

Student Information System
NJUHSD SIS RFP 2017

Request for Proposals Issued: July 7, 2017
Deadline for Submittal of Proposals: August 7, 2017



Nevada Joint Union High School District
11645 Ridge Rd.
Grass Valley, CA 95945

Dan Frisella, Assistant Superintendent

Objectives and Scope

The primary objective of this project is the implementation of a new Student Information System (SIS) for the Nevada Joint Union High School District (NJUHSD). The RFP will include the purchase, installation, training, and maintenance of a student information system. NJUHSD is requesting proposals from qualified software firms to provide a comprehensive, fully integrated, operational SIS. NJUHSD is seeking an interested company that can provide solutions to address current and future SIS needs. The successful firm shall meet the terms and conditions set forth in this document and all attachments.

NJUHSD is a rural high school district, serving roughly 2,500 students across six school sites. The district has a long-standing commitment to excellence in ensuring students experience a challenging and engaging high school experience, in safe and healthy schools, which are a source of deep-seated pride among our students, staff, and community.

NJUHSD stakeholder groups are interested in an SIS that provides a high level of usability, functionality, intuitiveness, accessible and relevant report running, and a proven track record of quality service in California. Additionally, the SIS should support the district vision, enable teachers to effectively teach and support student growth, support student engagement in learning, enable support staff to effectively plan and support student success, and ensure accurate reporting through the California Longitudinal Pupil Achievement Data System (CALPADS).

RFP Requirements

1. Project schedule to meet a 2018-19 school year start date.
2. Total project cost, including:
 - Indication of how charges will be incurred as services are implemented.
 - Implementation costs, including training costs.
 - Annual recurring fees for system, support, and maintenance.
3. Three or more references including district name, contact person, and project description.
4. Bidder response to "Checklist of Needs for new Student Information System".
5. Bidder response to "Project Management and Professional Services Plan".
6. Detailed explanation of how bidder's SIS is unique and different from other SIS options, including details surrounding features, functionality, client support and professional services.
7. Bidders may attach additional pertinent information deemed important to the selection, implementation and overall success of the project.

RFP Schedule

<u>Milestone</u>	<u>Date</u>
RFP issued	July 7, 2017
Deadline for questions/inquiries	July 21, 2017 at 5:00 pm PST
Response to questions/inquiries	July 28, 2017 at 5:00 pm PST
Deadline for submission of sealed proposals	August 7, 2017
Notification of bidders selected for demonstration	August 14, 2017

Demonstration, presentation, and interviews
Implementation begins

August 14 - September 18, 2017
November 2017

Evaluation Criteria

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed (RFP Requirements). Bidders may also provide any and all recommendations for consideration such as installation, maintenance, support and design that are relevant to the total solution of the District's technology needs.

Evaluation Criteria

- Functionality/suitability of product in meeting district requirements and needs
- Cost
- Experience completing similar work and references
- Professional services and support plan

The District reserves the right to reject any or all proposals.

Instructions and Information to Bidders

1. PROPOSALS: Each proposal shall conform and be responsive to District specifications. Bidder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal.
2. DEADLINE FOR RECEIPT OF PROPOSAL: One original and two copies (for a total of three) must be submitted in sealed envelopes prior to the Submittal Deadline. Proposals must arrive to the DISTRICT OFFICE, 11645 Ridge Road, Grass Valley, CA 95945 before 4:00 p.m. local time, August 7, 2017. Telephone, telegraphic, facsimile, emailed, and late proposals will not be accepted or considered.
3. PROPOSAL SUBMISSION REQUIREMENT: Proposals shall be submitted to the address above and labeled as follows:

Attention: Dan Frisella
Nevada Joint Union High School District
11645 Ridge Road
Grass Valley, CA 95945

Special Conditions

1. Prices to remain firm through approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the Nevada Joint Union High School District and documented with new price sheet sent to Nevada Joint Union High School District Office.
2. All equipment/services costs must be new and included and identified separately.
3. Any prospective bidder, who contacts any School District Board Member during the RFP process, will be disqualified from consideration for the RFP award.

4. The Board of Trustees reserves the right to reject any and all bids/proposals, or any or all items of any bid/proposal.
5. This RFP will be posted to the Nevada Joint Union website (<http://www.njuhsd.com>). Any additions or corrections will be addressed in the form of addenda posted to the same location on the website.
6. All questions regarding this RFP should be directed to dfrisella@njuhsd.com, with the subject "NJUHSD SIS RFP 2017."
7. The deadline for questions will be July 21, 2017 at 5:00 pm PST..
8. Responses to all questions will be made by July 28, 2017 at 5:00 pm PST and will be posted on the district website.
9. It is the responsibility of the prospective bidder to check the website for updates or addenda.
10. Bidder must provide one original and two copies of your proposal (three total).
11. Manufacturer must warrant all software and/or equipment.

Bidder Requirements

The bidder must meet or exceed all minimum qualification requirements. All submitted quotes must provide at a minimum, all requested information in this quote document. Any portion not included will be cause for elimination from the quote process.

Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the quote requirements. Any portions of the submitted quote, which are to be treated by the District as proprietary and confidential information, must be clearly marked as such.

The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the request for information, contained in this section.

Project Management and Professional Services

Bidder should respond to each of the following items in their proposal:

1. Project Team Leaders - names and resumes of persons on bidder's team who will work with NJUHSD throughout conversion to new SIS to ensure successful implementation
2. Project plan, implementation methods, and schedule
3. Project management services throughout conversion by bidder's staff or third-party contractor at recommendation of bidder
4. Conversion of all current SIS data in legacy system
5. Description of roles and responsibilities for bidder staff and district staff during conversion and during normal SIS operations
6. System integration advice and consulting related to the selection and building of physical and virtual servers necessary for the SIS or hosting options
7. Test plan including performance, quality assurance and usability testing

8. Suitable documentation, including data dictionaries, process diagrams, user documentation, and video tutorials
9. Support agreement terms and conditions (SLA) and associated costs per year
10. Commitment to payment of liquidated damages in case of failure to perform as described in the contract terms and conditions
11. Software warranty
12. Maintenance and technical support
13. Training plan for approximately 200 staff including teachers, counselors, support staff, and administrators
14. Clear description of database architecture
15. Readiness checklist including communication plan, end-user training, data integrity, and other scheduled tasks
16. Description of software update methods and schedule

Bidder Response to SIS Requirements and Features

For each of the following requirements, specify the “status” in bidder’s current solution as:

- “Y” - Yes, this is a feature in the current version
- “ST” - Short term releases will include this feature
- “LT” - Long term releases may include this feature
- “N” - No plans to include this feature in the future of this system

Checklist of Needs for new Student Information System:

Status & Notes	Technical Specifications
	High level of responsiveness. No latency
	Integration with 3rd party vendors (see list of 3rd party vendors below)
	Web-based (html 5 compliant)
	SQL back end
	Automated account creation for student log-ins, student email accounts, etc.
Status & Notes	Grades and Academics
	Student photo, seating chart, and seating chart with photo
	Ability to attach documents to student summary, gradebook, and attendance screens (IEP at a glance, 504s, SST notes, BSPs)
	Ability to email the entire class roster, parents, etc.
	Ability to access student grades/assignments from their other classes
	Alert if teacher forgets to take attendance
	Ability to transfer assignments and grades from one class to another
	"Comment" box in attendance screen for specific periods
	Integration with teacher websites

	Ability to duplicate gradebook settings from one grading period to another
	Support for multiple credit types
	Ability to calculate grades using weights
	Ability to input a custom grade scale
	Ability to cleanly print screens (seating charts, rosters, etc.)
Status & Notes	Enrollment, Scheduling, and Attendance Features
	Ability to dual enroll
	Attendance "recent history" viewable on student summary screen
	Logging Nurse's office visits, populating attendance
	Blue card printing capability
	Online enrollment capability
	Mass loading/unloading for scheduling
	Scheduling - ease in viewing courses with open seats
	Ability to see staff screen when building a schedule
	Ability to do next year's schedules while in the current year
	Notification of adding and dropping students
	Siblings feature
Status & Notes	Data & Reporting Features
	Ease and robust options for generating reports (180 class minutes, etc.)
	Historical performance of teacher's classes -- pulling reports of student performance in the past
	Health report writing by batches of students
	Civil rights report compliance; ease of reports broken down by demographics, special programs/IEPs, etc.
	Ability to pull data from previous years
	Alignment with CALPADS and verification system for error reports
	Ease of entering state testing data (CAASPP, AP, ACT SAT, etc.)
	Ability to export reports into Excel, CSV, or PDF
	Ease of generating clean attendance rosters, grades reports for teachers to print
	Generating/auto populating suspension notices
	Ability to clearly and easily tally student attendance codes
Status & Notes	User Access
	Efficient user interface and use of real estate on student summary screen
	Mobile app for teachers, parents, admin, students
	Automatic issuing of parent and student access codes

	Functional student search feature, with "sounds like" capability
	Ability to view and/or access a tally of student number of days of suspension
	Pop-up alerts for important student information (often safety related)
	When working in the next year, if you click back to the current year, you should be on the same student screen
	Feature for parents to receive grades, push notification via email/mobile phone on a weekly (or custom timeline) basis
	Ability to toggle between teacher access and admin access (sped staff)
	Special education notifications on student summary screen, attendance and gradebook
Status & Notes	User Support and Communication
	Quality support and access to support
	Adequate training and support - trainings in user-language (not programmers), and in job-alike groups
	Online troubleshooting, access to tutorials
	Two-way communication between teachers and students or parents
	Ability to access web-based documentation for end-user training
	Student alert field displayed on student screens for health, special education, 504, and other important data elements
	Email and text alerts to parents for grades, attendance, and missing assignments
Status & Notes	General Features
	Ease of use, user interface -- efficient "click to information" ratio
	Gradebook (highlighting students absent when assignment issued/due)
	FERPA compliance
	Work permit integration - ability to generate work permit
	Transcript features
	Student "notes" with settings for determining permissions (teachers, admin, all - ability to input notes)
	Flagging system on student summary screen of attendance, recent behavioral, or other issues
	Ability to securely email official report cards to guardians and students
	Email all students' teachers with the click of a button
	Billing, tracking and accepting payment of student fees
	Printing various screens while maintaining proper formatting

Current 3rd Party Vendors:

Accelerated Reader	Follett	Nutrikids
Active Directory (AD)	Destiny Staff Patrons	OARS
Aesop	Destiny Student Patrons	Papercut
Apex	Destiny Class Update	Pearson
Backupify	Gmail (Google)	Read 180
Career Cruising	iBoss	Schoology
Catapult	Illuminate	SchoolMessenger
Civil Rights report	LaserFiche	