



**SCHOOL DISTRICT OF  
JEFFERSON COUNTY PUBLIC SCHOOLS  
LOUISVILLE, KY**

**REQUEST FOR INFORMATION**

**ON**

**CONTRACT LIFE CYCLE MANAGEMENT  
SOFTWARE**

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## **Overview**

Jefferson County Public Schools (JCPS) is the 29th largest public school district in the United States with a student population of approximately 100,000 and over 14,000 faculty/staff members. The JCPS General Counsel's office reviews approximately 800 contracts and agreements annually. JCPS currently utilizes manual tracking of contracts through emails and hard copy files. Contracts are written by individual program staff before being routed for legal review and ultimately routed and approved by our Board. JCPS utilizes MUNIS for vendor and payment tracking.

## **Introduction and purpose of RFI**

With this Request for Information (RFI) JCPS seeks information regarding contract lifecycle management solutions. The same information will be gathered from different companies and will be used to evaluate system specifications and what suppliers we may follow up with should a decision be made to issue an RFP or Bid for such system.

## **RFI responses**

JCPS seeks responses from all interested vendors through printed materials or digital format describing the contract lifecycle management software available and implementation timelines. Please include information about your product's ability to:

1. Assist in the generation of contracts or agreements utilizing District templates
2. Support contracts and agreements not on District templates
3. Track changes and versions of agreements
4. Track correspondence with internal and external partners during the contract/agreement drafting and negotiation process
5. Support "locked" segments of form agreements so that only specific users can make changes to specific parts of documents
6. Allow for in house administrator rights to revise or edit form documents
7. Store documentation related to agreements (for example, insurance certificates)
8. Track and notify users when a contract term is ending
9. Allow for escalating internal levels of approval and route documents to the appropriate users for review
10. Integrate with MUNIS
11. Automatically update permissions or role groups in conjunction with MUNIS employee job class codes

Please also include information regarding whether you have \$5,000,000 in cyber liability insurance and your compliance with SOC II or ISO 2700 standards. Please provide information about the onboarding process with your product including how form language or template agreements are integrated, training for staff, and how long the onboarding process takes. Please provide information regarding your support capabilities for questions or issues related to your product.

If available, responses should include a list of references, including names and contact information of school districts or other entities currently using described systems. JCPS may contact and/or visit references to determine equipment and video quality of any system described.

**Please do not include pricing information in the RFI answer.**

The answers to this RFI will be reviewed by staff from the JCPS General Counsel's Office and Purchasing Department. Respondents will not be notified of the result of the review.

**Delivery of answers to RFI**

Answers to this RFI may be delivered to:

Amanda Herzog  
Assistant General Counsel for Contracts, Insurance and Data Sharing  
VanHoose Education Center  
3332 Newburg Road  
Louisville, KY 40218

Wyatte Wynn  
Director of Purchasing  
C. B. Young Jr., Service Center  
3001 Crittenden Drive  
Louisville, KY 40209

Responders may also email their answers to:

[purchasingbids@jefferson.kyschools.us](mailto:purchasingbids@jefferson.kyschools.us)

**Contacts**

Questions and inquiries regarding this RFI may be directed to either of the following individuals:  
Wyatte Wynn ([wyatte.wynn@jefferson.kyschools.us](mailto:wytte.wynn@jefferson.kyschools.us)) Director of Purchasing Ph: 502-485-3543  
Amanda Herzog ([amanda.herzog@jefferson.kyschools.us](mailto:amanda.herzog@jefferson.kyschools.us)) Assistant General Counsel Ph: (502) 485-3584

**RFI timeline**

RFI is sent out: March 25, 2024  
Last date and time for submission of answers: 3:00 p.m., EST, Monday, April 15, 2024

**Disclaimer**

This is a Request for Information only.

This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposal (RFP)/Bid or a promise to issue an RFP/Bid in the future. This RFI does not commit JCPS to contract for any supply or service whatsoever. Further, JCPS is not seeking proposals at this time and will not accept unsolicited proposals. Respondents are advised that JCPS will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Submissions will not be returned. Failure to respond to this RFI does not preclude participation in any future RFP/Bid, if any is issued. The information provided in this RFI is not binding on JCPS. RFI answers are subject to Open Records Request.