to effectively use the ERP system. Additionally, offer ongoing technical support and maintenance services to address any issues that may arise post-implementation.
6. **Project Timeline and Deliverables:** Present a detailed project plan with clear milestones and deliverables, outlining the estimated timeline for each phase of the implementation process.

Proposal Format: Vendors should submit their proposals in electronic format, clearly organized and labeled for easy review.

1. **Company Overview:** Include a brief introduction of your organization, highlighting relevant experience in implementing ERP systems for similar clients.
2. **Technical Approach:** Describe your approach to meeting our specific requirements, including details on customization, system integration, data migration, and post-implementation support.
3. **Implementation Team:** Provide information about the key team members who will be involved in the project, their qualifications, and relevant experience.
4. **Cost and Pricing:** Clearly outline the cost structure, including any licensing fees, implementation costs, training fees, and ongoing support charges.
5. **References:** Include client references for similar ERP implementations, preferably within our industry.

Proposal Guidelines:

Interested vendors are requested to submit their proposals, addressing the following key points:

1. **Company Overview:** Provide a brief introduction of your company, including its background, experience in ERP implementation, and relevant certifications.
2. **Solution Overview:** Describe the features, modules, and functionalities of your ERP system and how they align with our business requirements.
3. **Implementation Approach:** Outline your methodology, timeline, and resource allocation for the ERP implementation project.
4. **Customization and Scalability:** Detail your system's flexibility to accommodate our unique needs and future scalability options.



5. Training and Support: Explain the training programs and ongoing technical support you will provide to ensure smooth adoption and system maintenance.
6. Cost and Pricing: Provide a comprehensive pricing structure, including license fees, implementation costs, and any ongoing maintenance or support charges.
7. Client References: Include a list of similar ERP implementations you have completed, along with client references for verification.

Questions and Submission:

Please feel free to direct questions preferably by email to Dr. Steve Budhreja Chief Financial Officer or Cafer Turan, Senior Controller

All proposals are **due no later than 12:00 p.m. on Friday, July 7**. Please submit your proposals in electronic format to:

Dr. Steve Budhreja
Chief Financial
Officer

sbudhreja@magnoliapublicschools.org

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Cafer Turan
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Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. **Compatibility with Business Requirements:** How well the proposed ERP system meets our specific needs.
2. **System Functionality and Scalability:** The comprehensiveness of features, scalability options, and potential for future expansion.
3. **Implementation Approach:** The clarity and feasibility of the implementation methodology, timeline, and resource allocation.
4. **Vendor Experience and Support:** The vendor's track record in ERP implementations and the quality of their training and support services.
5. **Cost-effectiveness:** The overall cost-benefit ratio of the proposed ERP system.

Note: The evaluation process may involve further discussions, demonstrations, or site visits with shortlisted vendors.

We look forward to receiving your proposals and selecting the most suitable ERP system for our organization. If you have any questions, please reach out to the designated contact person listed in this RFP.

Magnolia Public School reserves the right to accept or reject any proposal received, and to cancel or reissue this RFP at its sole discretion.