Exhibit A

<u>**Scope:**</u>

The District currently maintains a set of systems and procedures, along with well trained staff to onboard and maintain suppliers. This covers a wide range of supplier types, from local individuals to large construction companies. Approximately 750 new suppliers are added a year and approximately 6,000 active suppliers are maintained.

District staff collect supplier contact information, remittance details, W9, proof of insurance, etc. The information (other than the proof of insurance) is entered into a web screen that imports the data into the supplier database BusinessPLUS. Workflows within BusinessPLUS are utilized to notify staff responsible for a manual review and verification of the information. Once verifications are complete, the supplier profile is activated for use. Proof of insurance is provided to the District's Risk Management Department via email, who maintains a separate database.

The payment landscape has been swiftly changing. Large construction projects and the COVID-19 pandemic has accelerated trends that have been increasing District exposure to fraud. Without significant additional investment in time and effort these trends jeopardize the integrity of all District payments, especially electronic payments. In addition, attacks on network infrastructure and key individuals through phishing have spiked. At a time when electronic payments would be significantly safer, more efficient, and more effective, imposter fraud risk has instead made paper checks more attractive, halting some payments and stifling efforts to move more suppliers to electronic payment methods.

As a result, the District seeks a provider of supplier verification and management services to address the situation. Supplier management systems (SMS) have existed for some time and provide streamlined onboarding and management capabilities. Many systems also provide payment mechanisms, which is not currently something the District is seeking, though it may be added in the future contingent on integration capabilities. The District is most interested in an SMS, that in addition to providing onboarding and management capabilities, addresses the following: 1) identifying valid phone numbers, making outbound calls to individuals capable and trusted to provide supplier details, and most critically, remittance information such as addresses and supplier bank accounts; (2) confirming tax classification status and performing IRS TIN matching (for proper 1099 reporting).

At the same time, supplier verification databases have emerged to provide bank account confirmation, TIN checks, address checks and the ability to compare against a host of watch lists and disbarment lists. The District seeks a vendor that provides services combining supplier checks and validations with a supplier onboarding and maintenance platform. Such a platform should provide guarantees against imposter fraud while also continuously monitoring District suppliers for issues related to watch lists or other changes to supplier details.

Due to the significant risk associated with current manual processes, the District has established an aggressive timeline for implementation and seeks a solution that can be fully operational by December 1, 2021.

<u>Criteria:</u>

A total of 100 points are available and distributed as follows:

Fraud Prevention, Supplier Verification and Monitoring – 40 points
Process Effectiveness & Efficiency– 20 points
Fit & Compatibility – 20 points
Cost – 20 points

Fraud Prevention, Supplier Verification and Monitoring

A. Explain how, as part of your proposed solution, the accuracy and integrity of supplier data will be verified. Example areas of interest are how you might validate supplier details during the onboarding process and continue to verify and monitor supplier details on an ongoing basis. Critical details might include bank account confirmation, tax ID number (TIN) and tax status verifications, address checks and the ability to compare against watch lists and disbarment lists. Include information about what external databases may be used, and what methods may be employed internally to identify suspicious supplier updates across your network. Details about supplier onboarding timelines and monitoring schedules are also useful.

B. Explain how your proposed solution might prevent imposter fraud, internal fraud, or payments and relations with banned or unqualified suppliers. Include any information about guarantees offered to the District and types of insurance provided to the District to cover against errors, fraud, or other forms of attack.

C. Explain how supplier checks and verifications might trigger workflow actions and District notifications.

D. Describe systems and methods employed to prevent attacks from the outside, from your employees, from District employees and from other suppliers.

E. Describe what actions are logged or generate audit records. What District actions are recorded? What actions by your organization are recorded? What supplier actions are recorded? Who has access to audit logs and how are they presented?

Process Effectiveness & Efficiency

A. Explain the process from initial engagement with suppliers through how supplier onboarding and supplier modifications workflows work. What capabilities exist to manage requirements and approvals? Are forms or documents built into this process? What does this look like

from the perspective of the supplier and from the perspective of the District? What makes these workflows efficient? What makes them safe in terms of meeting District requirements and controls?

B. Describe ability to manage foreign supplier information. Are there any limitations?

C. Describe how the proposed solution facilitates communication between suppliers and the District.

D. Explain what document types are supported and how they are handled within workflow.

E. Explain what form-related features are provided, especially any that facilitate on-line document creation and document signing capabilities.

F. Describe the features provided for effective tracking and monitoring. Include information about standard and custom query support, reporting, dashboards, notifications, etc.

G. Explain how workflows are used to trigger emails with notifications and, if desired have select forms attached, to be sent to the appropriate department (e.g., email insurance certificates to Risk Management, notify Accounts Payable that all required supplier information has been obtained, etc.).

H. Describe the proposed solution's Certificate of Insurance management capabilities, including self-service and full-service options.

I. Describe the proposed solution's functionality as it relates to 1099 reporting. Specifically,if there's the ability to import 1099s into the solution and notify the applicable suppliers that the1099 is available.

J. Describe how existing supplier information will be migrated to the solution, verified, and how existing suppliers will be notified.

K. How is historical information managed and retained to ensure an audit trail exists for changes including but not limited to; remit address, tax status, EIN information?

L. Though addressing fraud risks related to supplier details is the priority, the District is interested in any additional capabilities offered that extend beyond managing supplier details. Examples might be the ability to provide invoice payment status to suppliers or to provide sophisticated, consolidated supplier statistics, insights, and dashboards.

M. Explain how Quality-of-Service (QOS) is reported and provide any available historical QOS statistics.

Fit & Compatibility

A. Describe what types of suppliers are supported, i.e., large businesses, small businesses, both foreign and domestic, independent contractors, individuals acting as activity judges or clinicians, etc. How are the various requirements of each supplier type addressed? What is required of each supplier to participate? Are suppliers ever required to pay for participating? Are suppliers required to key all of the same details for each entity and are details shared across entities?

B. Describe any features that facilitate an experience that is tailored to the District and/or supplier. This might include customized forms, workflows, District branding or anything that improves the efficiency or effectiveness for the District or allows suppliers to trust the vendor with sensitive information on the behalf of the District.

C. Describe options for integration of the proposed solution with the District's existing financial system to ensure the necessary fields, formatted as required, in the supplier database of the financial system contain accurate and timely information.

D. Explain how supplier and District access roles are controlled and managed.

E. Explain your policies on data and document ownership. What facilities exist to perform bulk downloads of data and of documents?

F. The District utilizes Microsoft 365 single sign-on (SSO) for District login. Explain how vendor, supplier and District users' logon methods are secured and managed and/or whether they have SSO with or without multi-factor authentication options offered or required and for which user types.

G. Explain policies on data backups, disaster recovery, uptime, redundancy, etc.

H. Explain how the user interface is accessed; is it browser-dependent or cross-browser HTML-5 compliant?

I. Describe encryption standards to encrypt data at rest and in transit.

J. As a service organization with controls that affect the District's internal controls over financial reporting, a Service Organization Controls (SOC 1) audit will be required.   Are SOC 1 audits currently performed?

K. When was the most recent cybersecurity audit performed and what were the results?

L. Describe the initial training and on-going support that will be provided to key Finance Department staff.

M. Understanding that the District wishes to address the situation as quickly as possible, but not later than December 1, 2021, provide a detailed timeline for full implementation and to the extent practicable, the amount of time District personnel should expect to devote to the project.

Cost Proposal

Provided costs in the applicable tables of section 3 of the IFB.

<div align="center">(End)</div>