

Request for Proposal

For

Raytown School District Student Information System

Raytown Quality Schools

Raytown, Missouri

December 13, 2022

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Information

Raytown Quality Schools is seeking sealed proposals for Raytown School District Student Information System to satisfy the district's need for a secure system to track program and demographics information for student, staff, class, and activity requirements.

Sealed Proposal should be submitted in the form of two sealed copies with title "Raytown School District Student Information System" – (1) marked "Original", (1) marked "Copy". Proposals shall be organized in 3-ring binders with sections clearly labeled. Packaging must indicate that the contents contain a sealed bid. All submissions must be received at the address below by the date and time listed. Attendance at Proposal opening is not required. After the opening, the district may request a digital copy of the proposal.

All documents will be considered the property of Raytown Quality Schools. The request for Proposal does not commit the District to any specific course of action.

School District:

Raytown Quality Schools
6608 Raytown Road
Raytown, Missouri 64133

District Contact:

Kimberlee Leech, Database Systems Administrator
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138
816-268-7120
kimberlee.leech@raytownschools.org

Submit Sealed Proposal:

January 3rd, 2023 11:00 AM

Melissa Tebbenkamp, Chief Information Officer
Raytown Quality Schools
10750 E. 350 Highway
Raytown, Missouri 64138

A formal opening will take place at this time. Attendance is NOT required.

Overview

Raytown Quality Schools (“District, RQS”) requests sealed Proposals from interested vendors (“Provider”, “Contractor”, “Vendor”) for the purpose of acting as an authorized vendor for Raytown School District Student Information System purchases through July 1, 2029.

Providers submitting multiple solutions should provide each as a separate complete Proposal. The Proposal Submitted By signature page shall be completed and submitted with each Provider’s Proposal.

District Information

Student Population:

The Raytown C-2 School District’s enrollment is approximately 8,100 students Pre-Kindergarten through grade 12. There are three primary diverse populations: African American (49%), Caucasian (28%), and Hispanic (13%). The free and reduced lunch rate for the District is 65% with a mobility rate of approximately 20%. Currently, 15% of students receive special educational services.

Facilities/Technology Availability:

The district has a total of 2 high schools, 3 middle schools, 10 elementary schools, 2 pre-k schools, 1 career center, 1 school for students with exceptional needs, and 1 alternative school. The district provides students with access to the following technology devices for use in curricular activities: laptops with the Windows operating system for each student in grades 9-12, Chromebooks for all students in grades 6-8 and class sets of Chromebooks for elementary students grades 2-5. Students in K-1 are 2:1 with Chromebooks. The district also continues to move toward the use of web-based applications. All certified district staff have Windows laptops. All district buildings have complete wireless coverage.

Instructional staff:

The certificated staff is diverse in years of service and level of education with the average years of teaching experience at approximately 11 years. Approximately 57% of certificated staff hold a Master’s degree or advanced Master’s degree(s). It is necessary to provide a curricular resource that differentiates instructional strategies and techniques that will support the novice teacher as well as provide a menu of options for the veteran teacher.

Additional information on the District may be obtained by visiting the District’s web site at www.raytownschools.org, and visiting the Department of Elementary and Secondary Education at www.dese.state.us.mo and reviewing school data and statistics.

Proposal Due Date and Time

In order to be considered, one (1) sealed copies (8 ½ x 11” paper 3-hole punched, tab separated by section in a 3-ring binder) of the Proposal, one marked as “Original”, one marked as “Copy”, must be received by Raytown Quality Schools at the address stated by the following date and time:

January 3rd, 2023 11:00 AM

District Terms

Vendor Requirements

- Vendor Proposals shall conform to the requirements listed in this Request for Proposal.
- Vendor shall have the responsibility to ensure that the products that are delivered to the District match the Proposal and the specifications listed on the Purchase Order.
- Vendor shall have responsibility for any damage to goods incurred during transit.
- Vendor shall not increase the pricing listed in this Proposal through July 1, 2029. I
- Vendor must provide assurance that items ordered will be received according to the specified, agreed upon timeline. Vendors who do not meet the agreed upon timeline will forfeit a penalty to the district of \$1,000 per calendar day (or portion of a day) for any delays due in part or whole by the vendor.
- If applicable, vendor must provide shipping information and projected delivery dates for all orders placed. Tracking information will be required in advance of delivery.

Vendors may withdraw their Proposals at any time prior to the closing for receipt of the Proposals. If withdrawing, notify Melissa Tebbenkamp, in writing (or email), as soon as possible. New Proposals received after the proposal opening shall not be considered.

Delivery

- All materials and equipment quoted shall be delivered as agreed upon and directed by the Raytown Quality Schools Technology department.
- All services provided shall be conducted as agreed upon and directed by the Raytown Quality Schools Technology department. No service shall be conducted prior to authorization.
- Vendor shall have the responsibility to ensure that the products that are delivered to the District match the Proposal and the specifications listed on the Purchase Order.
- During the time between delivery and acceptance, Raytown Quality Schools cannot be held liable for any damages to or theft of any components. It will, therefore, be the responsibility of the provider to obtain insurance against loss, theft and damage.
- Raytown Quality Schools does not allow smoking or the use of any tobacco products within its facilities or any Raytown Quality Schools grounds. This applies to contractors and sub-contractors and their employees as well as Raytown Quality Schools personnel.
- Vendor must provide assurance that items ordered will be received according to the specified, agreed upon timeline. Vendors who do not meet the agreed upon timeline will forfeit a penalty to the district of \$1,000 per calendar day (or portion of a day) for any delays due in part or in whole by the vendor.

District's Responsibilities Regarding Service Requirements

Provider must identify the exact tasks and/or equipment requirements that Raytown Quality Schools must satisfy and/or be responsible for in regards to service and delivery of equipment.

Subcontractors

Subcontracting of any service requested under this Proposal must be disclosed in the Proposal response and agreed to by the District in advance of service initiation and start of work. Provider must assume full

responsibility for any subcontractors and ensure any subcontractor abides by all requirements of the Proposal and service contract.

Proposal Requirements

- Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.
- Proposals will be date and time stamped upon receipt by the Raytown Quality Schools.
- The District will select the lowest or best Proposal. The District reserves the right to design the evaluation criteria to be used in selecting the best Proposal, including, but not limited to: price, value, quality of product, history of performance, recommendations and other qualities important to the district.
- The District reserves the right to waive minor technical defects in a Proposal, reject any and all Proposal, reject any part of a Proposal, advertise for new Proposals, or make the purchase on the open market if the product or service can be obtained at a better price.
- The District reserves the right to provide the final contract for mutual consideration and agreement.
- If the scope of the purchase changes substantially, the district will release a new proposal.
- The Raytown School District reserves the right to separate, accept, or eliminate any item(s) listed under the Request for Proposal that it deems necessary to accommodate budgetary and/or operational requirements.
- The District also reserves the right to not select any vendor or purchase any goods and services resulting from this Request for Proposal.
- If the District elects to reduce the number of items from your original Proposal, please state your pricing conditions. Also it is expected that prices quoted in the response to this Proposal will not increase if additional products are purchased through July 1, 2029.
- Any Proposal may be withdrawn prior to the scheduled time for the opening of Proposals. Any Proposal received after the time and date specified shall not be considered.
- Vendor proposals shall conform to the requirements listed in this Proposal, any amendments thereto, agreed upon documented exceptions and schedules, and the final contract.
- If the contractor takes exception to any of the requirements, describe the exception and give the details of any alternative offered. The School District shall judge the acceptability of any such alternatives.
- Should any differences arise as to the meaning or intent of specifications in this document and amendments thereto, the District's decision shall be final and conclusive.
- Federal and State laws, Local ordinances and Board policies apply to contracted services. No portion of any master service agreement or contract may defy these laws, ordinances, and policies. Any such portion of a master service agreement or contract that does defy these laws, ordinances, and policies will be considered null and void.

Payment and Retainage

The District is exempt from sales tax and use taxes. Taxes shall not be listed in a proposal or on invoices. A copy of the letter exempting the District from paying these taxes is available from the District upon request by the contractor/provider.

A payment schedule shall be decided on with the chosen contractor/provider. Said schedule shall be part of the contract between the contractor/provider and District. There shall be no hidden costs associated with this proposal. If the contractor/provider foresees any additional or unexpected costs or charges to be made, these charges need to be explained in the proposal.

The District will withhold 20% from final payment as retainage until all services are fully functional, as written in the proposal, in the educational setting. In the event that online services are not functioning prior to the date agreed upon in the contract, due in part or whole by vendor, vendor will be assessed a penalty of \$1,000 per day.

Purchasing and payments shall be in accordance with Board policy DJF as outlined in administrative procedure DJF-AP1. This procedure can be found on the District website.

Selection Process and Minimum Requirements

Each company must meet the following minimum qualifications (company may not use sub-contractors to fulfill any obligations within its contract).

- Contractor shall conform to the requirements listed in this request.
- The selected contractor(s) shall assign a project manager/point of contact to this project. This person shall become the central contact person for the contractor once the project begins.
- The selected contractor shall have the responsibility to ensure that the products that are delivered to District match the request and the specifications listed.
- If the contractor source reduces pricing, it is expected that this price reduction be passed on to the School District.
- Contractor must provide seven (7) total references.

Data Security Guidelines

- Vendor must include their Data Governance Policies and Procedures.
- Vendor must provide a certification of Cybersecurity/Data Breach and Cyber Malpractice Insurance.
- Vendor must provide acknowledgement of District Data Governance policies and requirements. Due to individual vendor processes and procedures, data governance expectations will be discussed during contract refinement. At a minimum, the final contract shall include the following data governance expectations:
 - The district owns all employee/district data that is shared, collected and/or generated through use of the system
 - Access to and use of district data is limited only to those that need to have access to perform required support of the system
 - District data cannot be used for marketing, advertising or data mining, or shared with 3rd parties unless allowed by law and authorized by the district
 - Vendor must disclose where and how confidential or critical information will be stored and ensure that all district information will only be stored on servers in the United States
 - All data will be maintained in a secure manner and appropriate technical, physical and

- administrative safeguards are in place to protect the data
- Vendor must disclose how and when data will be destroyed
- In the event that the district and/or vendor terminates services, all data must be provided to the district in an agreed upon method and all data stored on vendor systems must be de-identified and/or deleted
- In the event of a data breach, vendor must immediately notify the district and assume liability of district costs resulting from the breach
- Vendor will ensure encrypted method of all data transactions with the district
- All employee data portals are secured through the use of verified digital certificates
- A data inventory and/or dictionary must be provided to the district Chief Information Officer

Required Proposal Format and Content

Two bound copies should be submitted on 8 1/2" by 11" paper, with consecutive page numbers. Please mark one copy as "original" and one as "copy". The Proposal should contain the following sections in the order presented below. Proposals that do not include these sections may be considered non-responsive and as such may not be considered.

- Proposal Cover Sheet
- Proposal Acknowledgement and Exceptions
- Letter of Interest
- Profile and Experience
- Staff
- Project Budget
- Additional Requirements
- Litigation
- References
- Signature Page

Section 1: Proposal Cover Sheet

Fill out completely the Proposal Cover Sheet which is the last page of this document. Place said cover sheet as the first page of the Proposal that has been prepared for consideration.

Section 2: Proposal Acknowledgement and Exceptions

The Contractor shall acknowledge compliance with the requirements listed in this Proposal and any amendments thereto. If the contractor takes exception to any of the requirements, describe the exception and give the details of any alternative offered. District shall judge the acceptability of any such alternatives.

Section 3: Letter of Interest

The Proposal should be introduced with a letter of interest that includes a synopsis of the company's services and highlight the capacity to perform the work. The letter should be signed by the individual with contract signature authority for the company.

Section 4: Profile and Experience

Outline company history, scope of services offered, size of the vendor, and location. Give additional detail that the company feels may elaborate on profile and experience. List out in a matrix format experience.

Section 5: Staff

List the experience and qualifications of any staff that will be assigned to the project. Name the person who will fill the role of Project Manager/Sales Manager. Note any additional personnel that will be responsible for onsite activities once the project begins.

Section 6: Project Budget

1. Complete in its entirety, the price table provided in this Proposal (Specifications: Raytown School District Student Information System Pricing Table). Explain any blank areas. Submit the company's total project budget to fulfill the requirements of this Proposal. The proposed budget response shall be listed in the same format and order as provided below.
2. Vendors should complete the attached pricing sheet and also include information on how prices will be calculated for items not on the sheet in the **COMMENT** section below. The items selected for the pricing sheet reflect anticipated purchase volumes through July 1, 2029.
3. The module/product price should reflect the price the district should expect to pay if a single module/product is purchased. If a discount or price savings is offered for the purchase of multiple modules/products, describe the discount/savings and conditions in the **COMMENT** section below.
4. Proposals must identify all costs as presented in the pricing table. Note length of warranty included with purchase of part number.
5. Pricing should be guaranteed through July 1, 2029.

Specifications: Raytown School District Student Information System Pricing Table

| Description | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Discount % | Total |
|-------------------------------|--------|--------|--------|--------|--------|------------|-------|
| Student Information System | | | | | | | |
| Student Fee Module | | | | | | | |
| IEP Module | | | | | | | |
| Nutrition Services Module | | | | | | | |
| Online Registration Module | | | | | | | |
| Data Reporting Module | | | | | | | |
| Transportation Routing Module | | | | | | | |
| LMS Grade Pass-Back Module | | | | | | | |
| Medical Module | | | | | | | |
| Instructional | | | | | | | |

| | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|
| Software Integration Module | | | | | | | |
| Missouri State Reporting Module | | | | | | | |
| Data Migration Module | | | | | | | |
| Training Module | | | | | | | |
| Badge Printing Module | | | | | | | |
| Transcript Module | | | | | | | |
| Electronic Hall Pass Module | | | | | | | |
| Communication Module | | | | | | | |
| Secure Documents Module | | | | | | | |

COMMENT (Specifications: Raytown School District Student Information System):

DELIVERY (Specifications: Raytown School District Student Information System):

Section 7: Additional Requirements

Provider must provide the following information:

- The Service Level Agreement (SLA) for your proposal.
- Hours of operation for help or trouble reporting.
- Describe maintenance and trouble notification procedures.
- Provide acknowledgements to the Data Security Guidelines above.
- Detail the product’s ability or process of the following:
 - a. Account authentication and student/staff rostering process: the District supports Single Sign On through Google or Clever. The district requires nightly rostering through Clever or SFTP. The district may elect to send all active students and staff, the vendor must detail how they will manage the nightly process.
 - b. Must support Multi-factor Authentication for staff
 - c. Data Exports: The district requires the ability to export rosters and performance data from the vendor product in a manner that can be imported into a data dashboard solution.
 - d. Account administration, including district access vs building access and management of individual access to data.
- District technology resource requirements: What technology resources/specifications are required to fully implement the proposed solution?
- Technical support and training features:
 - a. The ability to impersonate staff and students to assist in troubleshooting and training.
 - b. Status page for outages or issues.
 - c. Dedicated support person and same day response time for issues.
 - d. Digital or in person training resources for staff.

Section 8: Litigation History

Provider must state whether they have been involved in any litigation during the last five years, and if so, describe the litigation.

Section 9: References

Two financial references must be provided from either financial institutions or suppliers using the format below.

| Reference | Contact Name | Phone Number |
|-----------|--------------|--------------|
| 1. | | |
| 2. | | |

Five project references must be provided of which three must be entities where you have provided comparable projects (overlaps acceptable). These projects must have been engaged during the last two years. These references must be for services provided by the proposing company, not by individuals within the company who may have worked on projects while at another company. The Project Scope must include the product provided and level of service provided. Use the format below. Reference contact information must be current and include working phone numbers.

| Reference Organization | Contact Name | Phone Number | Project Scope: | Project Completion Date |
|------------------------|--------------|--------------|----------------|-------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Requests for Information

Any questions about the Request for Proposal process must be received in writing by December 20th, 2022 by 3:00 pm.

Scope of Services

Services will include but not necessarily be limited to the below features:

| | |
|-----------------------------|---|
| Software Integration | |
| Horizon | |
| | Nightly export of student roster to Horizon |
| | Automatic import of FRL status from Horizon |
| Clever | |
| | Automatic nightly export of student and staff data and rosters |
| | Specify fields to exclude from export |
| | Send additional teachers (more than one teacher per class) |
| | Send staff not associated with a roster |
| SFTP | |
| | Automated exports to SFTP out to vendors |
| | Set up automatic imports into the product |
| Google Classroom | |
| | Link gradebook from Google Classroom with SIS for ease of grades being passed back and forth |
| SpedTrack | |
| | Integrate with SpedTrack for IEP coordination |
| Health Management | |
| | Integrate with School Care and/or SNAP and EduHealth |
| Log In | |
| | Option for users to log in using Google account. Parents do not have Google accounts with the district so how would they log in? |
| | System syncs with Active Directory for easy student and staff login. Parents are not given accounts in Active Directory, so how will they log in? |

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| Imports/Exports | |
| | Import assessments such as ACT, SAT, and custom assessments |
| | Import students and match them to existing families or create new ones |
| | Import staff from an external table/database |
| | Import/Export Student Pictures in bulk |
| | Import, add, update, and delete data from any table |
| | When adding student photos to a profile, we need to be able to do a mass import, preferably by ID number |
| | If students have pictures taken after the mass import, we need to be able to add one picture to a student's profile |
| | Export student and staff photos manually |
| | Export student and staff photos through an automated process |
| System | |
| | Create custom data fields |
| | Create custom pages and integrate our custom fields on those pages |
| | Have both regular year and summer school active at the same time |
| | Having a Summer School specific site year |
| | Functionality to having only students that want to attend summer school in that site year |
| | Provide information on changes to data, who changed the information, when it was changed, and what it previously was |
| | Settings that impact the entire district as well as settings that can be adjusted at the site level |
| | Specify student password requirements per grade level |
| | Prevent Students from changing their passwords |
| | Limit who has access to student passwords |
| | We need the ability to scan our hosted solution for vulnerabilities and then work with the vendor to resolve the vulnerability in a timely manner |
| | Similar user interface between all staff |
| | Any System must run on VMware version 7.x |
| Product Info | |
| | We require that the product is hosted on our servers. |
| | We require a data dictionary |
| | A training or test environment so we can test changes without impacting our live system with the ability to restore the test environment to a different point in time |
| | Data stored in the database must be backed up every night |
| Online Enrollment/ E-Forms | |
| | Custom pages with custom fields attached |

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|---------------------------|--|
| | Assigning pages to specific buildings and grade levels |
| | Assign pages based on flag or custom field |
| | Active online enrollment/e-form for specific buildings/grade levels |
| | Easy view of missing documents for staff to view |
| | Easily be able to retrieve answers from online enrollment pages/e-form |
| | Conditional formatting |
| | Families can register themselves |
| | Provide communication support for non-traditional families |
| | Staff can view all schools a student has attended |
| | Easy method for staff to enroll a family |
| | Spanish Translations to pages |
| | Set fields to be required |
| | Auto approval of enrollment/e-form |
| | Export families waiting to be approved for online enrollment/e-form |
| | Custom message when enrollment has been accepted |
| | Insert pictures and tables into pages |
| | Adjust pages after families have already submitted data |
| | Set pages to be specific to new students/families |
| | Copy pages from year to year |
| | Easy preview of page |
| | Set a page as inactive |
| | Adding students to a family |
| | Re-enroll students that have dropped |
| | Reject online submissions with reason |
| | Notification to staff members when e-form has been submitted |
| | Upload documents and set them to a specific document type |
| Student Attendance | |
| | Calculate and display attendance and percentage to the minute without additional reporting |
| | Student Calendars - multiple per building |
| | Multiple bell schedules per building/per day |
| | Account for students with modified schedules (part time) |
| | Custom Attendance Codes |
| | ISS/OSS moved to attendance |
| | Multiple check in and outs in a day |
| | Process for collecting virtual, homebound, and off site attendance based on Missouri guidelines. |
| | Pre-marked attendance |

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| | Ensure that we can pull official attendance reports with details for each student |
| | Process for reporting student attendance based on built in thresholds, particular absence types, or special programs/services |
| | Attendance reports/percentages by teacher |
| | Accommodate student attendance outside the regular day |
| | Elementary single attendance mark |
| | Attendance History- When a student has been absent or marked a specific way |
| | ADA Reporting |
| | Perfect Attendance report |
| | Consecutive absence report |
| | Parents, teachers, and students can review attendance marks from the year |
| Student Grading | |
| | Term Grades |
| | Course Weights |
| | Print multiple different year's report cards for a student from one screen |
| | Have trimesters, and quarters (both in one school) |
| | Class Rank needs to include all students by resident school |
| | Grade Cycles |
| | Grade History |
| | Standards based grading |
| | Printable Transcripts/Grade Cards (print in bulk and sortable) |
| | Transfer in Grades, Out of District, Online, and NS |
| | GPA calculation |
| | Create a single grade to catch up a student, if they transfer into a class after the term has started |
| | Teachers maintain access to inactive students in their classroom |
| | Teachers are able to mass fill the score for an assignment in the grade book |
| | Override title for sections (i.e. special teachers can see the name of a teacher) |
| | Teachers are able to mass fill the score within an objective |
| | Add a comment to a student's objective or grade |
| | Edit grades at building and teacher level after a teacher has stored them |
| | Copying gradebook formulas from year to year |
| Scheduling | |
| | The system must be able to mark and identify pre-requisite courses when a student is choosing courses. In addition, if a student takes a course that requires a prerequisite, there must be an indicator that the student must take the prerequisite course first. |
| | Option for students to be able to request courses through their student portal. This function must be turned on/off at the site level. |

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| | The system must have a master scheduling function for counselors to easily place students into classes |
| | Option for creating virtual classes |
| | A report must be available to find students without schedules |
| | Print single and bulk schedules that can be sorted |
| | A report must be available to find students with incomplete schedules |
| | 4 year plan - credits within credits |
| | Must accommodate Class Within a Class subjects |
| | Add a class to a group of students easily |
| | Mass reschedule students mid-year |
| Enrollment | |
| | Residency - Address Validation with the ability to see schools student will be attending |
| | Edit enrollment and withdrawal codes with the option to set a codes a inactive |
| | Track and report students that have completed the central office enrollment process |
| | Enroll at multiple buildings at once |
| | Adjust FTE received at a building |
| | An area for reporting attendance to another location |
| State Reporting | |
| | Export State ID Files for new students and import back in |
| | Export out files for upload to DESE |
| | How do codes tie to State Reporting Codes |
| Student Information | |
| | Store locker information such as locker numbers and combinations |
| | The system must be able to integrate our existing student numbers. Student numbers are 6-7 digits, randomly assigned. |
| | Identify a student's homeroom teacher immediately upon opening a student's record |
| | Identify a student's advisor immediately upon opening a student's record |
| | Identify a student's counselor immediately upon opening a student's record |
| | Add a contact log to a selected group of students |
| | Quick access to print all students records when transferring out |
| | Teachers have access to accommodations from the IEP and 504 information for students in their sections |
| | Enter information for a student in any section that also supports import functionality |
| | Students must have a legal name and a preferred name |
| | Track a student's preferred pronouns |

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| | We would like easy viewable maps on any address screen |
| | Track social emotional health of students |
| Programs and Services (Flags) | |
| | Place a mark or flag on a student |
| | This flag/mark must have the functionality to add a photo or icon |
| | Flags must be able to have data fields attached for more information about the flag |
| | Add a flag to multiple students at once and change something about the flag on multiple students at once |
| | A report where we can pull students with specific flags |
| | Flags must have a start date and an end date |
| | Pull students with multiple flags at one time |
| | We need staff permissions to be able to limit which flags can be seen by specific staff members |
| | We need a permission trigger that can be active if we would like a flag to be seen by a parent/student |
| Family Data | |
| | Update data that impacts the family as a whole so we do not have to adjust each individual student |
| | Any documents submitted by the family should be attached to the family's profile |
| | A utility to locate duplicate families and students based on first name, last name, and birth date |
| | Families need to have alternate addresses on file for bus routing purposes |
| | Families need to have emergency contacts |
| | Alerts to buildings based adjustments made to family records like new court order, non-custodial parental pickup changes |
| | Families need to have non resident parents that can have limited access to students in the family |
| | Locate students or parents based on a phone number, name, email address, or physical address |
| | Document interpreter needs for individual guardians |
| Fines and Fees | |
| | When creating a chart of accounts, we need to be able to enter an account number that is tied to a specific fee code |
| | Import and export fees and payments in/out of RevTrak |
| | Fees that are tied to specific classes must be applied upon enrollment into those classes |
| | Import fees using a template of some kind |
| | Mass add and/or waive fees |

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|------------------------------|---|
| | Fees need to have an option of being required or not |
| | Reports of who has paid and who hasn't by site |
| Discipline | |
| | Create multiple discipline events for a single student |
| | All buildings need the functionality to refer to students so administrators can create discipline events |
| | Add and inactivate codes on the discipline table in case new ones are added and ones that are no longer used |
| | Add an alert when students hit particular thresholds in terms of discipline |
| | Teacher enter referrals in the system |
| | Determine total time a student was suspended considering different day lengths, partial days of suspension, etc. |
| | OSS and ISS assigned to the discipline must also post to the students attendance record |
| Parent/Student Portal | |
| | Parents need to be able to log in, select students in their family and find information including: grades, attendance, fees, and discipline |
| | Parents/Students need to be able to email teachers and administrators |
| | Parents need to be able to pay fees |
| | All emails between students, parents, and staff initiated through the SIS are recorded in the communication log (specifically email content) |
| | Parents need to be able to update household information including: address, emergency contacts, email, phone number. Admin will need to approve changes |
| | Parents can add a new student to the family in the system throughout the year |
| | Students must be able to log in, check grades/credits and attendance |
| | Shutdown access to particular modules for parents and students at different times of the year |
| Staff Profile | |
| | Staff permissions available by year/site |
| | Staff assigned to multiple sites |
| | Assigning roles to staff members |
| | Adding more than one teacher to a classroom |
| | Impersonate a staff profile |
| | All emails between students, parents, and staff initiated through the SIS are recorded in the communication log (specifically email content) |
| | multiple email addresses/ or ability to choose email address emails come from |
| | Perform mail merge |
| | Schedule email sends |
| | Access assigned groups of students outside of the teacher's class |

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| | Provide an easy process for providing temporary access to teacher’s class information for substitute teachers |
| | Assign multiple permission groups to a single person |
| | SSN for staff that is encrypted |
| | Shutdown access to particular modules for staff at different times of the year |
| Badges | |
| | Print name badges for students and staff |
| | Create a badge template that can be used at the private, site and district level |
| | Specify badges to be for students at specific grade levels |
| | All badges must include merge fields including but not limited to, first name, last name, grade level, custom field, ID (number and/or barcode) |
| | Badges must be able to include a background image or watermark |
| Bulletins | |
| | Post announcements to students, staff and parents that will pop up when they log into the system |
| | All buildings will need the functionality to post announcements to just their students in their building |
| | Announcements need to be able to include links and pictures |
| Reporting | |
| | A system that is simple for any level of tech user to be able to pull student fields into one report with filtering |
| | Save the data layout as a template and allow it to be accessed at the private, site, and district levels |
| | Track when the last time a report template was used |
| | Include student photos when running reports |
| | Customized menus based off of building level |
| Letters, Labels | |
| | Templates created for letters or labels need to have the option to be accessible at the private, site, or district level |
| | The letters need to have the option to include the district's or site's logo |
| | A location for English and Spanish translations when creating letters |
| | Integrate merge fields to capture specific data linked to a student/family |
| | Print labels or letters for specific students through a custom selection |
| | When creating labels, we need to be able to customize how many columns are on the page, the width and height of the label, or have a compatibility function with Avery labels. Adjust columns, width and height of labels. |
| | All buildings need to be able to Email/Print class schedules, so they can notify parents and hand them out on the first day of school |
| | All buildings need to be able to Email/Print discipline events with the action, comments, and date, so they can notify parents |

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| | All buildings need to be able to Email/Print fees owed with the account type and comments, so they can send them to parents |
| Teachers | |
| | Pull up rosters and gradebooks |
| | Editing assignments to have specific types (Homework, Test, Project, etc.) |
| | Editing grading formulas for assignments, terms and semesters |
| | Quick access to a student's profile |
| | Run grade reports including missing grades and students failing |
| | Quick view of their class sections with student count |
| | Teachers can view a full progress report on an individual student without the ability to print |
| | Communication log to track communication between teacher and parents. Ability to view based on security groups. |
| | Email a single student or an entire class and email is stored on the students record |
| | Create and print a seating chart with student pictures |
| | Take attendance in a seating chart view |
| | Copy seating chart settings from year to year |

SIS Selection / Transition Timeline:

- Wed, Nov 16, 2022 8:30am - 10:30am - SIS Search Committee Kickoff
- Tues, Dec 6, 2022 - Request for Proposal (RFP) submitted to Board of Education for approval to release
- Tues, Dec 13, 2022 - RFP Released
- Tues, Jan 3, 2023 - RFP Returned
- Week of Jan 9, 2023 - committee reviews RFP responses (face to face meeting TBD)
- Week of Jan 16, 2023 - RFP scoring finalized and final system(s) selected for further review (meeting date TBD)
- Jan 30 - Feb 28, 2023 - vendor demonstrations, virtual and in person site visits
- Selection of preferred SIS to Board March 13 or April 10, 2023
- March / April through June 2023 - data migration and system configuration
- July 2023 - training begins for key staff, training developed for all staff
- January 2024 - scheduling begins for 2024 - 2025 school year
- February/March 2024 - training begins for returning staff
- June 2024 - Possible summer school launch in new SIS
- July 2024 - enrollment begins for 2024 - 2025 school year
- July / Aug 2024 - training for all staff in new SIS

Proposal Submitted By

Company Name

Authorized Name/Title (printed)

Authorized Signature

Contact Person for the Proposal

Date

Telephone

Fax

Email