



Fayette R-III School District
705 Lucky Street, Fayette, MO 65248
660-248-2153, Fax 660-248-3702
www.fayette.k12.mo.us



BRENT DOOLIN
Superintendent

CHERI HUSTER
Curriculum Director

MELISSA DUREN
Director of Student Services
Title IX Coordinator

SAMIE HILL
DES Principal
Phone: 660-248-3800
FAX: 660-248-2318

ABBY ARNETTE
CMS Principal
Phone: 660-248-3800
Fax: 660-248-2610

JASON HANNAM
FHS Principal
Phone: 660-248-2124
FAX: 660-248-2120

FAYETTE R-III ONLINE PAYMENT SOLUTION
PROJECT NAME

REQUEST FOR PROPOSALS

A request for proposals will be received by the Fayette R-III School District (District) in the Central Office until: **3:00 p.m., Wednesday, April 30, 2025** in accordance with the specifications and needs as described herein.

Proposals must be in envelopes, marked plainly and prominently:
Fayette R-III Online Payment Solution

Proposals must be addressed/delivered to:

Fayette R-III School District
Attn: Brent Doolin, Superintendent
705 Lucky St.
Fayette, MO 65248

Faxed or emailed bids will not be accepted.

The District reserves the right to reject any and all proposals and to waive any "informalities" in the proposals received whenever such selection, rejection or waiver is in its best interest.

The Board shall negotiate a contract with the successful bidder.

All bid documents become public record once a negotiated contract has been executed.

All bids must be valid for a period of ninety (90) days from the opening of bids.

Brent Doolin
Superintendent
Date: 3/19/25



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PURPOSE

The Fayette R-III School District seeks proposals for an online payment solution that provides secure, web-based site for making payments to the District. Examples of payments are for items such as student fees, donations, and non-fee based online registrations.

BACKGROUND

Organization School District – Fayette R-III School District

Schools/Support Buildings:

Early Childhood Center	Pre-K
1 Elementary Schools	K-5
1 Middle Schools	6-8
1 High Schools	9-12

Student Membership Count as of September 2024

Pre-K	36
Elementary	288
Middle School	155
High School	189

Fayette R-III School District (District) is a district accredited by the Missouri Department of Elementary and Secondary Education. Fayette R-III Schools is a reflection of our community. It is our vision to be the best school district in the state, and our mission is to educate all students to be ethical, successful citizens.

Fayette R-III is in Fayette, Missouri. Current student enrollment is 670 with approximately 95 employees.

SCOPE OF WORK

Proposer shall provide a web-based solution that will have the following basic functions:

- Mobile device optimized
- United States based customer support
- Integrated single sign on to application/web site
- Point of sale for cash, credit or check
- Ability to add special events such as preschool, summer school, AP testing, athletics, childcare, fieldtrips
- The ability to issue a refund back onto a credit card/debit card
- No NSF fees for returned checks
- Must include
 - eTicketing
- Zero cost chargebacks
- Reports
 - Ad Hoc transactions reports
 - Common Goal/School Insight integration reports
 - Integrated POS reporting
 - eTicketing reports



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- Must meet WCAG 2 compliance (web accessibility)
- Security Must follow CIS CSC Version 8.0 or higher
- PCI-DSS audit Certification
- The proposal must include the construction, maintenance, and development of the storefront
- All items featured in the store must have process that connect items purchased to the general ledger with 10 to 16 digit account code.
- Integrates in real-time or near-real-time with district’s student information system – currently Common Goal/School Insight/TeacherEase (file uploads and downloads done by the user are not acceptable). Should work with a data integrator or a nonmanual process.
- Integrates daily during non-business hours with the district’s ERP (Enterprise Resource Planning) – currently SUI (Software Unlimited Inc.) (file uploads and downloads done by the user are not preferred).
- Hosted services must provide a minimum uptime of 99% during school hours

TIMELINE FOR PROCESS

The timeline listed below is the District’s estimation of time required to complete the process. All efforts shall be made to abide by this schedule; however, it is subject to change if necessary.

Request for Proposals Issued	Thursday, March 20, 2025
Questions submitted until 12:00 P.M.	Friday, April 11, 2025
Proposals Due 3:00 P.M.	Wednesday, April 30, 2025
Interviews (if necessary)	Monday, May 5, 2025
Approval from Board of Education	Wednesday, May 21, 2025

Providers may submit questions thru 12:00 p.m., Friday, April 11, 2025 via e-mail bdoolin@fayetteschool.org. The answers to all questions will be issued via email from Mr. Doolin. Communication with Board members and/or other District staff in an effort to influence the outcome of the RFP selection process is prohibited and will result in rejection of the firm’s proposal.

Commencement of services shall be as soon as possible after the District Board of Education approves the proposal with the successful Respondent, and the District files can be transferred from the present firm, if necessary, target date will be the first of the month following Board of Education approval.

SUBMITTING A RESPONSE

1. Providers must submit four (2) copies and an electronic copy on a flash drive of their responses by 3:00 p.m. on Wednesday, Arpil 30, 2025 to the Fayette R-III Central Office 705 Lucky St. Fayette, MO 65248 . Attention Brent Doolin. Late responses will not be considered. Please reference on your response package the FAYETTE R-III ONLINE PAYMENT SOLUTION.
2. Providers proposal must include to the mandatory Attachments A-C.

The response shall follow the outline above and be concise. Failure to follow instructions may nullify the response from consideration. To be considered for selection, respondents should clearly limit responses to the specific criteria in the order listed. No joint responses (proposals) will be accepted by the District.



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The deadline for submitting the response shall be in accordance with the notice. Proposals received after this date and time will not be considered. Faxed or emailed bids will not be accepted. However, electronic bid submittal through email to bdoolin@fayetteschool.org will be accepted provided it is received before the deadline. The District is not responsible for lateness or non-delivery by the United States Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt. In submitting a proposal, the Respondent agrees to provide the services outlined in the proposal according to the fee structure enumerated in the same proposal.

The District reserves the right to terminate the relationship with the Respondents at any time and for any reason. During the agreement, the District reserves the right to utilize the services of another firm if the District determines it is in its best interest.

COMMITMENTS

All proposals should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the District's option, be made part of the final purchase contract and all representations in the vendor's proposal may be considered commitments to supply the system as described. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

FINANCIAL TERMS AND CONDITIONS

The proposal must include the construction, maintenance, and development of the storefront. A detailed fee schedule that includes line items for any equipment, software, licenses, professional services, warranties, project management, installation, and training fees must be included, if not part of annual solution cost.

IMPLEMENTATION & TRAINING

Proposal must also provide detailed implementation plan, as well as detailed training plan. (See Attachment A)

SELECTION CRITERIA

All proposals will be evaluated on the following criteria:

- Conformance and suitability of proposal to scope of services
- Prior comparable experience
- Cost and Value Proposition

Proposals will be evaluated to determine which proposal best meets the needs of the District. Evaluation considerations will include the following: Conformance with scope of services, prior comparable experience, and cost and value proposition. While a significant factor, cost will not be a dominant factor. Cost will be particularly important when all the other evaluation criteria are relatively equal.

The District reserves the right to cancel this RFP or to accept or reject any and all proposals, and waive any informality or technicality in any proposal, which is in the best interest or most advantageous of the school district. The District also reserves the right to be the sole judge in the determination of the outcome, including in "or equal" decisions.



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Attachment A – Questionnaire

COMPANY INFORMATION

Please include in the proposal:

1. A brief history of your organization and describe its ownership.
2. A description of your experience with K-12 clients.
3. A list of K-12 institutions that use your solution, including size of district.
4. Include a brief summary of rationale describing why your firm should be selected by the District.
5. References: **See Attachment C**

SERVICES –

Please provide a detailed explanation of how your system accomplishes the following criteria:

1. Mobile device optimized
2. Integrated single sign on to application/web site
3. Point of sale for cash, credit or check
4. Customizable with ability to add special events such as preschool, summer school, AP testing, athletics, childcare, fieldtrips
5. Ability to issue a refund back onto a credit card/debit card
6. No NSF fees for returned checks
7. eTicketing
8. Zero cost chargebacks
9. Ability for District to create own reports and not be restricted to those created by the vendor
 - a. Ad Hoc transactions reports
 - b. Common Goal / School Insight integration reports
 - c. Integrated POS reporting
 - d. eTicketing reports
10. Connect items purchased to the general ledger with 10 digit account code.
11. Meet WCAG 2 compliance
12. Security Must follow CIS CSC Version 6.1 or higher
 - a. PCI-DSS audit Certification
13. Server must be secured with SSL connections
14. Proven security and backup plans detailed
15. Must be optimized for all browsers (IE, Safari, Firefox, Chrome)
16. Integrates in real-time or near-real-time with district's student information system – currently Common Goal/School Insight/TeacherEase (file uploads and downloads done by the user are not acceptable). Should work with a data integrator or a nonmanual process.
17. Integrates daily during non-business hours with the district's ERP (Enterprise Resource Planning) – currently SUI (Software Unlimited Inc.) (file uploads and downloads done by the user are not preferred).
18. Hosted services must provide a minimum uptime of 99% during school hours
19. Provide a plan for onsite training for a core group of users, and ongoing onsite/remote support for District staff
20. Must provide raw data to Fayette R-III Schools upon termination of agreement
21. How often is the data backed up?
22. At the end of the contract, how long will the data be stored?
23. In what format will the data be transferred to the district at the end of the contract?



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24. How often do planned maintenance outages occur?
25. How is the District notified of planned outages for maintenance?

Attachment A – Questionnaire (cont.)

SUPPORT SERVICES

Describe how support is provided and the hours of operation of your help desk/support center:

1. Do you have a service level agreement?
2. Are network monitoring tools utilized?
3. Customer-accessible online service center – Yes or No
4. What is the average call time? _____
5. What is the size of the help desk staff that will support FSD use of this product?
6. What key performance indicators are used for your support services?
7. Describe your service escalation procedure
8. Is customer support based in the United States?



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Attachment B Implementation, Training and Pricing

Item	Description of Services	Year 1	Year 2	Year 3
Online Solution Cost				
Additional Options				

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is required to complete, sign and return this form with the proposal.**

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		Signature	
_____		_____	
City/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____	_____	_____	_____
E-mail		Entity Type	
_____		_____	



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Attachment C References

Provide references with similar scope of work per specification, must have at least one school district.

CLIENT NAME: _____ CLIENT NAME: _____

ADDRESS: _____ ADDRESS: _____

CONTACT: _____ CONTACT: _____

PHONE: _____ PHONE: _____

EMAIL: _____ EMAIL: _____

DISTRICT ENROLLMENT K-12: _____ DISTRICT ENROLLMENT K-12: _____

CLIENT NAME: _____ CLIENT NAME: _____

ADDRESS: _____ ADDRESS: _____

CONTACT: _____ CONTACT: _____

PHONE: _____ PHONE: _____

EMAIL: _____ EMAIL: _____

DISTRICT ENROLLMENT K-12: _____ DISTRICT ENROLLMENT K-12: _____